



SLLF
Department of Comparative Literature
Undergraduate and Postgraduate Student Staff Liaison Committee

Agreed Minutes 8th April 2021

Staff members present:

(Name)	(role)
Dr Annabel Cox	Chair (AC)
Dr Kasia Mika	Secretary (KM)
Ciara Briggs	Student Co-Chair

Student members present:

(Name)	(Programme name and level)
Randhi Chethana Weerasekara	Year 2 CLC
Ciara Briggs	Year 3 CLC
Miranda Fotheringham	Year 2 CLC and History
Sahra Isha Muhammad Jones	Year 3 CLC
Aratrika Choudhury	PhD Rep

Apologies for absence:

(Name)	(role or programme and level)
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Ilsa Ahmad Anjum	Year 1 CLC Rep
Olivia Walton	SU SLLF Rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.001	N/A
1(b)	Apologies for Absence
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 March 5 th 2021.
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"> - Access to detailed feedback on COM300 (matter on-going) - The Student Handbook is in the process of being updates <p>ACTION: All Reps to re-read the Student Handbook (esp. essay writing guidelines and references) and report what needs to be added or clarified.</p> <p>UPDATE: Many of the earlier mistakes (description vs. example) have now been corrected. Discussions are also on-going with other Teaching Leads in the School.</p>

1(e)	Terms of reference and membership
2021.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	Admissions, induction and enrolment
2021.006	<p>The committee discussed the processes of admissions, enrolment and induction and noted the following:</p> <p>-The new module enrolment process was overall OK (there was only minor confusion as to the second/back-up choices). However, for joint honours students, MySiS was somewhat more problematic. A suggestion was made whether the interface could look more like Google Forms interface.</p> <p>ACTION: KM to raise the question of MySiS interface at the next Education Committee.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2021.007	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives: It was suggested that a reminder of EC-policies as well as the difference between first-sits/re-sits and their potential impact on graduating is reiterated and circulated to students.

	<p>ACTION: KM to contact the Senior Tutor to re-cap and re-send EC/Assessment policies (in the light of COVID-19 changes last year).</p> <p>UPDATE: KM and AC have been in contact with the Senior Tutor and EC and First/Re-Sit policies have been compiled and resent to all SLLF students.</p>
2(b)	Learning and teaching matters
2021.008	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <ul style="list-style-type: none"> -No specific issues were raised, teaching and learning (including research projects and PGR supervisions) is going well.
2(c)	Assessment and feedback
2021.009	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <ul style="list-style-type: none"> -Ongoing discussions regarding COM300 (see matters arising). -Otherwise, the final year students reps reiterated the importance of being clearly informed about the feedback turn-around time (4 working weeks). <p>Action: KM to remind the Department about it.</p>
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"> -There were no specific issues raised. PhD supervision is going well. -The Students reps were reminded about the upcoming launch of the SLLF Careers Page (QM+).
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"> -Overall, communication is going well; the new EC process too, and MySis (once you get hang of it) is working well too. -There was a brief discussion of e-mail response rates. <p>ACTION: ALL REPS to remind their cohorts that staff will respond within 3 working days (excluding weekends; evenings).</p>
2(f)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.012	<p>Representatives reported on learning resources matters and the following points were noted:</p>

	<ul style="list-style-type: none"> - KM (re)circulated links to the Library's page on e-resources (https://www.qmul.ac.uk/library/resources--collections/e-resources-news-and-help/) and also shared links to how to request new items (https://www.qmul.ac.uk/library/forms/more-books-at-your-request/) <p>ACTION: ALL REPS to share links with their cohorts.</p>
2(g)	Student feedback (NSS/ Module evaluations)
2021.013	<p>Students Reps were encouraged to remind their respective cohorts to fill in the module evaluations (on QM+) and (for finalists) the NSS survey.</p> <p>ACTION: ALL REPS to encourage their cohorts to fill in module evaluations (Deadline April 23rd).</p>
Part 3 – Any Other Business	
2020.014	N/A
Part 4 – Date of the next meeting	
2020.015	<p>This was the last meeting of the Semester B. However, if requested by the 1st and 2nd year Reps, an additional meeting can be convened before the end of June.</p>