



**School of Engineering and Materials Sciences
Undergraduate and Taught Postgraduate Student Staff Liaison Committee**

9 February 2022

Confirmed minutes

Via Collaborate/Bancroft 1.08

Minutes

Student Representation

Name	Programme and Level
Year 1	
Ahmad Hummeid	Aerospace Engineering Year 1
Iqra Ahmed	Biomedical Engineering Year 1
Gradie Boyenga	Chemical Engineering Year 1
Alin Arhip	Mechanical Engineering Year 1
Yunus Khan	Robotics Year 1
Year 2	
Yugesh Shanmugha Sundharam	Aerospace Engineering Year 2 (Co Chair)
Deborah Olowu	Chemical Engineering Year 2
Daphne Biestro	Design, Innovation and Creative Engineering Year 2
Year 3	
Sama Al-Haddad	Aerospace Engineering Year 3
Mojtaba Sidiqi	Chemical Engineering Year 3
Faaeq Mohamed Faizal	Mechanical Engineering Year 3
Year 4	
Yidnekachew Sima	Biomedical Engineering Year 4
Postgraduate and Intercalated	
Chloe Smith	MSc – Engineering Programmes

Staff Representation

Name	Role
Folashade Akinmolayan	Director of Student Support (Co Chair)
Maria Romero-Gonzalez	Director of Learning Development
James Soderman	Faculty Liaison Librarian – Science and Engineering
Angela Jones	Student Support Officer (Secretary)
In receipt of notes	
Norman McBreen	Faculty Education Manager
arcs-quality@qmul.ac.uk	Academic Registry and Council Secretariat
su-representation@qmul.ac.uk	Students' Union Education Co-ordinator

Apologies for absence:

Name	Role or programme and level
Yousef Zawahreh	Deputy Director of Education
Daniella Peluso-White	Taught Programmes Manager
Gabriel Cavalli	Director of Teaching Development and Scholarship
Monishka Aswani	Biomedical Engineering Year 2
Sushnitha Baskaran	Mechanical Engineering Year 2
Alina Adnan	Robotics Year 2
Iqra Ahmed (late)	Biomedical Engineering Year 1

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.054	The Staff chair welcomed members to the meeting.
1(b)	Apologies for Absence
2021.055	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.056	The committee approved the minutes of the meeting held on 26 January.
1(d)	Report on matters arising and actions taken
2021.057	The committee received a report on the actions taken.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.058	The committee noted that the refurbishment of the library continued with disruption to the second floor.
2021.059	Student representatives reported positive feedback for the library renovation.
2021.060	<i>QMPlus</i> <ul style="list-style-type: none"> • The feature of being able to click a lecture to attend is not currently working. • Request to automatically pin modules on their landing page each year. Action: Refer to Elearning team. AJ
2(b)	Learning and teaching matters
2021.061	Representatives reported on learning and teaching matters and the following points were noted:
2021.062	Good practice in QMPlus pages identified: <ul style="list-style-type: none"> - Have the week and the topic in the title of each week's section. - The use of widgets and other tools, not just texts and links to sessions. - Material uploaded in advance - Coursework is placed sequentially - Collaborate session/QReview renamed to enable easy identification of materials. Action: Good practice in QMPlus shared with academic staff. GC

	The harmonisation of online and in person delivery on DEN7020 was cited as good practice.
2021.063	<p>Balance of lecture vs pre-recorded. Student feedback included:</p> <ul style="list-style-type: none"> - Pre recorded materials of less than 30 minutes then longer lecture. - Pre recorded materials of no more than 45 minutes. - Pre-recorded materials of the same length of lecture. <p>Monotone recordings can be difficult to access.</p> <p>It was acknowledged that the videos are sometimes longer due to the time available to edit them.</p> <p>Action: Share good practice on recordings with academic staff. GC</p>
2021.064	<p>Good practice included:</p> <p>DENM601 Nicely challenging with two videos, each of an hour, which relate to two classes each week. Use of mentimeter supports engagement.</p> <p>EMS402U Passionate lecturer, less focus on pre learning but regularly scheduled activity.</p>
2(c)	Assessment and feedback
2021.065	Representatives reported on assessment and feedback processes and the following points were noted:
2021.066	<p>Assessment for Semester B was confirmed as being the same for Semester A. Individual timetables would be published later in the Semester although all exams are scheduled for – 5 May – 1 June. Action: provide links to the calendar within the newsletter for students to access dates for this assessment period. AJ</p> <p>Avoiding scheduling of coursework within the examination period was requested. Action: Review scheduling of coursework. MRG</p>
2021.067	Some marks for Semester A assessment are outstanding. Action: Follow up with MOs on late release of marks and advise the Student Support Officer if this issue isn't resolved. Course Reps.
2021.068	The provisional results would be released in the first week in March. Action: Confirm results release dates in the newsletter. AJ
2021.069	If lectures were scheduled Friday 12 – 2, assessment would fall within the time of Friday prayers. Action: Review what adjustments it may be possible to make for the timing of assessment for MAT501. AJ.
2(d)	Academic support
2021.070	Representatives reported on academic support matters and the following points were noted:
2021.071	Support for research projects by supervisors. Action: Advise Module Organiser of individual issues or escalate to SSO/Chairs if no action. Course Reps

2021.072	<p>Industrial visits were requested. It was noted that following the pandemic companies were not willing to accept student visits and therefore it was not possible to arrange these this year.</p> <p>Students were encouraged to attend the Industrial Liaison Forums twice a year. These are attended by industry representatives and are valuable for networking to support understanding of placements and the job market. Course reps reported positive links from this interaction including an interview gained from networking. Action: Advise the Director of Industrial Engagement and the Industrial Experience Manager of students' feedback on knowledge of the ILF, publicity and opportunities for industrial experience to support them in planning support. AJ.</p>
2021.073	<p>Support from the Careers Service was praised including:</p> <ul style="list-style-type: none"> - One to one CV sessions which were found to be useful - Lots of good resources - Opportunities for one to one sessions <p>Additional support was requested for preparing a cover letter. Action: provide feedback to Careers and Enterprise. AJ</p>
2(e)	Organisation and communication
2021.074	<p>Representatives reported on organisation and communication matters and the following points were noted:</p>
2021.075	<p>The School are interested in feedback from the students so ask for students to be proactive in providing feedback prior to the meeting. This enables the meetings to focus on key themes identified in the feedback as well as allowing the School to seek feedback on individual modules via the feedback given.</p>
2021.076	<p>Course Reps were encouraged to liaise directly with module organisers to avoid a delay in providing and getting feedback. Course Reps can ask for support in how to approach the module organisers from the staff or student Chair.</p> <p>Good practice shared on liaison with Module Organisers included:</p> <ul style="list-style-type: none"> - Identifying what requests may be reasonable. - Providing data to the Module Organiser on the requests to change, eg developing polls or providing forum posts on suggestions. - The forum or group chat used to identify issues. - Escalation of issues not resolved to SSLC
2021.077	<p>A number of issues with the <i>timetable</i> were reported:</p> <ul style="list-style-type: none"> • Unable to access lectures due to issues with their timetable. • Timetables showing differently on the App and QMPlus. • A last-minute change to a course code caused issues with accessing materials and the timetable. • Timetable only released at the last minute which allows no time to try to solve clashes or queries. • Timetable released with online sessions only to be moved to in person sessions. • Delivery of optional MSc modules at the same time meaning students either need to limit their choices or not attend live lectures. <p>Enhancements to the way information is presented was requested:</p>

	<ul style="list-style-type: none"> - Provide the name of the module as well as the module code on the QMUL App. - Provide the name of the module as well as the code on the QMPlus timetable. - Not remove details of the session once it has started (QMPlus) - Include a communication link within the timetable eg MSTeams should there be issued with collaborate. <p>Action: Advise the timetabling group of issues and enhancement requests. AJ</p> <p>One session is timetabled for a Friday lunchtime. It was acknowledged that this is being reviewed to see if it can be moved. However, as was outlined in Semester A, the university policy does not allow for consideration of religious observance in timetabling. The School will attempt to avoid timetabling single sessions on a Friday lunchtime where possible. Where there are repeat sessions that run within the timetable, students can request a change due to religious observance via the School Office. However, there will still be some timetabled sessions at this time.</p>	
	Module feedback	
2021.078	Feedback on the individual modules was noted:	
2021.079	DEN212	Encourage interaction between students.
	DEN212	Clear brief feedback from Nobuoki and Karen. Students find that extra dialogue and examples of resources/stories related their project very helpful.
	DEN318	When is RAO feedback due?
	DEN318	Feedback on individual supervisors to be forwarded to MO for follow up or escalated to SSO or Chairs.
	DEN318	Guidance on requirements for poster presentation.
	DEN318	Clarification of Viva dates
	DEN320	Good attendance
	DEN5002	More information requested on final coursework.
	DEN5002	Overall great. Slides for prep work are up early which is great for organisation. What is expected for each week is clear. Lesson is very interactive and helpful to understand anything the student had an issue with during prep work.
	DEN5030	Could coursework be listed in chronological order of submission?
	DEN5030	Lecturer very helpful and willing to re-explain as well as take questions.
	DEN5200	Clarification of lecture times needs to be confirmed. Good, pre-recorded videos provided however, can be quite a lot to get through given the load of other modules.
	DEN5208	Good communication in letting students know when weekly material is available on QMPlus. Quiz availability time frame is good and gives students time to complete it instead of them feeling rushed. Good PSCs.

	DEN5402	More clarity on when groups need to come in for lab presentations and progress report updates. More communication requested when groups were changed on the forum page or by email.
	DEN5411	A video weekly summarising the topic or introducing the topic would be appreciated instead of text.
	DEN5411	Well organised QMplus module page, very easy to navigate through
	DEN6311	Engagement marks can lead students to talk unnecessarily which is a barrier for other students.
	DEN6335/ 7335/M335	More in person sessions requested.
	DEN6437	Positive feedback on the organisation of this module
	DEN7020	Good practice in organising resources, harmonising online and in person delivery.
	DENM601	Nicely challenging with two videos, each of an hour, which relate to two classes each week. Use of mentimeter supports engagement.
	ECS520	The briefs are clear, module is very well laid out, lectures are very interesting, and the overall module compliments the course very well.
	EMS402U	Passionate lecturer, less focus on pre learning but regularly scheduled activity.
	EMS418U	In person python lectures requested
	EMS420U	Students finding the content difficult.
	EMS440U	Synchronous tutorials have started late due to technical difficulties, more materials uploaded in advance requested so all have access to the questions.
	EMS450U	Query re assessment information given about the photo in Semester A
	Learning and Teaching	Labs are well conducted (Y2)
	Learning and Teaching	Y4 - All positive feedback about the new modules, and the way its taught
	Learning and Teaching	All positive feedback, don't change a thing on this semester modules.
	Learning resources	Positive feedback received for the library renovation
	MAT501	Review what adjustments it may be possible to make for the timing of assessment for MAT501.
	MAT501	Very thoughtful to implement quiz as part of engagement
	MAT5030	Could pre work be more interactive? Pre work is extensive compared to other modules. Adding titles and sub titles to slides as well as greater emphasis on important facts. More interactive activities in live sessions requested. Technical difficulties have been frustrating (but acknowledged as no fault of teaching staff).
	MAT6312	Students feel 10 questions in 15 minutes is a struggle as the questions required consideration

	MAT7400	Delay in receiving marks and feedback for submissions in Semester A.
2(f)	The SEED Award (Student Enhanced Engagement and Development)	
2021.080	Representatives noted opportunities to collaborate with the School including Module Organisers via the SEED Award and the information available from https://www.qmul.ac.uk/queenmaryacademy/seed-award/	
Part 3 – Any Other Business		
2021.081	Items raised included:	
2021.082	Concerns over the number of students and staff reporting covid from live sessions. It was noted that the number of students reporting covid on campus was small. Students who receive a positive test should still be reporting this to studenthealth@qmul.ac.uk to allow the University to provide advice to individuals or groups of students	
2021.083	Students were unsure of the impact of the strike. It was confirmed that the School have encouraged academic staff to let students know if they won't be attending taught sessions. However, individuals have a right not to give advance warning. Students can contact academic staff to ask if they plan to be available for live sessions. Good practice shared to identify the issues and what is reasonable. Reps had developed a poll and forum posts to look at suggestions of issues which might solve the issues. This data allows liaison with the module organisers. The forum or group chat used with students to identify. Issues not possible to solve in this way can be done via SSLC.	
Part 4 – Date of the next meeting		
2021.084	The committee noted that the next meeting would take place on Wednesday 4 April at 14.05 both in person and online.	

Drafted by
Angela Jones
Student Support Officer (SEMS)
Date: 14/2/2022