



**Comparative Literature and Culture (SLLF)
Undergraduate and Postgraduate Student Staff Liaison Committee
5th March 2021**

Accepted minutes

Staff members present:

(Name)	(role)
Dr Annabel Cox	Chair (AC)
Ilsa Ahmad Anjum	Year 1 CLC Student Co-Chair
Dr Kasia Mika	Secretary (KM)

Student members present:

(Name)	(Programme name and level)
Ilsa Ahmad Anjum	Year 1 CLC
Miranda Fotheringham	Year 2 CLC and History
Ciara Briggs	Year 3 CLC Rep
Sahra Isha Muhammad Jones	Year 3 CLC Rep
Aratrika Choudhury	PGR Rep

Apologies for absence:

Olivia Walton	SU SLLF Rep
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Randhi Chethana Weerasekara	Year 2 CLC
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.001	A short introduction of all present members and the new SSLC Chair, Annabel Cox.
1(b)	Apologies for Absence (Year 2 CLC Rep; SLLF SU Rep)
2021.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.003	The committee approved the minutes of the meeting held on 3 rd December 2020.
1(d)	Report on matters arising and actions taken
2021.004	<p>The committee received a report on matters arising and noted the following:</p> <ul style="list-style-type: none"> The updating of the SLLF Student Handbook is an ongoing matter and will be taken up (KM) at the School's Education Committee since this needs to be coordinated at the School Level. KM will ask CLC staff to review the Handbook. UPDATE: The matter was raised at the Education Committee and KM is not coordinating an

	<p>updating of the Handbook (with Teaching Leads from Film, Linguistics, and Modern Languages).</p> <ul style="list-style-type: none"> The issue of module evaluations (end of Semester) was also raised and has been addressed at the School level: the module evaluations will be visible directly on QM+ pages for the given module. It has also been noted that the module evaluations often have tight deadlines for completion, esp. if circulated late. <p>ACTION: Student reps to encourage all cohorts to participate. 3rd year reps: also remind finalists to fill in the NSS</p> <ul style="list-style-type: none"> Other action points from the previous minutes) were completed.
1(e)	Terms of reference and membership
2021.005	<p>Isla (1st year CLC Rep) is co-chairing this session. Ciara Briggs (finalist) has volunteered for the next meeting.</p>
1(f)	Admissions, induction and enrolment
2021.006	<p>A suggestion was made to promote the CLC Blog at the outreach sessions to schools.</p> <p>ACTION: KM to put Sarah Isha in touch with CLC's Admissions Lead (Shital) in order to reach out to Schools and organise outreach events.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments

2021.007	<ul style="list-style-type: none"> • KM has updated the SLLC on programme changes (e.g., choice for single honours students in 1st year, from 2021/2022 entry—welcomed by all student reps; employability thread has now been embedded in the three ‘Scene’ courses; overall with a good response). • There is still an uncertainty as to the mode of teaching and learning in the next academic year. • It was also noted that, since the last SLLC, the module organisation of ‘Language and Culture’ has improved (1st year CLC Rep) (esp. assignments; consistency where it is; finding stuff+ assessments); reading list given in advance; which is all very helpful). • PGR Rep raised a question regarding fieldwork fund availability. <p>ACTION:KM to follow-up on PGR fieldwork funds in the Department.</p>
2(b)	Learning and teaching matters
2021.008	<p>Representatives reported on learning and teaching matters and the following points were noted (This includes online learning):</p> <p>Overall, there was a shared sense of drop in attendance and a sense of isolation across all the cohorts; only 3rd year Rep has remarked an increase in attendance in elective modules.</p>

	<p>The Student reps have also welcomed having more 'live' lectures, as this is helping students to feel more connected.</p> <p>A concern was raised (addressed in the meeting) that some seminar prep material is being posted quite late, making it difficult to prepare.</p> <p>Finally, the issue of having cameras on/off has been raised again and discussed in the meeting. One option to investigate is the use of profile pictures on BlackBoard Collaborate as a 'middle ground.' It seems, however, that there might be an IT setting/issue (depending on how many users are using BBCollaborate at the same time) preventing that. Ciara Briggs has kindly shared the information from the School of History on putting one's profile picture up on BBCollaborate.</p> <p>ACTION: Student Reps to encourage all students to have their cameras on and use audio rather than type.</p> <p>AC: To check in her module settings</p> <p>KM: To raise the issue at the next Dept Meeting.</p>
2(c)	Assessment and feedback

2021.009	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>First issue that was raised was the discussion of turn-around times. In SLLF, the turn-around time is 4 working weeks (term time; e.g., Christmas break excluded).</p> <p>Secondly, 3rd year CLC Rep raise the question of feedback for the employability component in COM300 as well as, as raised by the other 3rd year Rep, marking procedures (how do we mark in SLLF: internal moderation or second-marking plus external examiners' moderation/feedback). After the Teaching Lead's re-cap of the marking process, it was agreed that this matter will be addresses separately.</p> <p>ACTION: Student Reps: To remind all cohorts of SLLF turn-around times.</p> <p>KM: To remind the Department to publish feedback turn-around times and put marks on the system (e.g., QM+) in a timely manner. KM to contact the module convenor for COM300 to clarity.</p> <p>UPDATE: Re: COM300 this action point has been addressed; the module convenor responded directly to the student Rep. Likewise, in relation to the marking process, the matter was raised and addressed with the module convenor.</p>
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2(d)	Academic support
2021.010	<p>Representatives reported on academic support matters and the following points were noted:</p> <ul style="list-style-type: none"> • Overall, all Student Reps agreed that there was adequate support available; tutors are available when needed and even more so than last year. • CLC Teaching Lead (KM) has reminded the student Reps about the financial support available to them <p>ACTION: AC/KM to share the link for financial assistance/support: http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/financial-assistance-fund/</p>
2(e)	Organisation and communication
2021.011	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <ul style="list-style-type: none"> • Included in 2(b).
2(f)	Learning resources
2020.012	<p>Representatives reported on learning resources matters and the following points were noted:</p>

	<p>1. Handbook for e-resources</p> <p>A proposal was made and seconded for a user guide to e-resources in the Library.</p> <p>2. Physical Access</p> <p>Especially relevant for PGR students, a query was raised as to physical access to books if you're not able to be on campus.</p> <p>ACTION KM: To raise these 2 points with CLC Library Rep.</p>
2(g)	Student feedback (NSS/PTES/UKES/Module evaluations)
2010.013	CLC Teaching Lead (KM) reminded the finalists of the NSS survey and all of the Module Evaluations.
Part 3 – Any Other Business	
2020.014	N/A
Part 4 – Date of the next meeting	
2020.015	Friday 9th April 2021; 3PM-4.30PM (TBC)