

**School of Biological and Behavioural Sciences
Undergraduate Student Staff Liaison Committee
1st December 2021**

Confirmed Minutes

Staff members present:

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| Dr Sophie Petit | Chair |
| Dr Steven Buckingham | Director of Education |
| Shaheda Batha | Secretary to SSLC/Student Support Officer |

Student members present:

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| Maha Khan | Biochemistry Year 1 |
| Ashfeen Khokhar | Biochemistry Year 2 |
| Salwa Awil Jama | Biology and Zoology Year 1 |
| Raisa Hossain | Biology and Zoology Year 3 |
| Talha Bin-Islam | Biomedical Sciences Year 1 |
| Natalija Bogdanenko | Biomedical Sciences Year 1 |
| Dhiren Babbar | Biomedical sciences Year 2 |
| Mohamed Jamil Miah | Biomedical Sciences Year 2 |
| Zamrah Khan | Biomedical Sciences Year 3 |
| Sriprasad Aditya Vikram | Biomedical Sciences Year 3 |
| Fiza Ali | Medical Genetics Year 1 |
| Ines Tollen | Medical Genetics Year 1 |
| Yasmine Jama | Neuroscience Year 1 |
| Maria Zareef Kahloon | Neuroscience Year 2 |
| Marya Alaswad | Pharmacology and Innovative Therapeutics Year 1 |
| Parth Bhatnagar | Pharmacology and Innovative Therapeutics Year 2 |
| Czarina Nercua | Pharmacology and Innovative Therapeutics Year 3 |
| Javeria Javed | Psychology Year 1 |
| Kazi Tashfia Khanam | Psychology Year 3 |

Apologies for absence:

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| Professor Richard Pickersgill | Head of School |
| Olivia May Best | Psychology Year 2 |

| Part 1 – Preliminary Items | |
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| 1(a) | Welcome and introduction for new members |
| 2021.001 | The Chair welcomed new members to the first meeting of the academic year. |
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| 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 26 th May 2021 |
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| 1(d) | Report on matters arising and actions taken |
| 2021.004 | The committee received a report on matters arising and noted the following: The Chair to review ongoing action points and liaise with relevant staff to request updates. |
| 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 | The committee discussed the processes of admissions, enrolment and induction and noted the following: Some course reps reported that they did not receive communications about induction week which lead to confusion about where they should be at any given time. On a positive note course reps reported that induction week was well organised, they had lots of opportunity to meet people and they found the activities that took place during the week enjoyable and helpful. Course reps also reported that the online facility to join advisor meetings was useful for students who were not able to attend in person. The Chair commented that there may be an issue with the email address that communications was sent to due to the transition between using the student's private email and the QM email. This may therefore be a reason why some students did not receive communications. Dr Steven Buckingham: Director of Education [DoE] asked the course reps if they |

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| | <p>would prefer more formal sessions or more social activities. Natalia Bogdanenko Biomed year 1 commented that they would prefer more cohort specific activities. The Chair commented that the idea to mix the three programmes that come under the Biomedical Sciences umbrella was to encourage cohesiveness between the three programmes. However the School can look into offering more cohort specific activities. Marya Alaswad Year 1 Pharmacology and Innovative Therapeutics commented that cohort specific activities e.g. games/quiz night, also helps to create connections for group work. The Chair asked the course reps if there was any information that wasn't provided but would find useful. [Natalija Bogdanenko Biomed Year 1] commented that some information on attendance mapping would be useful, Course reps also requested if it would be possible to get a physical copy of the handbook. It was also reported that students would like more guidance regarding accessing the timetable and QMPlus. Dr Steven Buckingham commented that the feedback received is very helpful and the School will take the feedback on board when planning next year's induction programme. The Chair invited the course reps to contact her with ideas regarding forming groups from the outset.</p> <p>Action: The Chair to report back to the central Induction team to identify the issue regarding students not receiving induction communication.</p> |
| Part 2 – Student feedback, Programme Delivery and other matters | |
| 2(a) | Programme/module developments and amendments |
| 2021.007 | <p>The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:</p> <p>The Chair reported that this item is more relevant to the SSLC meeting that is due to take place in semester B. Students will be encouraged to provide feedback on how their respective programmes can be improved.</p> <p>The Chair also reported that previous feedback lead to changes in the introduction of new Psychology modules and also the introduction of a Masters programme in Psychology, and vice-versa some modules were discontinued, it is therefore important that students provide feedback in</p> |

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| | order to help the school develop new programmes and modules and also assess if some modules should be discontinued. |
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| 2(b) | Learning and teaching matters |
| 2021.008 | Representatives reported on learning and teaching matters and the following points were noted:. |
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| 2(c) | Assessment and feedback |
| 2021.009 | <p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>Maria Kahloon: neuroscience Year 2 reported that for one of her modules, within a week of an assignment release, a workshop was organised to help student’s plan their essay. At this workshop reference guidance was also offered, students were also encouraged to ask questions. This practice has proved to be very useful, therefore going forward more workshops of this nature would be welcomed by students.</p> <p>Kazi Tashfia Khanam: Year 3 Psychology also reported that students would like access to past exam papers and more guidance around referencing and structuring essays. It would be useful to see examples of a well-structured essay. The Chair commented that past exam papers can be accessed for most modules via Qmplus. Javeria: Javed: Psychology Year 1 also reported that similar workshops were offered for some Psychology modules students, students found these workshops helpful and useful. Course reps also reported that some feedback received is very brief therefore they do not find this useful or helpful to make changes.</p> <p>Dr Steven Buckingham commented that the School is aware that some feedback is not as helpful as it could be. As a long term solution to this issue SBBS are looking into providing Mo’s with training in this area, SBBS would also like to introduce the use of formative assessments before a summative assessment takes place. Dr Steven Buckingham acknowledged there is room for improvement and the implementation of the above may take some time to co-ordinate across the programmes. Dr</p> |

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| | Steven Buckingham also reported that the School would like student feedback and input to design assessment for learning. |
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| 2(d) | Academic support |
| 2021.010 | <p>Representatives reported on academic support matters and the following points were noted:</p> <p>Kazi Tashfia Khanam:Year 3 Psychology: reported that Students would like more lecturer involvement in guidance and help on assignments. This includes 1 to 1 sessions, group sessions with Q & A to answer any questions. Past example assignments were also mentioned to help the students structure their work.</p> <ul style="list-style-type: none"> • Module Organiser [MO] should encourage students to make contact if they are struggling with understanding any aspect of their module content. This will also help students who do not speak up in class and would prefer to contact the MO to get 1-1 support • Mo's to offer Q & A sessions this type of session will be useful for those students that are struggling and also those who have questions to clarify any queries that they may have. <p>The Chair commented that if students require support they should make contact with their Advisor or Module Organiser if the query is module specific. Due to time constraints it may not always be possible to schedule more sessions, however as stated above students should make contact with the relevant member of staff to seek support.</p> |
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| 2(e) | Organisation and communication |
| 2021.011 | Representatives reported on organisation and communication matters and the following points were noted: |
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| 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 |

| | <ul style="list-style-type: none"> • Careers |
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| 2021.012 | <p>Representatives reported on learning resources matters and the following points were noted:</p> <p>Kazi Tashifa Khanam Psychology Year 3 reported that they would like more guidance and information on employability/internship/Masters opportunities after they have graduated.</p> <p>Action: The Chair to liaise with Careers to explore the best way to communicate with students about accessing the guidance and information required.</p> <p>Dr Stephen Buckingham reported that he is working with the Schools Director of Employability to enhance the following areas:</p> <ul style="list-style-type: none"> • How BAME students can be helped to access placements opportunities • How to make advertised placements more inclusive and accessible for all. <p>Course reps were encouraged to provide feedback directly to Dr Steven Buckingham.</p> <p>Dr Steven Buckingham also reported that the Director of Employability The School are working towards embedding employability into programmes. Students learn new skills and also take on various employability related activities which employers may find useful, the School are exploring the use of portfolios for students to add evidence of their skills and other employability related activities. The portfolio will keep everything that the student undertakes during the three/four years in one place. It is hoped that employers will find the portfolio attractive.</p> <p>Dr Steven Buckingham requested feedback from students relating to their experience of MME. The course reps reported that there were issues around uploading the lecture recording to Q-review before the next lecture took place, this meant some students were not able to access the lecture before the next one was due to take place. Some lecturers switched the MME on after the lecture had started which meant students who were joining remotely missed the beginning of the lecture. Dr Steven Buckingham reported that MME is a new experience for staff as well as students and there were some technical and teething issues that occurred, these issues were looked into and resolved and there is continuous</p> |

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| | development to improve the MME experience for staff and students. Dr Steven Buckingham reported that he is working on writing the statement of guidance which should aid users of MME pre and post lectures. Dr Steven Buckingham also reported that the School were working towards a more interactive style of teaching which encourages active learning, however there is challenge around how to encourage students to engage with this style of learning. |
| 2(g) | Student feedback (NSS and Module evaluations) |
| 2021.013 | The committee discussed responses to NSS and noted the following: The Chair informed the committee that the NSS for final year students will open in January 2022, all final year students were encouraged to promote the NSS to their peers to encourage participation. Course Reps were also encouraged to promote the module evaluation system to their peers, The Chair reported it is important that students participate, this process will help the School identify issues in order to make the required improvements, it is also a mechanism to report positive aspects of the module which is useful and will help staff to build on the positives. Action: MO's to make announcements to remind students to participate in Module Evaluation and also explain the importance of participating. Reps to encourage participation. |
| 2021.014 | The committee discussed the results of the module evaluations and noted the following: Results were not available for this meeting. |
| 2(h) | Consideration of External Examiner reports External examiners reports were circulated to course reps. |
| 2021.015 | The committee received External Examiner reports and noted the following: No comments received. |
| 2(i) | SEAP, SEAM or TPAP review |
| 2021.016 | The committee received the school/institute SEAP noted the following: The Chair informed Course Reps of the function of SEAP and how student feedback is incorporated into SEAP. |
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| Part 3 – Any Other Business | |
| 2021.017 | The following items were raised under Any Other Business: |

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| | <ul style="list-style-type: none"> • Ideas for future social activities, course reps to contact the Chair directly by email • Elect student Co-Chair |
| Part 4 – Date of the next meeting | |
| 2021.018 | Date of next meeting: March 2022: exact date to be confirmed. |

Action Sheet: Student-Staff Liaison Committee

| Minute | Action | Responsibility | Timescale | Action status | Issue resolved? |
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| 2021.007 | Identify why some students did not receive communications about Welcome Week | Chair | | | |
| 2021:012 | Liaise with Careers about communication information to students relating to information and guidance about post study opportunities | Chair | | | |
| 2021:013 | Liaise with MO's about making Module evaluation announcements | Chair | | | |
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