

**Centre for Psychiatry**

**Postgraduate Student Staff Liaison Committee  
18/11/2020 of meeting**

**Final minutes**

**Staff members present:**

Heidrun Bien (HB)	Programme Director (PT), Distance Learning Lead
Andrea Palinski (AP)	Programme Director (CGP)
Michael Parkes (MP)	E-Learning Technologist
Tracy Connelly (TC)	Deputy Institute Manager
Burcu Biltekin (BB)	Course Administrator

**Student members present:**

Carley Drotos (CD)	MSc Mental Health: DL Psychological Therapies
Saara Bashir Adam (SA)	MSc Mental Health: DL Psychological Therapies

**Apologies for absence:**

Rehana Patel (RP)	Academic PG Programmes Manager
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.001	Attendees were welcomed and introductions were made
<b>1(b)</b>	<b>Apologies for Absence</b>
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	As this is the first SSLC meeting, there are no minutes from the previous meeting.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.004	None to note.
<b>1 (e)</b>	<b>Terms of reference and membership</b>
2020.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
<b>1 (f)</b>	<b>Admissions, induction and enrolment</b>

2020.006	<p>The committee discussed the processed of admissions, enrolment and induction and noted the following:</p> <p>HB explained that due to Covid-19 and delays to processing, there was quite a lot of new students joining after the programme had started.</p>
<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 noted:</p> <p>HB said that as this is Distance Learning mode of delivery, there is much less affects relating to Covid-19, as the delivery of the course has always been online. The only amendment is the written exam will be a take home 24-hour exam.</p>
<b>2(b)</b>	<b>Student feedback</b>
2020.008	<p>The following items were raised by the representatives:</p> <p>CD explained that SA produced a feedback form for students. Feedback from students were that it was bumpy in the beginning, but students are becoming more engaged in the tutorials, modules are enjoyable, and it was far more beneficial to have pre-recorded lectures followed by a quiz afterwards.</p>
2020:009	<p>SA added that most students responded to the survey and all students felt that the course had met their expectations so far. Broadly speaking the feedback was positive. Students felt the sessions were structured well, and they liked having the online learning platform. A few students raised that they had some technical issues but this seems to be more a personal issues (microphone,audio). Some students also raised some students did not feel comfortable sharing in the tutorials, but that following an open discussion of this in the tutorial this seems to now have improved.</p>
2020:010	<p>SA explained that upon discussing the feedback with CD, they had some solutions that they would like to share:</p> <ul style="list-style-type: none"> <li>- Students feel comfortable sharing with course reps, therefore there is a plan to open a group conversation on the WhatsApp group to allow students to share.</li> <li>- If engagement isn't as good, potentially could send students into rooms for group activities, and this will make students engage. But</li> </ul>

2020:011	as this has been improving in the past couple of weeks, there may not be a need for it. CD said that she can understand where some students are coming from if they have not had much experience of being vocal and doing group work or sharing. She said that it could be beneficial to have a resilience session where students are challenged on their ideas/debate.
2020:012	HB confirmed that going forward, she will be using breakout rooms regularly as this helps in providing a less intimidating space, but also for every student to see contributions makes a difference. Majority of students are always quite shy, and this is understandable. It's always a process to make sure everyone gets over this hurdle and to realise that they get a lot out of it.
2020:013	HB also explained that it's a crucial skill in mental health to be confident enough to speak in a group. HB thanked CD and SA for bringing forward the specific ideas and for acting as very good role models themselves in their group.
2020:014	AP said that this was the same with CGP students, as they are more reserved in an online setting. Small group work will help.
<b>Part 3 – Any Other Business</b>	
2020.0	The following items were raised under Any Other Business: Nothing to note.
<b>Part 4 – Date of the next meeting</b>	
2020.0	The committee noted that the next meeting would take place on 9 <sup>th</sup> March 2021 for CGP and 11 <sup>th</sup> March 2021 for PT.

**Action Sheet: Student-Staff Liaison Committee**

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?