



**School of Engineering and Materials Sciences
Undergraduate and Taught Postgraduate Student Staff Liaison Committee**

28 October 2020

Approved minutes

Via Collaborate

Minutes

Student Representation

| Name | Programme and Level |
|--------------------------------------|--|
| Hasan Hussain/Monishka Aswani | Biomedical Engineering Year 1 |
| Deborah Olowu | Chemical Engineering Year 1 |
| Laila Yachkouri | Materials Science and Engineering Year 1 |
| Alina Adnan | Robotics Year 1 |
| Year 2 | |
| Sama Al-Haddad | Aerospace Engineering Year 2 |
| Owais Siddiqi/Mariana Otero | Biomedical Engineering Year 2 |
| Talal Lahig | Chemical Engineering Year 2 |
| Hadia Mughal | Design, Innovation and Creative Engineering Year 2 |
| Hamza Butt | Mechanical Engineering Year 2 |
| Year 3 | |
| Mughees Asif | Aerospace Engineering Year 3 |
| Lilay Michael | Biomedical Engineering Year 3 |
| Jannet Mansur | Chemical Engineering Year 3 |
| Ideen Sanei | Design, Innovation and Creative Engineering Year 3 |
| Chris Ng/Aaron Sosah/ Elisha Koonjul | Intercalated |
| Serena Kumar Sabnani | Materials Science and Engineering Year 3 |
| Abdullah Taibi | Mechanical Engineering Year 3 |
| Year 4 | |
| Reham Gonnah | Biomedical Engineering Year 4 |
| John Zhu Xuan Luk | Mechanical Engineering Year 4 |
| Postgraduate | |
| Hsin-Yu Wang | MSc – Materials Programmes |

Staff Representation

| Name | Role |
|-----------------------|--|
| Folashade Akinmolayan | Director of Student Experience (Chair) |
| Angela Jones | Student Support Officer (Secretary) |
| Adrian Briggs | Director of Education |
| Yousef Zawahreh | Deputy Director of Education |
| Daniella Peluso-White | Taught Programmes Manager |
| Tomas Lukas | Senior TA |
| Eldad Avital | Third year co-ordinator |

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| James Soderman | Faculty Liaison Librarian – Science and Engineering |
| In receipt of notes | |
| | School Management Team |
| Norman McBreen | Faculty Education Manager |
| Leigh Rooney | Students' Union Education Co-ordinator |
| ARCS | Academic Registry and Council Secretariat |

Apologies for absence:

| Name | Role or programme and level |
|---------------------------|--|
| Carol Raphael | Materials Science and Engineering Year 2 |
| Daphne Biestro | Design, Innovation and Creative Engineering Year 1 |
| Mohamamd Qamhieh | Robotics Year 3 |
| Sushnitha Baskaran | Mechanical Engineering Year 1 |
| Yugesh Shanmugha Sundaram | Aerospace Engineering Year 1 |
| Olumide Popoola | Academic Skills Co-ordinator |

| Part 1 – Preliminary Items | |
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| 1(a) | Welcome and introduction for new members |
| 2020.001 | The Chair, welcomed new members and lead introductions. |
| 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 22 June 2020. |
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| 1(d) | Report on matters arising and actions taken |
| 2020.004 | <p>The committee received a report on matters arising and noted the following:</p> <ol style="list-style-type: none"> a. Feedback on the length of time for alternative assessment has been considered as we prepare for the January exams. As well as trialling other formats, we will be shortening the window to complete assessments to 24 hours. b. With regards to student concerns on the attainment gap, we will include this as a priority for consideration in this year's Student Experience Action Plan (SEAP). A discussion on priorities for our SEAP is also below. c. In response to feedback on the consistency and organisation of resources on the intranet and QMPlus, we have moved to one dedicated education system on QMPlus. We have ensured consistency by introducing a template. This includes a weekly breakdown of resources. d. Following requests for improvements in communication, we have introduced a weekly newsletter to provide additional information to students as well as consolidate the number of emails and resources sent. e. A framework has been developed for Advisors to provide additional support to students. |

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| 1(e) | Terms of reference and membership |
| 2020.005 | The committee noted the terms and reference and membership of the SEMS Student Staff Liaison Committee. |
| 1(f) | Student Co Chair |
| 2020.006 | This role was discussed. Further information on the opportunity to be Co chair would be circulated. (Action FA) |
| Part 2 – Student feedback, Programme Delivery and other matters | |
| 2(a) | Programme/module developments and amendments |
| 2020.007 | The committee heard there were no programme or module reviews planned for content for this year. Julia Shelton is leading the programme review for new first year students next year and we will be circulating some documents for consideration and feedback. (Action AJ) |
| 2(b) | Learning and teaching matters |
| 2020.008 | Representatives reported on learning and teaching matters and the following points were noted: |
| 2(b)i | Year 4/ Postgraduate |
| 2020.009 | Aerospace Engineering Year 4 None - No representative |
| 2020.010 | Biomedical Engineering Year 4 None – No representative |
| 2020.011 | Mechanical Engineering Year 4 None |
| 2020.012 | MSc – Engineering Programmes None – No representative |
| 2020.013 | MSc – Materials Programmes MTRM064 - Lectures are held on MS Teams and therefore there is a limit to the time recordings are available. It was agreed that the recordings would be downloaded and available to students who are not able to download and save this material (Action AJ). It was confirmed that the School are currently finalising access to the labs for student research projects and further information would be available shortly. |
| 2(b)ii | Year 3 |
| 2020.0014 | Aerospace Engineering Year 3 Students were impressed with how the School has adapted given the pandemic and thanked the School for their work. |

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| | <p>Some students felt that the change in structure of modules had resulted in additional work for students. Third year students felt this was further impacted by requirements for their project.</p> <p>Additional time and pressure was placed on individuals for group work due to issues with meeting each other to moderate contributions and to adhere to the group's plan. Further information on collaboration tools to be investigated and published in the newsletter (Action AJ)</p> <p>Q and A sessions not been as interactive it was hoped.</p> <p>Seat booking system for the library requiring 24 hours notice had proved difficult for some students.</p> <p>The Academic Regulations for 20-21 were confirmed. The no detriment policy had been extended to students in 19-20 due to the disruption to students at the short notice of the lockdown. Modules were redesigned over the summer to anticipate online learning so all module grades would be included in the final year mark. However, marks will still be calculated with and without last year's marks and the student will be awarded the higher when calculating the classification.</p> |
| 2020.015 | <p>Biomedical Engineering Year 3</p> <p>Students were missing the interaction in or after classes and felt there was no opportunity to discuss their queries with others. The cohort requested small group teaching or the establishment of a hub to enable students to meet to discuss issues. (Ref collaboration tools 2020.014)</p> <p>Independent work and contact hours are now structured differently. As before, students were expected to undertake 4 hours of work for each module. Any modules that have very different demands can be discussed within the SSLC.</p> <p>Issues with timed assessments and tests included issues with the internet and finding space and time to concentrate.</p> <p>Requests for 24 hour opening time for the library to resume.</p> <p>DEN318</p> <ul style="list-style-type: none"> - The types of project available due to the pandemic are outlined in the handbook. - Some students had not managed to finalise their title or had delays in doing this. It was confirmed that the topic should be decided between the student and the supervisor. Any ongoing issues should be directed to the MO, Eldad Avital. <p>MAT311</p> <ul style="list-style-type: none"> - This module was felt to be have a heavy workload (see below). <p>Competing and conflicting deadlines;</p> <ul style="list-style-type: none"> • DEN318 and MAT602 – 13 November • MAT 602 - 17 November |

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| | <ul style="list-style-type: none"> • DEN331 - 20 November • MAT311 – 23 November. |
| 2020.016 | <p>Chemical Engineering Year 3 Students had no complaints.</p> <p>The possibility of speeding up lecture recordings would be requested. (Action AJ)</p> <p>There was no confirmation on whether graduation in July 2021 would be in person or online at the time of the meeting.</p> |
| 2020.017 | <p>Design, Innovation and Creative Engineering Year 3</p> <p>MAT602</p> <ul style="list-style-type: none"> - Lectures were felt to be good and very clear. Students advised this was an enjoyable module. <p>MAT307</p> <ul style="list-style-type: none"> - There had been disappointment in the interactive sessions which the cohort thought were not interactive and could, instead be part of the preparation materials. (Action AB) |
| 2020.018 | <p>Materials Science and Engineering Year 3</p> <p>Frustration with internet issues among students and those experienced by lectures that influenced live sessions.</p> <p>Students felt the loss of the coursework diary as well as peer review notes. Any module requiring peer review should have intranet facilities set up. It was confirmed that E learning are developing an assessment tracking tool. Students are able to use the to do list/bookmark functions on QMPlus. Information on these functions had been published in the SEMS newsletter. It was agreed that information would be republished. (Action AJ)</p> <p>It was confirmed that there would be no reading week this year in order to spread the materials over 12 weeks. One representative proposed reintroducing reading week with a focus on careers based activity. Careers support is currently spread through the year.</p> <p>MAT602</p> <ul style="list-style-type: none"> - This module is well organised and laid out. <p>DEN318</p> <ul style="list-style-type: none"> - Requests for the planning presentation to be recorded. (Action - EA) |
| 2020.019 | <p>Mechanical Engineering Year 3</p> <p>It was felt that the number of coursework tasks had increased.</p> <p>The cohort requested guidance by module advisors as to what material other than lecture notes students could use to support coursework tasks.</p> |

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| | <p>DEN318</p> <ul style="list-style-type: none"> - Students requested that dissertation topics be made visible from July to September. Topics were not made available as previous student feedback had felt information regarding the project in the summer had provided additional pressure to students. <p>DEN6208</p> <ul style="list-style-type: none"> - More explanation of coursework was requested. Further information requested from course rep.(Action AT - Rep) <p>DEN311</p> <ul style="list-style-type: none"> - More explanation of coursework was requested. Further information requested from course rep.(Action AT - Rep) |
| 2020.020 | <p>Robotics Year 3</p> <p>There was positive feedback for blended learning. Students were disappointed with having few or no options in their final year. There was dissatisfaction with the amount of coursework and its scheduling.</p> |
| 2(b)iii | <p>Year 2</p> |
| 2020.021 | <p>Aerospace Engineering Year 2</p> <p>The IT lab had proved helpful. There was a hope for more online materials including lectures. Delivery for Semester B was confirmed. Mandatory learning would remain online although there would be an increase in on campus activities.</p> <p>DEN5101</p> <ul style="list-style-type: none"> - The module was felt to be disorganised, with a request for more clarity for coursework, better organisation of lectures, more information on examinations and more support to students including quicker responses on requests for information eg revision (Action AB) <p>DEN5242</p> <ul style="list-style-type: none"> - Disproportionate amount of pre lecture content (Action AJ) |
| 2020.022 | <p>Biomedical Engineering Year 2</p> <p>There had been negative feedback on the content and organisation of lectures. More clarification on coursework deadlines was sort.</p> <p>Student requested a centralised email about bioengineering seminars.</p> <p>DEN5101</p> <ul style="list-style-type: none"> - Lecture material was felt to be in a confusing order, the lecturer is not responding to the module forum regularly and the organisation of the cw is confusing. There is also a request for more lectures and guidance with the coursework (worth 30%) (Action AB) <p>DEN5302</p> |

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| | <ul style="list-style-type: none"> - There was felt to be a disproportionate amount of private study compared to synchronous activity with the synchronous activity only recorded from week 4. With lack of interaction and no PSC classes until week 4, students felt there was no opportunity to talk about the content. (Action AJ) <p>DEN5122</p> <ul style="list-style-type: none"> - Well organised <p>DEN5109</p> <ul style="list-style-type: none"> - Good pre-lecture resources and PSC for reinforcement. Students able to work through pre-recorded materials at their own pace. Requested more information on the structure of the course e.g. when will each coursework be released? Some delays in responding to forum posts. (Action AJ) <p>Creo only works in the library and in the computer labs in the engineering building. Students cannot access the engineering building labs and the library requires silent study so no group work can be done.</p> <p>Timetabling an issue with lectures one after another for 5 hours. Little can be done to address the timetable now, however staff will be reminded to start lectures at 5 past and finish lectures at 5 to each hour. (Action AB)</p> <p>PSC tutorials were felt to be of value and were requested for all courses.</p> <p>Feedback was received on the format for alternative assessment for this subject area as answers had taken longer to prepare than had been anticipated by the MO.</p> |
| 2020.023 | <p>Chemical Engineering Year 2</p> <p>Praise was given for the content and lectures.</p> <p>Deadlines were felt to be too close together.</p> <p>The cohort recommended a reading week. As course material was distributed over 12 weeks, this could not be accommodated for 2020/21.</p> <p>It was difficult to ask questions in the PBL due to the structure.</p> <p>The format of the alternative assessment/exams was confirmed as open book exams. No assessments are longer than 24 hours. A few modules may also provide a shorter window to complete a shorter assessment.</p> <p>Frustration at the library booking system was expressed including the number of places available and the lead in time to pre-book.</p> |
| 2020.023 | <p>Design, Innovation and Creative Engineering Year 2</p> <p>Issues with completing the interactive media design and production (EECS) module were raised. This will be feedback to EECS for comment. (Action AJ)</p> |

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| 2020.024 | Materials Science and Engineering Year 2 None |
| 2020.025 | Mechanical Engineering Year 2 General feedback has been positive and online lectures were going well. Further clarity on coursework was requested, especially in relation to the hand in dates. |
| 2020.026 | Robotics Year 2 None |
| 2(b)iv | Year 1 |
| 2020.027 | Aerospace Engineering Year 1 (outside the meeting) DEN4122 <ul style="list-style-type: none"> - The 3 hour slot for students was difficult for those sitting abroad. Students requested 24 or 12 hours to complete tests. <p>Students requested the option to play BBCollaborate recordings at twice the speed. This will be requested via Elearning, see above.</p> <p>Dr Jens-Dominik Mueller lectures have had a positive response from students. One of the reasons for this was the fact that he uses an electronic pen to draw diagrams during the active learning sessions. It saves time and drawings are easy to understand. This feedback would be shared with other teaching staff (Action AJ)</p> |
| 2020.028 | Biomedical Engineering Year 1 The volume of forum posts and emails had been difficult to manage for some students. Digests of posts were discussed. Further information would be included in a future newsletter. (Action AJ) DEN4101 <ul style="list-style-type: none"> - Requests to mark workings would be passed to the MO. (Action AJ) |
| 2020.029 | Chemical Engineering Year 1 MAT106 <ul style="list-style-type: none"> - Enjoyable and well organised <p>DEN4404</p> <ul style="list-style-type: none"> - The lecturer had issues with their microphone for the first four weeks of the course. These were resolved in week 5. - This has impacted on the module with students finding this challenging. The Lecturer has agreed to go over key concepts as a result. |

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| 2020.030 | <p>Design, Innovation and Creative Engineering Year 1</p> <p>Advisor meetings with Nobuoki were cited as very enjoyable with students welcoming the use of cameras, the informal nature and the link to the classes.</p> <p>ECS406U</p> <ul style="list-style-type: none"> - students did not understand very well how this module relates to the course and will help them in their future. Request for further information to be passed to EECS (Action AJ). <p>DEN4122</p> <ul style="list-style-type: none"> - This module was felt to be really well taught and the PSC session was useful. The pre-recorded information was helpful in understanding the subject. <p>DEN4102</p> <ul style="list-style-type: none"> - Pre recorded information was requested to enable students to prepare for class. The tutor had experienced a number of technical issues. (Action AB) <p>ECS405U</p> <ul style="list-style-type: none"> - Some students felt this module advances too fast and requested streamed groups to run at different paces. This will be passed to EECS for comment (Action AJ) |
| 2020.031 | <p>Materials Science and Engineering Year 1</p> <p>Students preferred learning topics from pre-recorded lectures and doing questions in the interactive sessions.</p> <p>DEN4102</p> <ul style="list-style-type: none"> - Requests to divide the large cohort for this session could not be accommodated at this point in the year. A replacement lecture had been scheduled due to internet issues of the lecturer. <p>DEN4012</p> <ul style="list-style-type: none"> - Issues accessing the recordings. Further information on accessing recordings would be put in the student newsletter (Action AJ). |
| 2020.032 | <p>Mechanical Engineering Year 1</p> <p>None</p> |
| 2020.033 | <p>Robotics Year 1</p> <p>ECS412U</p> <ul style="list-style-type: none"> - The lecture slot was felt to be taken up with video content. Feedback provided to EECS (Action AJ) <p>ECS401U</p> <ul style="list-style-type: none"> - Considered to be well taught with lectures being very good. There had been issues with submitting quizzes. Feedback provided to EECS (action AJ). |

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| | <p>- ECS426U AND ECS412U clash. Feedback provided to EECS (action AJ).</p> <p>DEN4122</p> <ul style="list-style-type: none"> - Students felt there was a lot of preparation materials. |
| 2020.034 | <p>Intercalated</p> <p>The students who were invited to attend the meeting had previously circulated a survey to their cohort. Their feedback included</p> <p>DEN6407</p> <ul style="list-style-type: none"> - Lack of consistency across supervisors with differences in frequency of meetings and response times to emails. - Lack of clarity on expectations of students/supervisors with an inconsistency of expectation. - Suitability of subject areas of projects - Further clarity on research in this discipline. - No current access to labs or confirmation on access to labs in Semester B. <p>This would be discussed with the MO. (Action AB)</p> <p>MAT311</p> <ul style="list-style-type: none"> - Felt to be disorganised with lots of lecture content. It was requested that papers discussed in synchronous sessions should be circulated further in advance. (Action AJ) <p>MAT7803</p> <ul style="list-style-type: none"> - Request for learning objectives to be provided for each lecture. – students don't understand expectations <p>DEN430</p> <ul style="list-style-type: none"> - This module was felt to be well organised. When further information had been requested on completion of data analysis and coursework, an additional session had been scheduled. - Further support in maths and programming were requested. <p>DEN412</p> <ul style="list-style-type: none"> - Requests for lectures to be recorded - Further guidance on lab work requested. <p>Students had requested their activities be added to a Google calendar as in SMD. This was not standard practice within S&E with details of activities included in QMPlus. Further information on exam dates would be published in the student newsletter. (Action AJ)</p> <p>On campus enrichment activities would be extended to this group. (Action AB)</p> |
| | Summary |
| 2(c) | Assessment and feedback |

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| 2020.035 | Representatives reported on assessment and feedback processes and the following points were noted: |
| | <ul style="list-style-type: none"> - Clarity on dates of coursework and mechanisms for monitoring these - Completing and conflicting deadlines - The window for completing and uploading timed assessments - Support and feedback from Project Supervisors - Perception of an increase in coursework in year 3. |
| 2(d) | Academic support |
| 2020.036 | Representatives reported on academic support matters and the following points were noted: |
| | <ul style="list-style-type: none"> - Blended learning was generally welcomed, receiving positive feedback - The change in structure had been difficult for some students - Ability to speed up BB Collaborate recordings was requested - Reading week had not been scheduled - Clarification on access to the labs for project work. - Best practice included <ul style="list-style-type: none"> o Use of an electronic pen for diagrams o PSC tutorials |
| 2(e) | Organisation and communication |
| 2020.037 | Representatives reported on organisation and communication matters and the following points were noted: |
| | <ul style="list-style-type: none"> - Clarity of dates and systems for managing coursework - Issues with the management of Emails and forum posts due to volume. |
| 2(f) | Learning resources |
| | <ul style="list-style-type: none"> • Online teaching and learning • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT |
| 2020.038 | Representatives reported on learning resources matters and the following points were noted: |
| | <p>The restrictions on the library due to the pandemic were noted with less students able to study in the library due to social distancing and requirements to pre-book places due to track and trace requirements. Due to cleaning requirements, the library could not be open 24 hours.</p> <p>Following student feedback, the booking period had been reduced from 24 to 8 hours and discussions were underway to further reduce this. Further study spaces had also been made available.</p> <p>A report on blended learning following our requests for student feedback would be presented to the next SSLC meeting.</p> |
| 2(g) | Student feedback |
| 2020.039 | A report on the actions taken as a result of the NSS was received. |

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| 2020.040 | It was noted that completion of module evaluation forms for Semester B in 2019-20 had been disappointing. As a result, the School were reviewing the mechanism for feedback for this Semester. |
| 2020.041 | A report on the feedback received for Welcome Week was received. |
| 2(h) | Consideration of the Student Experience Action Plan (SEAP) |
| 2020.042 | The committee will be asked for their feedback on the priorities for the SEAP at the next meeting. |
| Part 3 – Any Other Business | |
| 2020.043 | No items were raised under Any Other Business: |
| Part 4 – Date of the next meeting | |
| 2020.044 | The committee noted that the next meeting would take place on Wednesday 2 December at 11am. |

Drafted by
Angela Jones
Student Support Officer (SEMS)
Date: 27/10/2020