![Queen Mary University of London logo]

Centre for Psychiatry

Postgraduate Student Staff Liaison Committee
10/11/2020 of meeting

Final minutes

Staff members present:

Theodora Dallas (DD)	Module Convenor
Andrea Palinski (AP)	Programme Director for CGP
Heidrun Bien (HB)	Programme Director for PT
Rehana Patel (RP)	Academic PG Programmes Manager
Tracy Connelly (TC)	Deputy Institute Manager
Burcu Biltekin (BB)	Course Administrator

Student members present:

Anushka Singh (AS)	MSc Mental Health: Psychological Therapies (FT)
Khushali Assani (KA)	MSc Mental Health: Psychological Therapies (FT)
Vanessa Kellerman (VK)	MSc Mental Health: Cultural Global Perspectives (FT)

Apologies for absence:

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members**
2020.001	Attendees were welcomed and introductions were made
1(b)	**Apologies for Absence**
2020.002	The meeting noted the apologies from members as recorded above.
1(c)	**Minutes of the previous meeting**
2020.003	As this is the first SSLC meeting, there are no minutes from the previous meeting.
1(d)	**Report on matters arising and actions taken**
2020.004	None to note.
1 (e)	**Terms of reference and membership**
2020.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.

1 (f)	Admissions, induction and enrolment
2020.006	The committee discussed the processed of admissions, enrolment and induction and nothing was noted.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	**Programme/module developments and amendments**
2020.007	The committee reviewed proposed programme / module developments and amendments. The following feedback was noted: DD confirmed that there were no amendments. However, we are currently following the Principles advice regarding delivery and constant updates are being given to all students. There has only been 1 amendment to the module and that is the change in the protocol deadline.
2(b)	**Student feedback**
2020.008	The following items were raised by the representatives: KA explained that they had sent out google forms to students to gain feedback. From this, they found that most students found the learning average/good. The reps feel that there is a push to move all areas into good/excellent range if possible. The main thing that has made the learning average is students found difficulties in accessing key readings. Additionally, students have complained about the audio and quality on pre-recorded lectures, as well as the fact that some pre recordings are repeated in live lectures.
2020.009	DD explained that due to copyright issues, some reading links had to be added in a certain way and PDF versions of these are not available. This will be checked with the E-Learning Technologists.
2020.010	DD also said that in regard to the audio quality, if there is a specific video that is not of good quality, to let staff know so it can be rectified.
2020.011	DD explained that with live lectures being repeated, a poll is held at the very beginning of the lectures and it appears that that slightly half of the cohort have watched the pre-recorded lectures, therefore we have to accommodate to those that have not watched the recording. However, this is something that will be looked at again.
2020.012	HB also mentioned accessibility is being looked at and to improve it. This will mean providing captions on any content that has audio. Software is being worked on.

2020.013	VK said that the rating for average could also be down to the fact students are finding it difficult under the current pandemic and having no face-to-face interactions. In terms of tutorials, most are happy, but suggestions have been made to have 1-1 time with supervisors instead of a group session.
2020.014	DD explained that due to the pandemic, we are unable to offer more onsite activity. However, enrichment sessions are happening on a weekly basis and these are held onsite.
2020.015	DD also explained that there will be 1-1 sessions coming up in SEM2 and SEM3. The reason that tutorials are held as a group is due to the fact most students are doing a systematic review. Everything said in these tutorials relates to all regardless of the actual topic. However, students have the opportunity to email their tutor.
2020.016	HB also mentioned that there is a very pedagogical reason that these are run in groups. Apart from the information being given relates to all, working in a group is an essential skill in mental health. It is important to develop this skill within the programme, as well as providing peer support to one another.
2020.017	AS raised that students do not feel they are informed about the assignments and they would like guidance. Hence the request for 1-1 tutor meetings would benefit them. A lot of students also mentioned that English is not their first language, or they have trouble following what the lecturer has said at times.
2020.018	KA said that feedback was given about the Placements. A lot of students have been unable to find placements, with only a handful having successfully secured one. There is a general expectation from students that the University would help in providing or assigning a placement.
2020.019	AP explained part of the process of learning, is identifying and securing your own placement on the course.
2020.020	AP also said that for the first placement report, it is not necessary to have secured a placement, as it is a reflective piece. If students are struggling, then this should be brought up within the tutorial group.

2020.021	KA also said that as students were expecting to go back to onsite learning for SEM2, and as this is not the case, students are requesting clear information about this. They are also requesting a reduction in fees or a refund.
2020.022	RP explained that in terms of fee reduction/refund, there has been a lot of communication on the online forum for the Student Support Committee, and she will feed back to find out what is happening this year. As last academic year this was not a possibility, but there were other areas where guidance was provided.
2020.023	AS raised that some International students were querying whether their Degree would be valid if they are not travelling to the UK due to online learning delivery.
2020.024	RP said that any student on a QMUL programme has a valid degree, whether they physically travel into the country or not is a different question. From her understanding, the ability for an International student to come in with a Visa allows them to study face to face. Given COVID-19 it has been challenging due to government guidelines evolving and constantly changing, hence there were a lot of students here or due to come to the UK in January. RP said she will be taking it to the student forum to see how other departments are addressing this.
2020.025	HB also added that this course is also ran as Distance Learning. HB said that there may well be rules in specific countries where there are requirements to have been in the country where you are taking the programme. As far as QMUL is concerned, the course is valid regardless of it being delivered online. If students outside the UK have specific queries, then they can get in touch with admin/RP.
2020.026	VK also said that feedback showed lecturers are doing a good job considering the current situation.
2020.027	AS said that some students are not sure whether SEM2 will be online or onsite.
2020.028	AP confirmed that an email has been sent out outlining that we will be continuing with blended learning. It will be same format as this SEM1,

	along with the enrichment sessions. If any new guidance comes to light, this will be shared with students.
2(c)	**Student survey feedback**
2020.029	The committee reported on academic support matters and the following points were noted: DD explained that the survey has not yet run, and this will be coming up soon.
Part 3 – Any Other Business	
2020.030	The following items were raised under Any Other Business: Nothing was noted.
Part 4 – Date of the next meeting	
2020.031	The committee noted that the next meeting would take place on Tuesday 23rd February 2021

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020:009	E-Learning to look into reading material accessibility (copyright)	MP/RTR		Complete	Yes It is advised that if it's a case of not being able to access readings contained within publications which QM subscribes to, Paula Funnell from the Library may be able to help. In relation to copyright general information is available at https://www.qmul.ac.uk/library/research/copyright/ Guidance for students on how to access readings off-campus can be found under the Resources tab/section of WOFM914 on QMPlus at https://qmplus.qmul.ac.uk/mod/page/view.php?id=1187798
2020:011	Flipped class requirements	All module leads		Complete	Yes DD followed up with the reminder announcements to ensure that pre recordings must be watched before the live lecture. However, this was done in Semester 1, where students were adjusting to blended learning. It is expected from all students to watch/read the learning material before the live lecture unless they are told otherwise.
2020:012	Captions	MP/RTR		Ongoing	Partly
2020:022	RP to find out possibility of fee reduction/refund	RP		Complete	Yes

2020:024	RP to find out about International students coming to the UK and how other departments are addressing the issue.	RP		Complete	Yes – email has been sent out with information