

**School of English & Drama Student Staff Liaison Committee  
UG & PGT  
Wednesday 11 May 2022  
Minutes**

**Student members present:**

|                   |   |
|-------------------|---|
| Holly Gillingham  | UG English Year 1                       |
| Luiza Moraru      | UG English Year 1                       |
| Holly Bray        | UG English & Drama WAYA Year 2          |
| Molly Pickup      | UG English with Creative Writing Year 2 |
| Lucy Sargeson     | UG English Year 3                       |
| Shwetha Mahendran | MA English                              |

**Staff members present:**

|                               |  |
|-------------------------------|--|
| Tessa Whitehouse              | English Director of Teaching and Learning      |
| Shane Boyle                   | Drama Director of Teaching and Learning        |
| Suzanne Hobson (acting chair) | Head of English                                |
| Dominic Johnson               | Head of Drama                                  |
| Julian 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:**

|            |                                     |
|------------|-------------------------------------|
| Nadia Atia | School Equality and Diversity Chair |
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**Part 1 – Preliminary Items**

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|-------------|---|
| <b>1(a)</b> | <b>Welcome and introduction</b>   |
| 2021.035    | Thanks were given to all SSLC Reps for taking on the role and representing their peers.<br>Concerns over UCU Strike Action were noted and the SSLC would discuss during AOB later in the meeting. |
| <b>1(b)</b> | <b>Apologies for Absence</b>  |
| 2021.036    | The meeting noted the apologies from members as recorded above.   |
| <b>1(c)</b> | <b>Minutes of the previous meeting</b>  |
| 2021.037    | The committee approved the minutes of the meeting held on 9 <sup>th</sup> February 2022.  |

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| <b>1(d)</b>  | <b>Report on matters arising and actions taken</b>   |
| 2021.038   | The committee received a report on matters arising and noted the following:<br>Actions from last meeting had been completed  |
| <b>Part 2 – Student feedback, Programme Delivery and other matters</b> |  |
| <b>2(a)</b>  | <b>Equality, Diversity and Inclusion</b>   |
| 2021.039   | Email update from Nadia Atia noted: <ul style="list-style-type: none"> <li>- SED Student EDI initiative fund still open for applications</li> <li>- SED working on extra guidance for staff on marking work from student who have an SpLD diagnosis. Also working on Trans inclusive training for the classroom</li> <li>- Gender-neutral toilet now in ArtsOne 1<sup>st</sup> Floor</li> </ul>  |
| <b>2(b)</b>  | <b>Programme/module developments and amendments</b>  |
| 2021.040   | The committee reviewed proposed programme / module developments and amendments. None<br>The following feedback was received from student representatives: None   |
| <b>2(c)</b>  | <b>Learning and teaching matters</b>   |
| 2021.041   | In advance of the SSLC, Reps were kindly asked to circulate a short questionnaire to peers about Engagement and Attendance and bring any replies to the meeting for discussion in hope of improving the experience of students in SED.<br>Year 1 English students answers were compiled and discussed. Students touched on the difficulties of transition from home learning to on campus learning. Not always understanding the texts and / or not preparing adequately so were fearful of attending.<br>Students in Year 2 & F expressed feeling demotivated especially because of the strike action. It was noted there were some benefits to online learning and many students enjoyed that (but not the situation of the pandemic). |
| <b>2(d)</b>  | <b>Assessment and feedback</b>   |
| 2021.042   | An updated Marking Criteria draft document was circulated for discussion. The document was written by staff from both Departments with the aim of making marking criteria clearer and more user friendly for the students. Students thought the updated criteria was beneficial. Very Clear and concise.<br><br>Students mentioned not being aware or taking heed of the criteria and suggested this new document be linked via the assessment rubric on QMplus.   |
| <b>2(e)</b>  | <b>Academic support</b>  |
| 2021.043   | Representatives reported on academic support matters and the following points were noted: None.  |
| <b>2(f)</b>  | <b>Organisation and communication</b>  |
| 2021.044   | Representatives reported on organisation and communication matters and the following points were noted: None   |
| <b>2(g)</b>  | <b>Learning resources</b> <ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>QReview</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> </ul>   |

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|--|---|
|  | <ul style="list-style-type: none"> <li>• <b>IT</b></li> </ul>   |
| 2021.045                                 | <p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p><u>Rich Evans - Library update</u><br/>Renovations are ongoing until Spring 2023 however there will be 'quiet phases' to allow students to prepare for their exams/ final assessments. Furthermore alternative study spaces can be found at the following:</p> <ul style="list-style-type: none"> <li>- Temporary Building</li> <li>- Canal Side</li> <li>- Queens Building</li> </ul> <p>It was also noted the Library Online Catalogue will undergo a small enhancement on 7 June.</p>   |
| <b>2(h)</b>                              | <b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>  |
| 2021.046                                 | <p>The committee discussed responses to NSS/PTES and UKES and noted the following:</p> <ul style="list-style-type: none"> <li>- NSS: the 50% threshold was met so results will be published. Thanks to SED Reps /Finalists for advertising / undertaking NSS.</li> <li>- PTES: remains open and PGT students are encouraged to complete.</li> </ul> <p><b>ACTION: SM</b></p>  |
| 2021.047                                 | <p>The committee discussed the results of the module evaluations and noted the following:<br/>Semester 2 module evaluation results will be published in due course.</p>   |
| <b>Part 3 – Any Other Business</b>       |   |
| 2021.048                                 | <p>The following items were raised under Any Other Business:</p> <ul style="list-style-type: none"> <li>- UCU industrial action<br/>Students raised their concerns over the strike and marking boycott and asked for further clarity.<br/>It was noted that SED would be hosting two online <i>Ask Me Anything</i> sessions so students could ask questions. Date and meeting links would be circulated to all SED students soon.</li> </ul> <p><b>ACTION: HOS</b><br/>Students were reminded that copies of emails sent to students from SED Head of School regards UCU industrial action were available in QMplus. There were also a set of FAQs there too.</p> |
| <b>Part 4 – Date of the next meeting</b> |   |
| 2021.049                                 | <p>The committee noted that the next meeting would take place in Autumn/ Winter 2022 (date / time TBC)</p>  |

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

| <b>Minute</b> | <b>Action</b>                                | <b>Responsibility</b> | <b>Timescale</b> | <b>Action status</b> | <b>Issue resolved?</b> |
|---------------|--|-----------------------|------------------|----------------------|------------------------|
| 2021.046      | MA Rep to encourage peers to partake in PTES | Shwetha Mahendran     | asap             | Done                 |                        |
| 2021.048      | AMA dates and session links to be circulated | HOS (Scott McCracken) | asap             | Done                 |                        |