

School of English & Drama Student Staff Liaison Committee
UG & PGT
09 February 2022
Confirmed Minutes

Student members present:

Holly Gillingham	English Year 1
Luiza Moraru	English Year 1
Molly Pickup	English with Creative Writing Year 2

Staff members present:

Tessa Whitehouse (chair)	English Director of Teaching and Learning
Shane Boyle (chair)	Drama Director of Teaching and Learning
Suzanne Hobson	Head of English
Dominic Johnson	Head of Drama
Nadia Atia	Equality and Diversity Chair
Julia Deering	Drama Technical Director
Matt Rubery	English Director of Graduate Taught Programmes
Julia Bardsley	Drama Director of Graduate Taught Programmes
Rich Evans	Faculty Liaison Librarian, QM Library Services
Lara Fothergill	School Manager
Suzi Lewis (secretary)	SED Student Support Officer

Apologies for absence:

Eszter Gillay	Teaching and Learning Manager
Alfred Hiatt	Director of Student Support
Holly Bray	English & Drama WAYA Year 2
Lucy Sargeson	English Year 3
Shwetha Mahendran	English MA
Katie Butler	School Rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction
2021.020	Noted
1(b)	Apologies for Absence
2021.021	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.022	The committee approved the minutes of the meeting held on 24 Nov 2021
1(d)	Report on matters arising and actions taken
2021.023	The committee received a report on matters arising and noted the following: - Many rep roles still remained vacant

	- Katie Butler was SED School Rep
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
2021.024	It was noted <ul style="list-style-type: none"> - SED Student EDI Initiative Fund had been re-launched and applications were open – up to £200 available. Students should be encouraged to apply ASAP. - QM systems didn't always reflect students names / pronouns. QM Student Enquiry Centre were now able to add a students 'Chosen name' to their record.
2(b)	Programme/module developments and amendments
2021.025	The committee reviewed proposed programme / module developments and amendments. New SED courses to commence September 2022: <ul style="list-style-type: none"> - MA Creative Writing - BA Drama with Creative Writing - Joint degree with School of History: BA Drama and History It was also noted the revamped MA Theatre & Performance course would run again in 2022. The following feedback was received from student representatives: None
2(c)	Learning and teaching matters
2021.026	Representatives reported on learning and teaching matters and the following points were noted: <p>Finalist students mentioned they felt overwhelmed by workload.</p> <p>UG students were keen for printed (rather than electronic) module packs.</p> <p>Some Year 1 English students felt their recorded lectures (ESH110 Lits in Time and ESH102 RTI mentioned) were not released far enough in advance of the seminar to allow for good preparation.</p> <p>ACTION: TW</p>
2(d)	Assessment and feedback
2021.027	Representatives reported on assessment and feedback processes and the following points were noted: None
2(e)	Academic support
2021.028	Representatives reported on academic support matters and the following points were noted: None.
2(f)	Organisation and communication
2021.029	Representatives reported on organisation and communication matters and the following points were noted: None
2(g)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.030	Representatives reported on learning and teaching matters and the following points were noted:

	<p>Rich Evans QM Liaison Librarian spoke of i) further refurbishment of Mile end Library with the focus now on second & top floors. In the interim, alternative study space could be found in the temporary building in Geography Square. Works to be finished Spring 2023.</p> <p>ii) Finalist students who needed resources for their dissertation research or had questions around resources could contact: library-hss@qmul.ac.uk</p>
2(h)	Student feedback (NSS/PTES/UKES/Module evaluations)
2021.031	The committee discussed responses to NSS/PTES and UKES and noted the following: Non
2021.032	<p>The committee discussed the results of the module evaluations and noted the following:</p> <p>Semester A Module Evaluations - completion rates were low but results positive overall regards the return to in-person teaching.</p> <p>Reps were asked to share ideas on how SED could help students engage with the evaluation process.</p> <p>Reps also asked to spread the word about completing module evaluations.</p> <p>ACTION: Reps</p>
Part 3 – Any Other Business	
2021.033	<p>The following items were raised under Any Other Business:</p> <p>i) UCU industrial action</p> <p>Students expressed concern about loss of teaching. Students also stated confusion over what would happen/ what services may be available over the strike days.</p> <p>Students were reminded they could refer to the message sent from SED Head of School – message also included TEAMS invite to open meetings where students could meet SED senior staff and ask any questions they had.</p> <p>SED had also published information on QMplus landing page – information block called '<i>UCU Industrial Action: Information for SED Students</i>'.</p> <p>It was reiterated that SED Students would not be disadvantaged in relation to their assessments.</p> <p>ii) Module Fairs</p> <p>Module Fairs are an opportunity for students to interact with Module convenors and think about picking modules for their next year of study.</p> <p>Fairs would be held online 23 February PM - further information to follow by emails soon. Reps to tell cohorts to save the date.</p> <p>ACTION: Reps</p>
Part 4 – Date of the next meeting	
2021.034	The committee noted that the next meeting would take place 11 May 2022 (time TBC)

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.026	Clarity needed on when recorded lectures are to be released.	Tessa Whitehouse	asap	Complete	
2021.032	i) Reps to share ideas on how SED can help students engage with module evaluation process ii) Reps to ask cohorts to complete module evaluations	Reps	asap		
2021.033	Module fair date: 23 Feb – students to hold the date	Reps	asap	Complete	