

**Postgraduate Student Staff Liaison Committee
24/11/2020 of meeting**

Final minutes

Staff members present:

Maria Turri (MT)	Lecturer (CAMH)
Bridget Escolme (BE)	Professor (Drama) Chair
Rehana Patel (RP)	Academic PG Programmes Manager
Sabina Adams (SA)	Course Administrator
Richard Treves (RT)	E-Learning Technologist

Student members present:

Lydia Hallam (LH)	MSc Mental Health: CAMH (FT) Co-chair
Clayre Attisani (CA)	MSc Mental Health: CAMH (FT)

Apologies for absence:

Tracy Connelly (TC)	Deputy Institute Manager
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.013	Attendees were welcomed and introductions were made
1(b)	Apologies for Absence
2020.014	The meeting noted the apologies from members as recorded above.
1(c)	Terms of reference and membership
2020.015	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(d)	Admissions, induction and enrolment
2020.016	The committee discussed the processes of admissions, enrolment and induction and noted the following:

	RP explained that a separate meeting took place to explore how to plan admission processing for next academic year and the feedback will be beneficial and thanked CA and LH. CA confirmed she was happy for the survey results to be used as they stand and if any further feedback is to be included she would inform RP.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2020.017	The committee reviewed proposed programme / module developments and amendments. The following feedback was noted: MT mentioned she has received queries from students asking how they can change their elective module selection and queried what the process is if students want to change. BE to find out what the procedure for changing the drama elective module selection and SA to send current student elective module choices to MT.
2(b)	Learning, teaching and assessment
2020.018	The committee reported on learning and teaching matters and the following points were noted: MT thanked students for completing the extra-curricular activity survey; there is interest in semester 2 to organise a mixture of theatre related activities and dissertation proposal, especially for those that are undertaking empirical research.
2(c)	Academic Support & Learning resources
2020.019	The committee reported on academic support matters and the following points were noted: No points to add.
2(d)	Student feedback

2020.020	<p>The committee reported on academic support matters and the following points were noted:</p> <p>MT urged all students to complete the upcoming Wolfson module feedback, emphasising the importance of the module feedback with as many students as possible responding to the survey. This is extremely important, as it is a small cohort the greater the response numbers the better chance of the feedback taken seriously.</p> <p>BE added all feedback whether critical or positive feedback is paramount; even student suggestions for content or even the order of topics is useful for future planning.</p>
Part 3 – Items raised by students	
3(a)	Items from student course representatives
2020.021	<p>The following items were raised by the representatives:</p> <p>LH explained students would like for the Critical encounters in mental health module key terms, students feel uncertain of the terminology, if split into readings with associated key terms this would be useful. CA added key figures and concepts of information gave good grounding in reading materials; even if one reading that was more factual than argumentative if there was no flipped classroom. Students feel not enough clarity in current concepts, diagnosis and treatments in conventional psychiatry, which would aid critically engagement.</p>
2020:022	<p>MT – will need to think about the balance of how much we teach from a position of linearity or how we teach more thinking about the debate. CA useful to have summaries of arguments/key terms on QMplus. MT agreed she can add more simple resources which summarises topics. BE added that Masters level work expected to critique.</p>
2020:023	<p>LH mentioned that flipped classroom model works well feedback and students are enjoying this very much. Great feedback from students.</p>
2020:024	<p>LH Performing Mental Health – way sections are broken into particular questions; would it be possible to have the questions in advance so</p>

2020:025	students feel more prepared and more able to contribute to class discussions. BE replied this will be actioned for the next lecture.
2020:026	LH queried how much of what has been covered /focus to match with students own arguments in upcoming essay assessment, students wants further clarity and guidance ahead of the essay. MT replied it is not compulsory to use materials discussed in the module so students are allowed to use this or use their own materials/references. MT will communicate this to all students too.
2020:027	CA explained someone was not able to complete the survey had comments about enrolment but no further details. Biggest issues were enrolment and some with admission. Concerns about placements as students unsure about their arrival date due to covid. BE explained theatre for young people module placement will not start until a few weeks into the semester, early to mid February. BE will email everyone the schedule.
	LH online library confusing for some students – LH and CA will create a note how to access and navigate the online library for all students. BE to write to library to find out what is required to access and navigate the online library resources as sometimes a pin is required and at other times it is not.
Part 4 – Any Other Business	
2020.028	The following items were raised under Any Other Business: RP some students have raised queries regarding visa there will be some guidance sent by QMUL central services which will be sent to all students.
Part 5 – Date of the next meeting	
2020.029	The committee noted that the next meeting would take place on 16 th February 2021 at 1.15pm.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020:017	Send MT students current drama elective module choices.	SA	1 week	Complete	Yes
2020:017	Find out and communicate the procedure to change drama elective module.	BE	1 week	Complete	Yes
2020:026	Send out schedule /dates for semester 2.	BE	1 week	Complete	Yes
2020:027	Create a guide on how to access library and on line resources.	LH & CA	1 week	Complete	Yes

