

**Science and Engineering Foundation
Undergraduate Student Staff Liaison Committee
Wednesday 25th November 2020**

Confirmed minutes

Staff members present:

Dr Hicham Adjali (HA)	Director of Foundation Education for Science & Engineering
Sarahlouse Lawrence (SL)	Foundation Officer
Rosie Enobakhare (RE)	Foundation Administrator

Student members present:

Francois Ashok Petizon (FP)	SEFP (Engineering)
Ponam Saheb Khan (PK)	SEFP (Biology)

Apologies for absence:

Rasheed Uddin Mohammed (RM)	SEFP (Biology)
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.001	HA welcomed all members present.
1(b)	Apologies for Absence
2020.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2020.003	The committee approved the minutes of the meeting held on 19/02/20
1(d)	Report on matters arising and actions taken
2020.004	The committee received a report on matters arising and noted the following: HA remarked that due to COVID and the lockdown, some of the actions from the last meeting could not be completed. SL added that some of the actions were lecture based, which meant that they were time sensitive. Therefore, once lectures ended some of the time sensitive actions, became redundant.

1(e)	Admissions, induction and enrolment
2020.005	<p>The committee discussed the processes of admissions, enrolment and induction and noted the following:</p> <p>FP reported that Welcome Week was very good even though it was online. He added that it was well organised and there were no issues. PK remarked that the admissions process was quite smooth, communications with the admissions team was straightforward and the admissions team responded to email queries promptly.</p> <p>HA asked the reps whether they preferred having an online/face to face Welcome Week or a combination of both. PK expressed a preference for an in person Welcome Week, as she found the online Welcome Week arrangements confusing. FP also remarked that a face-to-face version of Welcome Week would be better.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2020.006	<p>HA advised the reps that FEDU are aiming to introduce a new skills module at the start of the new academic year, which will help students with the transition between school, education and work. Students will learn important skills such as how to become independent learners, how to write CV's etc. He explained that in order to introduce the new skills-based module, one module would have to be removed from each of the foundation module diets.</p> <p>HA asked the student reps for feedback about the new module. FP commented that he thought it was a great idea. However, he expressed a preference to incorporate it into the Communications with Science and Technology module rather than replace a module. He added that all the modules he is currently studying are important and he was concerned about losing a module. HA responded that there are ways to incorporate the module without students losing out.</p>

	PK also remarked that the introduction of the module was a good idea, particularly if it involved helping students to write CV's and gain key skills.
2(b)	Learning and teaching matters
2020.007	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p>FP reported that the lecturer for SEF005 Physics & Mechanics module moves through the topics too quickly. He added that students have raised this issue with the lecturer. HA advised that students should include a message in the chat during the lecture, if they feel that the lecturer is going too fast.</p> <p>FP also mentioned that the Communications with Science and Technology module (CST) has run exceptionally well. He noted that the module organiser & tutors communications and interactions with students has been great and the course is well organised, despite being online.</p> <p>PK reported that, she is satisfied with all modules (chemistry, maths & CST) except biology. She explained that students are required to do a vast amount of reading on topics before the lectures, as well as other asynchronous tasks which is overwhelming. She added that the required reading is necessary, but it is too much at once. She also advised that this sentiment is shared with other students. PK also reported that the lecturer reads off the PowerPoint during lectures but doesn't provide further explanation and she becomes angry when students ask questions.</p> <p>HA suggested that the new skills module may be of some help in situations such as this, as it will cover time management skills, which students could utilise if they are feeling overwhelmed. He also added that the transition to online teaching hasn't been easy for staff or students and this may have also contributed to this situation.</p>

	ACTION: FEDU to refer issue about the biology module to the Module Organiser
2(c)	Assessment and feedback
2020.008	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>FP mentioned that the online assessments he completed i.e. physics timed tests and CST assessments, ran very smoothly, primarily due to QMPlus, which makes uploading assessments very easy.</p> <p>PK reported that everything was fine. However, she did suggest that providing students with practice essays could improve their experience, as some students doing the biology module, didn't know how to write essays before they submitted their assessments. She added that the biology coursework came too early, as assessments were due before they had the CST lectures about how to write essays. HA suggested that this appears to be a timing issue.</p> <p>PK also mentioned that assessments are too close.</p> <p>ACTIONS: FEDU to feedback to module organisers so that they can look at deadlines and timings of teaching and assessments</p>
2(d)	Academic support
2020.009	<p>Representatives reported on academic support matters and the following points were noted:</p> <p>HA asked the reps if they had had their Adviser meetings. He explained that Advisers are the first point of call if students have issues. Students can email their assigned Adviser and ask for a meeting if needed. However, the Advisers should have at least two scheduled meetings with their Advisees each semester.</p> <p>FP reported that one Adviser meeting had been scheduled at the beginning of this Semester, however he was unable to attend.</p> <p>PK also reported that one Adviser meeting had been scheduled at the beginning of Semester, which she did attend.</p>

	ACTION: FEDU to remind Advisers to be proactive and arrange meetings. They should have at least another meeting this semester.
2(e)	Learning Resources
2020.010	<p>Representatives reported on learning resources matters and the following points were noted:</p> <p>LIBRARY FACILITIES /MATERIALS (BOOKS, JOURNALS ETC) FP reported that he has had access to the books he needs. Therefore, there have been no issues.</p> <p>QMPLUS FP commented that the QMplus system is great, as the module material included is excellent and it is easy to navigate through the pages. He added that the recordings of lectures are really useful, especially as he is currently overseas.</p> <p>HA asked the reps if they thought that the format of all the foundation modules pages is similar. Both PK and FP responded affirmatively, and they also added that the module pages are very well organised.</p> <p>QREVIEW HA explained that QReview is the system used to record live lectures in classrooms and he mentioned that It would be used again when QMUL brings back in class teaching.</p> <p>EMAILS HA asked the reps for feedback about the email system and their usage of it. PK reported that she always checks her emails. She added that she does receive a lot of messages, however the information included is usually very useful. FP also reported a similar experience. He mentioned that he also receives a lot of emails, but he reads them all as they are very informative.</p> <p>PASS</p>

	<p>HA asked the reps if they had received emails about the scheme. He provided details about the scheme and he asked the Reps if they were aware of it. FP reported that he had heard about this scheme, but he hasn't used it. PK advised that she had received the email about PASS, so was aware of it, but she hadn't used it.</p> <p>ACTIONS: Reps to remind students about PASS, if they are in any student WhatsApp groups.</p>
2(g)	Student feedback (NSS/PTES/UKES/Module evaluations)
2020.011	<p>The committee discussed responses to NSS/PTES and UKES and noted the following:</p> <p>HA described the feedback process to the student reps. He explained that towards the end of each module, students will be asked to give their opinions on their modules i.e. teaching, content. He added that this year the module evaluation process is online, and students will be sent links they can click on, to access and complete the anonymous feedback survey.</p> <p>HA asked the reps if they had received any information about module evaluations. FP reported that he had received information about this. PK reported that she couldn't remember if she had received anything.</p> <p>ACTION: Reps to remind students to complete the module evaluations if they are in any student WhatsApp groups.</p>
Part 3 – Any Other Business	
2020.012	All of the points were raised in the relevant section.
Part 4 – Date of the next meeting	
2020.013	The committee noted that the next meeting date is to be confirmed. It will be scheduled around February, following the exams.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020:007	FEDU to refer issue about the biology module to the Module Organiser	FEDU	ASAP		
2020:008	FEDU to feedback to module organisers so that they can look at deadlines and timings of assessments	FEDU	ASAP	FEDU collating assessment pattern info for Sem B	
2020:009	FEDU to remind Advisers to be proactive and arrange meetings. They should have at least another meeting this semester.	FEDU	ASAP		
2020:010	Reps to remind students about PASS, if they are in any student WhatsApp groups.	REPS	ASAP	Sent a reminder to reps on 10/12 about this action	
2020:011	Reps to remind students to complete the module evaluations if they are in any student WhatsApp groups.	REPS	ASAP	Sent a reminder to reps on 10/12 about this action	
