

**School of English & Drama Student Staff Liaison Committee  
UG & PGT**

24 November 2021

**Confirmed minutes**

**Student members present:**

Holly Bray	English & Drama WAYA Year 2
David Sullivan	English and Film Studies Year 1
Holly Gillingham	English Year 1
Luiza Moraru	English Year 1
Lucy Sargeson	English Year 3
Carmie Berry	English with Creative Writing Year 1
Molly Pickup	English with Creative Writing Year 2
Shwetha Mahendran	English MA

**Staff members present:**

Tessa Whitehouse (chair)	English Director of Teaching and Learning
Michael McKinnie (chair)	Drama Director of Teaching and Learning
Suzanne Hobson	Head of English
Dominic Johnson	Head of Drama
Alfred Hiatt	Director of Student Support
Eszter Gillay	Teaching and Learning Manager
Julia Deering	Drama Technical Director
Matt Rubery	English Director of Graduate Taught Programmes
Jen Harvie	Drama Director of Graduate Taught Programmes
Rich Evans	Faculty Liaison Librarian, QM Library Services
Lara Fothergill	School Manager
Scott McCracken	Head of School/ EDI Chair
Suzi Lewis (secretary)	SED Student Support Officer

**Apologies for absence:**

Sam Momber	Drama WAYA - Year 2
Nadia Atia	Equality and Diversity Chair

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2021.001	Noted
<b>1(b)</b>	<b>Apologies for Absence</b>
2021.002	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>

2021.003	The committee approved the minutes of the meeting held on 12 May 2021
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2021.004	The committee received a report on matters arising and noted the following: NONE
<b>1(e)</b>	<b>Terms of reference and membership</b>
2021.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.  There are Course Rep roles vacant. Students to be encouraged to co-opt to roles. <b>ACTION: Student Reps</b>
<b>1(f)</b>	<b>Admissions, induction and enrolment</b>
2021.006	The committee discussed the processes of admissions, enrolment and induction and noted the following: NONE
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Equality, Diversity and Inclusion</b>
2021.007	An overview of SED EDI committee remit was given. It was noted <ul style="list-style-type: none"> <li>- SED EDI committee asking QMUL for improvements including gender neutral toilets &amp; easy access toilets, access to campus buildings</li> <li>- EDI information had been integrated within training given to SED Teaching associates</li> </ul>
<b>2(b)</b>	<b>Programme/module developments and amendments</b>
2021.008	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives: NONE
<b>2(c)</b>	<b>Learning and teaching matters</b>
2021.009	Representatives reported on learning and teaching matters and the following points were noted:  It was asked if on campus in person lectures would resume. It was noted recorded or live online lecture format would continue into semester 2 but this would be given further consideration moving forward.  A small number of students had covid related travel issues so were permitted to join seminars virtually. It was noted this was an emergency measure and SED believe receive in-person teaching is by far the best learning experience.  Some students said they didn't know how to find out about their readings. It was noted each module area on QMplus had a Bibliography – this could usually be found via the tab called <i>Module Outline &amp; Links</i> . Furthermore student should speak with seminar leaders/ module convenors if unsure.  Students raised the cancelation of a seminar at short notice. This was due to staff sickness therefore unavoidable.

<b>2(d)</b>	<b>Assessment and feedback</b>
2021.010	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>Some students said they found it had to find details about upcoming assessment. Students were reminded that every module area on QMplus has a tab called <i>Assessment Information</i>. Following the links provided would enable the viewer access to the full assignment instructions. Furthermore students were encouraged to raise such questions with their seminar leader in class.</p>
<b>2(e)</b>	<b>Academic support</b>
2021.011	<p>Representatives reported on academic support matters and the following points were noted:</p> <p>Each student in the School has a designated Advisor who they are encouraged to meet regularly. Advisors hold regular 'drop in' each week slots are bookable in advance see QMplus landing page for 'Book a Drop-In appointment' button.</p> <p>Seminar leaders contact details were available via each QMplus module area if students has module specific assessment related queries for example.</p>
<b>2(f)</b>	<b>Organisation and communication</b>
2021.012	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> <li>• <b>IT</b></li> </ul>
2021.013	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p>Rich Evans QM Liaison Librarian spoke of changes and improvements to Mile End campus library, including the refurbishment project and acquiring more digital resource eg e-books.</p> <p>It was noted students can make requests to the library for books by going to: <a href="http://www.qmul.ac.uk/library/forms/more-books-at-your-request/">www.qmul.ac.uk/library/forms/more-books-at-your-request/</a></p> <p>Rich encouraged students to raise any issues of ideas for Library improvement with him.</p> <p>Students noted they were still learning how to navigate QMplus layout.</p>
<b>2(h)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2021.014	<p>The committee discussed responses to NSS/PTES and UKES and noted the following:</p> <p>National Student Survey - last year overall student satisfaction in SED rose. However there were issues mentioned around assessment and Library resources which were being looked into and worked on.</p>

	Unfortunately due to low student response rates the UKES AND PTES scores were not published.
2021.015	The committee discussed the results of the module evaluations and noted the following: Module evaluation from last year were still being compiled. 2021 semester A evaluations would go live for students completion soon.
<b>2(i)</b>	<b>Consideration of External Examiner reports</b>
2021.016	The committee received External Examiner reports and noted the following: MA English/ MA Theatre & Performance / BA English / BA Drama were circulated. All reports generally positive. Some critique which was noted and improvements worked upon.
<b>2(j)</b>	<b>SEAP, SEAM or TPAP review</b>
2021.017	The committee received the school/institute SEAP / SEAM / TPAP and noted the following: SED's Student Experience Action Plan (SEAP) was shared with reps.
<b>Part 3 – Any Other Business</b>	
2021.018	The following items were raised under Any Other Business: SSLC meetings are collaborative therefore we ask for Student Co-Chair/s to come forward to help facilitate future meetings. Could be a good role for a returning rep but could also be taken up by a new rep. <b>ACTION :Student Reps</b>
<b>Part 4 – Date of the next meeting</b>	
2021.019	The committee noted that the next meeting would likely take place in February 2022 (date and time TBC) <b>ACTION: Chairs</b>

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?						
2021.005	<p>Current reps to encourage interested students to come forward to co-opt to the following vacant rep roles:</p> <table border="1"> <tr> <td>Drama Year 1 - 2 x reps</td> </tr> <tr> <td>Drama Year 2 - 1 x rep</td> </tr> <tr> <td>Drama Year 3 - 2 x reps</td> </tr> <tr> <td>English Year 2 - 3 x reps</td> </tr> <tr> <td>English Year 3 - 2 x reps</td> </tr> <tr> <td>Live Art MA - 1 x rep</td> </tr> </table>	Drama Year 1 - 2 x reps	Drama Year 2 - 1 x rep	Drama Year 3 - 2 x reps	English Year 2 - 3 x reps	English Year 3 - 2 x reps	Live Art MA - 1 x rep	Student Reps	ASAP		
Drama Year 1 - 2 x reps											
Drama Year 2 - 1 x rep											
Drama Year 3 - 2 x reps											
English Year 2 - 3 x reps											
English Year 3 - 2 x reps											
Live Art MA - 1 x rep											
2021.018	<p>Volunteers for student co-chair please write to:  Michael McKinnie-<a href="mailto:m.mckinnie@qmul.ac.uk">m.mckinnie@qmul.ac.uk</a> and  Tessa Whitehouse <a href="mailto:m.t.whitehouse@qmul.ac.uk">m.t.whitehouse@qmul.ac.uk</a></p>	Student Reps	ASAP								
2021.019	Future SSLC dates/ times to be circulated	Chairs									