

Student Staff Liaison Committee (SSLC) Nanchang JP

The minutes from meeting on Thursday, November 18th, 2021

Time: 4:30 pm Beijing time

Location: NCU JP conference room 301

Staff Members present:

Dr. Giulia De Falco (QM)

Dr. Zhijun Luo Co-Chair (NCU)

Ms. Yi Yang Vice Dean (NCU)

Ms. Jane Qu Administrator (QM)

Ms. Nancy Wang Administrator (QM)

Student Members Present:

| Name | Class | NCU ID |
|----------------|-------|------------|
| Xue, Rui | 215 | 4217121175 |
| Zhang, Tongyao | 216 | 4217120129 |
| Wang, Sidan | 215 | 4217121182 |
| Wenxin You | 214 | 4217121157 |
| Yajie Liao | 211 | 4217121033 |
| Wang, Yilu | 202 | 4217120037 |
| Liang, Hanlin | 203 | 4217120185 |
| Liu, Yuxin | 204 | 4217120077 |
| Liang, Dingfa | 191 | 4202118026 |
| Lv, Zhaoru | 195 | 4217119180 |
| Yu, Zhengyi | 196 | 4217119226 |
| Jingyao Xu | 191 | 4217119033 |

Part 1: Preliminary Items

1. Welcome

Dr. De Falco and Chair Dr. Luo welcomed members to the Nanchang JP SSLC meeting on November 18th, 2021. Student representatives introduced themselves to other members.

2. Brief updates on the minutes from the previous meeting, held June 1st, 2021

a) Dr. De Falco briefly reviewed some points raised by the students from the previous meeting. Students hope QM can announce the exam timetable at

the beginning of the semester, and Dr. De Falco stated that it's impossible to give the exact exam dates for individual modules at beginning of the semester. She explained the reason behind this is that exam planning needs to wait for NCU University planning to decide when university exams are being timetabled, and also need to wait for room availability to become clear and thereby ensure QM exam timetable does not conflict with NCU's university exams, as well as NCU delivered QM exams. But for year 3, the timetable was released at the very beginning of the semester. The exams will be held in last week of November and beginning of December this semester. For years 1 & 2, releasing the timetable early is not possible for the reasons stated above, instead a provisional exam timetable has been sent to NCU for approval.

- b) Dr. De Falco also addressed the matter raised by student regarding the last-minute change for the module she taught with Fabrice last semester, she explained that this change was per request from the students, and was not staff's decision to make such change. If students request to make this change, and it was made to respond to such request, then staff should not be blamed for the change, as they were trying to help the students. Both students and staff should try to be mutually flexible.
- c) Regarding Giulia not looking the chat box, she explains that she needed to focus on the students, and was not able to see the chat box, so she did not see the messages. She addressed the importance of office hours, and they are set for students to interact with staff to practice English not chat. Student should take advantage of the opportunity as much as possible.
- d) Regarding the revision sessions students complained about with Giulia, she confirmed that everything has been uploaded to QMplus, and 3 revision sessions were made. She suggested that students need to make sure everything is accurate before complaining, but it turns out this was an issue with Fabrice.
- e) Regarding time given on assessments being too short at 2 hours, she pointed out that the assessment is meant to prepare for students for the real exam, and if students can do well with the short time, then they should not have a problem with the real exam, as the real exam is 3 hours.
- f) About getting feedback in 3 days, Dr. De Falco stated that it's not impossible, 3 weeks is a reasonable time.

Dr. Luo asked about attendance for office hours, Giulia responded that attendance for year 1 is very good, and staff is very happy about the office hours. For Year 2 it depends on the module, some modules are good while others are not. Year 3 is not good, Giulia herself had about 15 out of 233 attendees.

The committee approved the minutes from the previous meeting, held June 1st, 2021, as an accurate record of proceedings.

Part 2: Programme Delivery and other Matters raised

Student representatives reported the following issues related to learning and teaching matters:

Year 3, Liang, Dingfa

Q1, For SNU305 Human genetic and genomics, we noticed the articles used for teaching are from almost 10 years ago, these papers may be classics but a bit outdated. We hope there could be introduction of latest research papers during lectures.

Dr. De Falco welcomes the comments from the student, she thinks this is very good point, and she promises to pass the comment to the staff, she agrees with the importance of including recent papers.

Year 3, Lyv, Zhaoru

Q2, Many 301 students will be doing experiments in old campus soon, they ask if experiments can be arranged to start at 9 AM, instead 8 AM.

Dr. De Falco responded that this is not up to QM to decide when Chinese staff should start, but asked students to let the QM team know if any problems with SNU301 lab experiments, as team wants students to enjoy this experience.

Dr Luo explains that this depends on students' s supervisor. 301 is flexible because it totally depends on students' supervisors, students can talk to their mentor and make their own adjustment.

Q3. The assessments time for year 3 students is 2 hours, many students thinks the time is tight, which can be a difficult task. Students hope to have more time to be able to finish the assessments and receive good grades.

Dr. De Falco explains students need to understand why they were given 2 hours, as the reason behind this is to prepare students for the real exam. Students get to write assessments with a shorter timeframe, to do 1 essay and 1 PPL, but with the real 3-hour exam, students do 1 essay, 1 PPL and 15 MCQs. she personally thinks it's a bit better for students to be challenged with coursework exam as it weighs less in the overall grade.

The student explains that from students' perspective, because they lack such knowledge, it's difficult for them to finish the task in 2 hours.

Giulia welcomes the comments, however is up to students to revise everyday, if students revise everyday, 2 hours should be enough. If students have no clue on the topic, students need to study. She says that both teacher and students should be mutually flexible, students need to revise while Giulia helps students

to understand well.

Year 3, Yu, Zhengyi

Q4. The student first mentioned again why students like to type in chat box, because they are somewhere where they cannot talk during office hours, for example dorm or classroom, while roommates were sleeping or other people were studying nearby.

Dr. De Falco pointed out that if this is the issue, students did not tell her, and she did not know about this until now. If students say something we can always find a solution.

Dr. Luo announces a piece of good news, he says the school is remodeling a smart classroom for teaching, and it should complete at the beginning of next semester. Students can use this room for office hours as well as English teaching.

Q5, Students also want the list of project for SNU 301 to include location information, to show where the project will be held, e.g in old campus or new campus. They understand this is the info posted on Qmplus by Mario, but they do not know how these info were collected in the first place.

Dr. De Falco explains that these info are provided by Jiahe, a NCU staff. QM staff are given the info by NCU. She hopes Zhijun can ask Jiahe to add one more column about which campus the project will be. Dr. Luo says he is happy about the request.

Q6, The year 3 assessments and coursework has seen dramatic increase in the plagiarism cases, especial in the SNU314 module. Students wants to know the reason when they receive emails from Giulia telling them they might be plagiarizing.

Giulia explains that plagiarism has become a problem, and this has been happening not only in China, but also in UK as well. In current days, students can easily access internet to look up information. But we are not accusing any students of copying; when we suspect any work students submitted, we need to first flag this to the plagiarism officer for more investigating per QM rules. If the officer decides this is not related to plagiarism then the case will be dismissed. What may happen is that students try to change a few words, and this is not the best approach to avoid plagiarism. As it is not competition between students and software. We can discuss more when the officer makes a determination, and we can talk how to improve. We can help but this has to be a mutual effort. We want you to learn how to write better.

Q7, The student also mentioned about manipulated script, many students claim that they didn't do anything, they just answered the question and submitted, so they wonder where these comments came from and how they can avoid it.

Dr. De Falco explained that there are many types of manipulation, one of them is attaching an image. The software cannot properly detect text in images. If this was done intentionally as a trick, then severe penalty will apply. If this was not intentional, then the case will be dismissed. Some students try to use images and think they would avoid software detection, and it's a serious issue. If students see a note about script manipulation or plagiarism detection, do not be too upset as it's part of the process and procedure to identify plagiarism. And the flag will be sent to the plagiarism officer for further checking.

Q8, For medical statistics taught by NCU, students request more time to be scheduled for teaching, as with the current schedule, lecturers rush through the content.

Dr. Luo promises that he will make some adjustment to help students understand the content.

Year 3, Jingyao, Xu

Q9, A few students mentioned that professor Mario seemed to be too relaxed during lectures because he seemed to be leaning on something. They also complained that he sometimes failed to start office hours on time or leave earlier than scheduled. They think that he needs to be more detailed on the assessment portion and give more useful feedback on assessment.

Dr. De Falco promises she will pass this to Mario. And she points out that each staff has a different way to teaching, she cannot comment on if Mario seemed too relaxed while teaching but will pass it on to him. About the office hours, it is a very important part of teaching, and it does not matter whether there is one student or hundred, staff must be available. She will make sure he gets the complaint of shorter-than-expected office hours.

Dr. De Falco asks students to try to ask for more feedback during office hour, student confirmed that Mario provided feedback in office hour. Dr. De Falco says that that's why Mario did not leave detailed feedback in QMplus, because he wants students to attend office hour. She encourages students to attend office hours, students and staff should make mutual effort, in that staff do office hours and student need to attend.

Dr. Luo raises a question on getting a location for office hours, and possibly opening lab rooms for office hour if needed. Year 3 students say having a place is not an issue. Dr. De Falco says to find a better timing next year.

Year 2, Wang, Yilu

Q10, For the module on biochemistry, we noticed that the pace of the module was very fast, and it's hard to keep up as the content was new to us and volume of the information included in the module is considerably large. we wonder if the professor can provide some guidance on what part is must-know

and what is just informational like how Choi's module is organized. It would be easier for us to focus on the important pieces rather than memorizing everything in entirety.

Dr De Falco comments that she does not really like the idea of memorization, as a QM student we want you to know how to study, you have to understand the content not memorize. If you just memorize then you would not be able to develop critical thinking, and not able to combine the details of many types of information. She suggests students to change the way of their study. In addition, she says that everything we teach is useful for the students. In some cases there may be one piece that's more important than others, but generally speaking, the materials we cover in the class are all important. But she promises to pass student's comments to Ben and Aravindan.

Q11. Student raised an issue with microphones used in the classroom, she reported that some students did not want to have the microphone, neither did they want to pass the microphone to other students who wanted to speak, as a result, the microphones are almost always held by the same students.

Dr De Falco suggests that students could leave the microphone on the desk at the front, so everyone can use it if they want to speak to the lecturer, but students do not think this is very practical since some students sit in the middle of the room / row and it's not easy to step out to pick up the microphone if it's placed on the front desk.

Dr. Luo stated that he will assign a few volunteer students to pass on the microphone when someone needs it.

Year 2, Liu, Yuxin

Q12. For module of SNU209 with Guifen and Ursula, student wonders why they were given different practicals for each class, student thinks this is not an effective way to learn because they have to wait for a long time before they can be provided with feedback. In some cases some students cannot even get feedback. She explains with the current arrangement, class 1 does practical 1, class 2 does practical 2, and the next time it's switched around, and students are not able to get feedback until all the classes have done the practical, which students were not happy about.

Dr De Falco states that she cannot comment on this as she does not know the arrangement for the practical set by the staff, but she promises to pass this on to the staff, and see if all classes can have the same practical so the feedback would be released at the same time.

Q13. Student raised that [REDACTED] does not notify students about presentation for classes 4-6 in advance. The presentation is scheduled on December 3rd, and students did not even know until they listened to Guifen's recordings.

Dr De Falco promises that the complaint will be shared with staff, and will find

out why they did or did not do something. She explains that in order to do so , she will need the minutes to be released. She comments that while waiting for the official minutes release, student can write to her if this is an urgent issue.

Q14, The student also reported that [REDACTED] is usually late for classes. She complained that the staff knows the timetable and is supposed to be online on time, but [REDACTED] is usually late by 5 minutes or more, as the result the class was delayed in ending too. With office hours on top, sometimes class would go till almost 11pm Beijing time, and students would be very exhausted.

Dr. De Falco requests the student to email her about this.

Q15. Student hopes recording can be uploaded on time.

Dr. De Falco confirms with the student this is for Guifen' recording, she will pass this to staff. Student explained that most of the time the recordings were uploaded on time, only a few times was delayed by a day or 2. They don't think this is a problem, they just hope the recordings can be uploaded earlier because students like Guifen's lectures [REDACTED]

Year 1, Xue, Rui

Q16, Students noticed that there are always lots of knowledge and useful questions mentioned during Office Hours for Human Cell, they wonder if it's possible to record the screen during office hours, so students would not miss these useful information, and it can also help them with their revision for the exam.

Dr. De Falco responds that she will ask the staff but she does not think the staff can record the office hours, as office hour is set for students to speak English and not for listening the recording. She explains that Lilah includes additional learning materials because she wants students to attend the office hours.

Year 1, Liao, Yajie

Q17, Student mentioned that since they were provided different materials and practical questions for each office hours scheduled, and some diligent students wants to learn as much as they could, they have to keep running between different office hours which is very time consuming, they wonder if all of the office hours can use the same material and same questions, so students will not worry about missing some important knowledge.

Dr. De Falco responds that she does not know the reason behind this arrangement, and will pass the question to Lilah. As far as she knows, different questions are provided because students don't have to listen to the same thing again and again. She assumes Lilah just wanted more students to engage in

the office hours, but she will share this with staff, and let her know students want the same Metermeter questions.

Year 1, Wang, Sidan

Q18, Although students have been taught how to write essays and make references in classes, they still have trouble with researching for information, writing the paragraphs and making references when they write an essay. Students hope to get more guidance on article writing and being able to practice more.

Dr. De Falco confirms with students this is about the class for academic skills with Irene, she also confirms that the students have learned how to use research tools on PubMed. She suggests that students should feel free to raise such concerns with Irene. Irene is happy to help students, and the more students tell her better she can guide.

Year 1, Zhang, Tongyao

Q19, student wants to add some in-class question for Human Cell, they believe this can help them to understand the content better.

Dr. De Falco responds that we used to do this with clickers when we were there, students need to be patient until we can do face to face teaching. Since students are not allowed to use cell phone or other electronic devices in class, we cannot choose Metermeter questions during class. But as an alternative, we do questions during office hours.

Q20. some students want more in-class exercises to supplement learning. They believe this will help them comprehend the content better.

As explained in the previous answer, until face-to-face teaching can resume, it will be difficult to carry exercises in class because students cannot use their cell phones to answer questions and clickers cannot be used. However, exercises are given on a daily basis during office hours, which is an important component of teaching and students are encouraged to attend.

Q21. Students wonder whether the past exam questions on QMPlus have accompany answer keys. Without the keys, students can be misled to focus on the incorrect answers. This would be inefficient for exam preparations. If it's not possible to get the answer keys, then would it possible to get suggestions for practice material or exercise books related to Human Cell.

According to QMUL regulation, answers of exam papers cannot be shared with students. However, students can get feedback about the way they answered a particular question, and this can be done during office hours.

Minutes submitted by Jane Qu