



**Comparative Literature and Culture (SLLF)  
Undergraduate and Postgraduate Student Staff Liaison Committee  
3<sup>rd</sup> December 2020**

**Agreed minutes**

**Staff members present:**

(Name)	(role)
Dr Shital Pravinchandra	<b>Chair</b>
Dr Kasia Mika	<b>Secretary</b>

**Student members present:**

(Name)	(Programme name and level)
<b>Ilsa Ahmad Anjum</b>	<b>Year 1 CLC</b>
<b>Miranda Fotheringham</b>	<b>Year 2 CLC and History</b>
<b>Randhi Chethana Weerasekara</b>	<b>Year 2 CLC</b>
<b>Olivia Walton</b>	<b>SU SLLF Rep</b>
<b>Aratrika Choudhury</b>	<b>PGR Rep</b>

**Apologies for absence:**

Ciara Briggs	Year 3 Course Rep
Sahra Isha Muhammad Jones	Year 3 Course Rep.

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.001	A short introduction of all present members.
<b>1(b)</b>	<b>Apologies for Absence</b> (Year 3 Reps: Ciara Briggs; Sahra Isha Muhammad Jones)
2020.002	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.003	The committee approved the minutes of the meeting held on 29 <sup>th</sup> October 2020.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.004	The committee received a report on matters arising and noted the following: <ul style="list-style-type: none"> <li>• All matters arising from the previous SSLC were addressed.</li> <li>• The issue of (more) Library training (following an earlier in-class workshop in Semester A) for year 1 module (COM4207), will be addressed further in Semester B: there will be another in-class Library workshop held.</li> </ul>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2020.005	The new SU (Student Union) SLLF Student Rep (Olivia Walton) was introduced to the Committee and explained her role as a liaison between the Faculty, SU, and the School reps.

	<p>In addition, it was noted that the staff Chair of the SSLC will change in Semester B (the Secretary remains). Who it will be, will be confirmed in due course.</p> <p><b>ACTION: (SU SLLF REP+ KM):</b> In line with new guidelines as well as the change of the staff Chair of the SSLC, we need to elect a student co-chair in time for the next meeting in Semester B.</p>
<b>1(f)</b>	<b>Admissions, induction and enrolment</b>
2020.006	N/A
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2020.007	<p>The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:</p> <p>The Secretary has confirmed that teaching in Semester B will be delivered online, with some face-to-face sessions most likely available (but will be confirmed individually by module organisers in due course).</p> <p>Likewise, face-to-face advising and office hours will be confirmed individually by each module leader/advisor.</p>

<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.008	<p>Representatives reported on learning and teaching matters and the following points were noted (<b>This includes online learning</b>):</p> <p><b>1. Coursework deadlines:</b></p> <ul style="list-style-type: none"> <li>The Chair has confirmed the January and May deadlines for coursework.</li> </ul> <p><b>ACTION: All course reps</b> to remind their cohorts of January 10<sup>th</sup> deadline for re-sits/first sits.</p> <p><b>2. Evaluations</b></p> <p>The Secretary has re-emphasised the importance of module evaluations forms.</p> <p><b>ACTION: All course reps</b> to remind their cohorts to fill in module evaluations forms.</p> <p><b>3. Organisation</b></p> <p>It was noted that it is not always easy to get in touch with the whole cohort of students: some years use whatsapp group but this does not guarantee</p>

that everyone is on it. Also, a more formal channel (such as mailing lists for the whole cohorts, not attached to specific modules) is needed.

**ACTION:** **SU SLLF Rep** to get hold of a mailing list for each year group.

#### 4. **Year-specific feedback**

**Year 1:** It was remarked that the organization (in terms of deadlines; and overall structure) of the new Culture and Language module was not entirely clear for the year 1 group with some concern being expressed, specifically, about the upcoming essays. It was also suggested that, for Semester B (since this is a whole year module), a more detailed breakdown (e.g. weekly checklists on QM+) is included.

**ACTION:** **KM** to email the course convenor and discuss this further.

**Year 2:** It was suggested that it would be very helpful if all module convenors/seminar tutors would discuss the assignments in greater detail much earlier on in the course (rather than only 1-2 weeks before the deadline).

In addition, it was suggested that it would be very helpful to have PowerPoint slides made available as a separate file (whether pptx or pdf)

	<p>since this makes it easier for students with lower band-width to follow (e.g. when the video recording doesn't work smoothly).</p> <p>Finally, a question was raised about the availability of Semester B modules and module outlines. In response, Kasia Mika (Teaching Lead for CLC) has reassured that the module convenors for Sem B will be in touch before university closure days.</p> <p><b>ACTION:</b> <b>KM</b> to remind the Department and adjust their planning and QM+ pages accordingly.</p>
<b>2(c)</b>	<b>Assessment and feedback</b>
2020.009	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p><b>See 2020.009</b> In terms of earlier assignment discussion in modules.</p> <p>Course Reps were encouraged to remind their cohorts to fill in the end-of-term evaluation forms (both the university-wides one as well as the informal ones designed by respective module tutors).</p>

<b>2(d)</b>	<b>Academic support</b>
2020.010	<p>Representatives reported on academic support matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>• No issues were raised.</li> </ul>
<b>2(e)</b>	<b>Organisation and communication</b>
2020.010	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>• <b>Included in 2(b).</b></li> </ul>
<b>2(f)</b>	<b>Learning resources</b>
2020.011	<p>Representatives reported on learning resources matters and the following points were noted:</p> <p><b>1. Student Handbook</b></p> <p>A point was raised that the current SLLF Student Handbook (QM+), especially its sections on referencing/bibliography, is not entirely updated and this is a source of confusion when editing and proof-reading essays.</p> <p><b>ACTION:</b> <b>KM</b> to find out who is responsible for updating the SLLF Handbook and ask for these sections to be updated.</p>

	<p style="text-align: center;"><b>2. British Library</b></p> <p>The PGR Rep remarked with joy that the British Library is now open (again)!</p>
<b>2(g)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.012	<p>The committee discussed responses to NSS/PTES and UKES and noted the following:</p> <p style="text-align: center;"><b>1. Study Groups</b></p> <p>Department-wide study groups are being launched after some initial delay, for all year groups. It is hoped that these informal and peer-lead groups will be able to meet at least once before the start of Semester B.</p>
<b>Part 3 – Any Other Business</b>	
2020.014	The following items were raised under Any Other Business:
<b>Part 4 – Date of the next meeting</b>	
2020.015	The committee noted that the next meeting would take place: <b>TBC due to change of CLC Staff Chair</b>



