

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

7 April 2021

Confirmed minutes

Via Collaborate

## Minutes

### Student Representation

Name	Programme and Level
<b>Year 1</b>	
Yugesh Shanmugha Sundaram	Aerospace Engineering Year 1
Hasan Hussain/Monishka Aswani	Biomedical Engineering Year 1
Deborah Olowu	Chemical Engineering Year 1
Laila Yachkouri	Materials Science and Engineering Year 1
Sushnitha Baskaran	Mechanical Engineering Year 1
Alina Adnan	Robotics Year 1
<b>Year 2</b>	
Owais Siddiqi/Mariana Otero	Biomedical Engineering Year 2
Carol Raphael	Materials Science and Engineering Year 2
Hamza Butt	Mechanical Engineering Year 2
<b>Year 3</b>	
Mughees Asif	Aerospace Engineering Year 3
Ideen Sanei	Design, Innovation and Creative Engineering Year 3
Abdullah Taibi	Mechanical Engineering Year 3
<b>Year 4</b>	
Reham Gonnah	Biomedical Engineering Year 4
<b>Postgraduate</b>	
Rainer Doller	MSc – Engineering Programmes
Sheung Chit Ng	Intercalated

### Staff Representation

Name	Role
Folashade Akinmolayan	Director of Student Support (Chair)
Adrian Briggs	Director of Education
Yousef Zawahreh	Deputy Director of Education
Eldad Avital	Third year co-ordinator
Jun Chen	Fourth year/MSc co-ordinator
James Soderman	Faculty Liaison Librarian – Science and Engineering
<b>In receipt of notes</b>	
Norman McBreen	Faculty Education Manager
<a href="#">ARCS</a>	Academic Registry and Council Secretariat
	Students' Union

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Tomas Lukas	Senior TA
Daniella Peluso-White	Taught Programmes Manager

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.120	The Chair welcomed students and staff to the meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.121	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.122	The committee approved the minutes of the meeting held on 21 February.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.123	The committee received a report on matters arising and noted the actions taken and those pending (See Appendix A).
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Student feedback</b>
2020.124	In addition to written feedback on individual modules, representatives reported on learning and teaching matters and the following points were noted:
	<b>Year 4/ Postgraduate</b>
2020.125	<b>Aerospace Engineering Year 4</b>  No feedback received.
2020.126	<b>Biomedical Engineering Year 4</b>  Valued: <ul style="list-style-type: none"> <li>- It had been helpful to resolve issues via the Director of Education and Student Support Officer between meetings. A quick response was helpful, and feedback could be passed to peers.</li> <li>- Continued improvement of modules</li> </ul>
2020.127	<b>Mechanical Engineering Year 4</b>  No feedback received.
2020.128	<b>MSc – Engineering Programmes</b>  Valued: <ul style="list-style-type: none"> <li>- Pre-recorded materials were good and lecturers covering questions were valued.</li> <li>- Recording of live sessions.</li> </ul> Improvements recommended: <ul style="list-style-type: none"> <li>- Issues with resolution and communication on EECS modules (see below).</li> <li>- Remote labs including connection issues and difficulties in resolving issues with the demonstrator.</li> <li>- Whiteboard style presentations were missed.</li> </ul>

	<ul style="list-style-type: none"> <li>- There was a lack of student interaction in synchronous sessions.</li> </ul>
2020.129	<p>MSc – Materials Programmes</p> <p>No feedback received.</p>
2020.130	<p>Intercalated</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Pre-recorded material.</li> <li>- Synchronous sessions benefited from a summary of materials to develop these in discussions.</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- It was disappointing that students were not responsive in live sessions.</li> <li>- The lack of labs had been felt both for projects and other modules.</li> <li>- Lecturers are inconsistent in their response times.</li> <li>- Consistency on supervision of research projects would be helpful.</li> <li>- Further information on modules to enable module choices at the start of the course, for example a summary of the module and pre-requisites.</li> </ul>
	<b>Year 3</b>
2020.131	<p>Aerospace Engineering Year 3</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Technology for delivery of live sessions. For example, students are more likely to attend 9 am tutorials or lectures from home than to travel to university on the tube.</li> <li>- Thanks were expressed to the Director of Student Experience and Student Support Officer for resolving student issues to enhance the student experience.</li> </ul>
2020.132	<p>Biomedical Engineering Year 3</p> <p>No feedback received.</p>
2020.133	<p>Chemical Engineering Year 3</p> <p>No feedback received.</p>
2020.134	<p>Design, Innovation and Creative Engineering Year 3</p> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Review the delivery of the Design studio if this is to continue online (DEN329). Students intimidated to present their ideas each week and do not always feel listening to other's presentations can be interpreted to enhance their own project.</li> <li>- ECS637U is based on support from a mentor however limited availability had impacted on students' coursework.</li> </ul>
2020.135	<p>Materials Science and Engineering Year 3</p> <p>Written module feedback – see below</p>

2020.136	<p>Mechanical Engineering Year 3</p> <p>Module feedback below.</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Tutorial sessions have been positive.</li> </ul>
2020.137	<p>Robotics Year 3</p> <p>No feedback received.</p>
	<b>Year 2</b>
2020.138	<p>Aerospace Engineering Year 2</p> <p>No feedback received.</p>
2020.139	<p>Biomedical Engineering Year 2</p> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Some deadlines were still cramped.</li> <li>- More support requested with practice questions and PSCs especially working remotely rather than using in person office hours. Students can be reminded to use the forums and virtual Feedback and Support Hours published on the QMPlus module pages (Action: Course Reps)</li> </ul>
2020.140	<p>Chemical Engineering Year 2</p> <p>No feedback received.</p>
2020.141	<p>Design, Innovation and Creative Engineering Year 2</p> <p>Feedback via year 3 Representative</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- ECS520U Taught well</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Design studio feedback (see above)</li> <li>- MAT5030 – further support for coursework requested</li> </ul>
2020.142	<p>Materials Science and Engineering Year 2</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Acknowledgement of running programmes within a pandemic and thanks expressed.</li> <li>- Lecturers were felt to reply to queries more quickly.</li> <li>- Uploading of materials including pictures of resources was helpful.</li> <li>- MAT400 well taught</li> <li>- MAT5030 well taught with good coursework and responsive tutor</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Further consideration of adapting SLC to online</li> </ul>

	<ul style="list-style-type: none"> <li>- Review coursework timetable so coursework is not due close to exam period</li> </ul>
2020.143	<p>Mechanical Engineering Year 2</p> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Labs are not always engaging.</li> </ul>
2020.144	<p>Robotics Year 2</p> <p>No feedback received.</p>
	<b>Year 1</b>
2020.145	<p>Aerospace Engineering Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- External lectures</li> <li>- Real life examples in lectures</li> <li>- Q and A sessions</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Unorganised module pages.</li> </ul>
2020.146	<p>Biomedical Engineering Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Pre work and pre lectures has been positive</li> <li>- Content was interesting</li> <li>- Coursework was preferred to exams</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Organisation of module pages</li> <li>- Not enough time between coursework</li> <li>- Exams problematic including with timing for international students and timetabling of in class tests.</li> </ul>
2020.147	<p>Chemical Engineering Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Coursework more spread out in Semester B</li> <li>- MAT106 Groups good practice, change every 4 weeks to met and greet different people.</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Sem A crowded coursework calendar</li> <li>- Live sessions would benefit from additional content eg a short overview rather than go directly into the questions.</li> </ul>
2020.148	<p>Design, Innovation and Creative Engineering Year 1</p> <p>No feedback received.</p>

2020.149	<p>Materials Science and Engineering Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Mentimeter <ul style="list-style-type: none"> <li>o Can be used anonymously so people don't feel awkward to ask questions</li> <li>o Poles are an easy assessment of people understanding concepts</li> </ul> </li> <li>- Prefer pre-recorded lectures</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Issues with talking over the top of people</li> </ul>	
2020.150	<p>Mechanical Engineering Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Coursework in place of exams.</li> </ul>	
2020.151	<p>Robotics Year 1</p> <p>Valued:</p> <ul style="list-style-type: none"> <li>- Students appreciated the support provided for modules</li> <li>- coursework</li> </ul> <p>Improvements recommended:</p> <ul style="list-style-type: none"> <li>- Robotics students share modules with both ECCS and SEMS however ECCS problems were either not solved or took too long to solve. The representation of students on SSLCs for EECS modules would be reviewed. (Action FA)</li> <li>- Group work to be part of the course</li> <li>- Access to EECS PASS Scheme to support EECS modules(Action FA)</li> </ul>	
<b>Module</b>		
2020.152	<p>Module specific feedback that was presented in written feedback was not prioritised for discussion. However, all feedback will be reviewed with Module Organisers:</p>	
2020.153	DEN329	Students intimidated to deliver weekly in this module and do not always see the value of other's presentations.
	ECS637U	This coursework is based on support from a mentor, however, limited availability impacted on students' coursework.
	MAT5030	Further support for Coursework requested
	DEN6407	The module organiser's expectations are clearly delivered to the supervisors, including but not limited to coursework feedback, frequency of meetings, the content of the meetings (e.g. expectations of a technical report)
	DEN6407	The module organiser's and the supervisors' expectations should align well, otherwise, students would be confused in the attempt to meet different expectations.
	DEN6407	Feedbacks are returned to students on or before the "feedback return date" and "mark return date" indicated on QMPlus.

	DEN6407	Students' enquiries are responded to within a reasonable timeframe.
	DEN320	Only one hour of delivery
	DEN4123	Format of class tests was felt to be frustrating as students lost marks due to the registration of answers without notations.
	DEN4123	Request to have different layout for tests.
	DEN5102	Lecture not very engaging and has too many slides. Online test stressful. Not much guidance on how to structure the lab report. Student questions left unanswered for long periods.
	DEN5102	Online test stressful.
	DENM011	Lecture no engaging and forum posts go unanswered.
	ECS794P	Not enough support for coursework
	ECS7000P	Not enough support for coursework
	Positive	See below
	DEN326	Lectures have been amazing and overall module has been run outstanding way.
	ECS520U	Well Taught
	MAT400	Well Taught
	MAT5030	Well taught, good coursework and responsive tutor
	MAT106	Good practice for group work with groups changing every 4 weeks.
	MAT427	Live sessions enjoyable, it made the class engaging and gave incentive to watch the pre-recorded material
	MAT601	In person demonstration has been helpful.
<b>2 (b)</b>	<b>Student Experience Action Plan 2021-22</b>	
2020.154	Mentimeter was used to gather priorities for next year's action plan and the following points were noted:	
2020.155	<p>Module Organisation</p> <ul style="list-style-type: none"> <li>- QMPlus page structure</li> <li>- Forum updates</li> <li>- Coursework calendar</li> <li>- Clear expectations</li> </ul> <p>Assessment and feedback</p> <ul style="list-style-type: none"> <li>- Timely feedback</li> <li>- More detailed feedback</li> <li>- Feedback on exams</li> </ul> <p>Community of students and staff</p> <ul style="list-style-type: none"> <li>- Icebreakers</li> <li>- Greater links between years 1 and 2</li> <li>- More group work</li> </ul>	
<b>2(c)</b>	<p><b>Learning resources</b></p> <ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• IT</li> </ul>
2020.156	Representatives reported on learning resources matters and the following points were noted:
2020.157	<p>The Library would be renovated over the summer including:</p> <ul style="list-style-type: none"> <li>- Enhancing the entrance and replacing revolving doors</li> <li>- Quiet study with added charging points</li> <li>- Refurbished toilets</li> </ul> <p>Self-service provision had been reviewed and updated including:</p> <ul style="list-style-type: none"> <li>- Guide for library search</li> <li>- New web chat</li> </ul> <p>Students requested the use of rooms 1 and 2 during the pandemic. One student requested that masks were not a requirement in study spaces. (Action: JS)</p> <p>Post Meeting Note:</p> <ul style="list-style-type: none"> <li>- The Learning and Development Rooms 1&amp;2 are larger rooms and are normally useable for group working. However, group working is not permitted anywhere in the University, so they are not available. When the Library did try to make them available we had groups of students congregating in them. This was not safe and the decision was taken not to make them bookable to prevent this.</li> <li>- The mask policy is University-wide not Library specific. The policy was mandated by University rather than the Library and it will be the University rather than the Library who will determine how long the mask policy will remain in place.</li> </ul>
<b>Part 3 – Any Other Business</b>	
2020.158	The following items were raised under Any Other Business:
	<p>The Chair of the meeting expressed thanks to all of the Course Representatives. Their support to shape delivery in Semester B was acknowledged. Thanks were also expressed to the third year students who had supported developments over the duration of their course.</p> <p>This was echoed by the Director of Education who acknowledged the high quality of feedback for 2020-21.</p>
<b>Part 4 – Date of the next meeting</b>	
2020.159	The committee noted that the date and time of the next meeting would be confirmed.

Drafted by  
Angela Jones  
Student Support Officer (SEMS)  
Date: 12/04/2020

## Appendix A



Actions - SSLC 17  
Feb 21.xlsx