



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

17 November 2021

Confirmed minutes

Via Collaborate

Minutes

Student Representation

Name	Programme and Level
Year 1	
Ahmad Hummeid	Aerospace Engineering Year 1
Iqra Ahmed	Biomedical Engineering Year 1
Zayna Ahmed	Design, Innovation and Creative Engineering Year 1
Year 2	
Yugesh Shanmugha Sundharam	Aerospace Engineering Year 2 (Co Chair)
Hasan Hussain/Monishka Aswani	Biomedical Engineering Year 2
Daphne Biestro	Design, Innovation and Creative Engineering Year 2
Ameer Zaki	Materials Science and Engineering Year 2
Sushnitha Baskaran	Mechanical Engineering Year 2
Year 3	
Sama Al-Haddad	Aerospace Engineering Year 3
Mojtaba Sidiqi	Chemical Engineering Year 3
Aqsah Awan	Materials Science and Engineering Year 3
Faaeq Mohamed Faizal	Mechanical Engineering Year 3
Year 4	
Shovethan Murugathas	Aerospace Engineering Year 4
Yidnekachew Sima	Biomedical Engineering Year 4
Soham Deshpande	Mechanical Engineering Year 4
Postgraduate and Intercalated	
Chloe Smith	MSc – Engineering Programmes
Arkar Lwin	Intercalated

Staff Representation

Name	Role
Adrian Briggs	Director of Education (Acting Co Chair)
Yousef Zawahreh	Deputy Director of Education
Daniella Peluso-White	Taught Programmes Manager
Gabriel Cavalli	Director of Teaching Development and Scholarship
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
Folashade Akinmolayan	Director of Student Support (Co Chair)
Shahera Khan (written contribution received)	Biomedical Engineering Year 3

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.001	The Chair, welcomed new members and lead introductions including of the Co Chairs.
1(b)	Apologies for Absence
2021.002	The meeting noted the apologies from members as recorded above.
1(c)	Terms of reference and membership
2021.003	The committee noted the terms and reference and membership of the Student Staff Liaison Committee
1(d)	Minutes of the previous meeting
2021.004	The committee approved the minutes of the meeting held on 7 April 2021.
1(e)	Report on matters arising and actions taken
2021.005	The committee received a report on matters arising and noted: a) The review and subsequent changes of the format of exams b) The extension of the EECS PASS system to include SEMS students.
1(e)	Terms of reference and membership
2021.006	The committee noted the terms and reference and membership of the Student Staff Liaison Committee
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2021.007	The committee noted that recent programme developments, developed in partnership with students, would be discussed within section 2b. There were no further developments.
2(b)	Student Feedback
	The following feedback was received from student representatives:
2(b)1	Mixed Mode Education
2021.008	Representatives received a summary on the student survey on Mixed Mode Education and reported on learning and teaching matters. The following points were noted:
	Learning and Teaching a) Teacher's styles varied; more consistency was requested. b) Consideration should be given to the type of sessions to determine if this should be delivered online or in person o Larger sessions are better online

- Some subject areas eg Maths are better delivered online where there are less in person distractions
- Smaller classes and question and answer sessions are better in person
- c) Live sessions which consisted of Q and A sessions were not felt to be helpful alongside asynchronous and video content.
- d) Consideration of pre-recorded content
 - Engagement was felt to be higher in modules with no pre-recorded content eg DEN5122.
 - Some modules were felt to have too much pre-recorded content (eg DEN5109).
 - Video content was felt to be useful in some sessions, even more so when it was provided in short sections eg three, 20 minute sessions rather than an hour long session.
 - The use of videos could be extended to solutions for maths.
- e) Lectures should monitor the forum whilst teaching. NB, some groups had allocated a student to support this activity but this was felt to be disruptive to the individual.
- f) Consider splitting content over 3 lectures each week to enable students to follow the content and ask questions during the week
- g) Problem solving tutorials were useful for Maths and computational modules
- h) Due to the volume of content some students felt this could be released at several points during the week whilst others felt it would be beneficial to publish this in advance to allow to plan study including around other commitments.
(Action: AB to provide feedback to staff)
Staff did not always remember to repeat questions asked (Action: AB to remind staff to repeat questions)

Assessment and Feedback

- a) More coursework within modules would support students to feel more engaged with mixed mode education. (Action: MRG to consider assessment patterns for 2022-23)

Learning Resources

- b) Some staff had had issues with the microphone (Action: Course Reps to advise the Committee Secretary of rooms or staff experiencing difficulties with microphones or technology)
- c) If staff moved in rooms with fixed microphones, they could not be heard. (Action: AB to remind staff)

Organisation and Communication

- d) Some feedback suggested timetabling all activities relating to the same module on one day whilst other students requested this be spread across the week.

Good practice in Mixed Mode Education

- DEN5122
 - Live sessions taught content
 - Content online to prepare for each live sessions
 - PSC sessions available to ask questions
- MAT313
 - The lecturer invited students to give their preferences on online and in person sessions at the start of the module.

2(b)2	Module and Programme Feedback	
	Year 1	
2021.009	Ahmad Hummeid	Aerospace Engineering Year 1
	<ul style="list-style-type: none"> - Pre-recorded lectures would be more accessible if broken down into 20-minute sessions. 	
2021.010	Iqra Ahmed	Biomedical Engineering Year 1
	<ul style="list-style-type: none"> - EMS410U <ul style="list-style-type: none"> o As the online lectures are limited to 500 students, there are ongoing issues with the number of participants and not all students are able to access the session. Action: AJ to liaise with the Module Organiser. - EMS430U <ul style="list-style-type: none"> o grading system allocated marks only to wholly correct answers which students felt inequitable with students not receiving marks for partial answers. (Action: AB Review assessment methodology with Module Organiser.) 	
2021.011	Zayna Ahmed	Design, Innovation and Creative Engineering Year 1
	<ul style="list-style-type: none"> - Students like online learning. - EMS402U <ul style="list-style-type: none"> o Students requested working in course teams as part of the Engineering Design Module. Noted: that this module had been designed to promote collaborative working across different disciplines. o Some students experienced issues with group work and their peers contributing; they felt unable to note this on the shared feedback page. (Action: Consider peer assessment mechanisms. YZ, Advise Module Organiser of issues for follow up, ZA) 	
2021.012	Year 2	
	Yugesh Shanmugha Sundharam	Aerospace Engineering Year 2 (Co Chair)
	<ul style="list-style-type: none"> - DEN5242 <ul style="list-style-type: none"> o Requested more active learning sessions as subject content heavy o Average grade lower than other modules (Action: AJ to liaise with the Module Organiser.) - Organisation and Communication <ul style="list-style-type: none"> o Timetabling has been poor comparatively to last year, with a number of issues at the beginning of term 	
2021.013	Hasan Hussain/Monishka Aswani	Biomedical Engineering Year 2
	<ul style="list-style-type: none"> - DEN5302 <ul style="list-style-type: none"> o Some students cannot hear the lecturer, so a mic was requested. o Further support was requested on how to use MATLAB to plot the results. (Action: AJ to liaise with the Module Organiser.) - Den5109 <ul style="list-style-type: none"> o Request for the lecturer to go through the quiz. o More guidance was requested for completion of the lab reports. o (Action: AJ to liaise with the Module Organiser). 	
2021.014	Daphne Biestro	Design, Innovation and Creative Engineering Year 2
	<ul style="list-style-type: none"> - Positive feedback on Mixed Mode Education - DEN5109 <ul style="list-style-type: none"> o The repeat teaching of the group (3 times a week) enables questions to be asked and answered within the session 	

2021.015	<ul style="list-style-type: none"> ○ The PSC session is useful ○ This is content heavy with 4 pre-recorded videos each week and one live session delivering content. More lectures would be helpful as would PSC sessions ○ Requested further instructions on the coursework in one of the live sessions. 	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Ameer Zaki</td> <td style="width: 50%; padding: 2px;">Materials Science and Engineering Year 2</td> </tr> </table> <p>Learning and Teaching</p> <ul style="list-style-type: none"> - Requested teaching of modelling or design programmes (Action: MRG review in 2022 planning) - Slides with equations should include labelled Units (Action: AB to remind staff) <p>Assessment and Feedback</p> <ul style="list-style-type: none"> - Peer review requested for group coursework to record if students are not putting in enough work. - Requested practical coursework eg designing and creating a boat. The practical application of knowledge was felt to be useful in gaining understanding as well as engaging for students. - Reduction of submission points within individual weeks requested. Noted: see 2021.017 <p>Organisation and communication</p> <ul style="list-style-type: none"> - A designated day for labs is helpful - The timetable enables a free day to focus on asynchronous activity and coursework which is popular with students - Chem Lecturers respond to emails quickly - Request Skills and Employability week include a trip to Sheffield. Noted: Trips were limited due to the pandemic. - Feedback on module forums is poor. - Next Semesters timetable has one hour on one day - MAT321 could the 12:00-13:00 session to another day. (Action: AJ to liaise with Module Organiser and Timetabling) - MAT5002 <ul style="list-style-type: none"> ○ Consider the hand in date of quizzes that are released Monday and due Thursday with teaching on Monday and Friday. Students would prefer to do the quiz after both teaching sessions. (Action: AJ to liaise with Module Organiser) - MAT210 <ul style="list-style-type: none"> ○ audio quality is unclear and hard to understand on pre recorded videos. ○ Not understand the questions or the answers of the first half of the Semester. ○ Could past papers be uploaded? (Action: AJ to liaise with Module organiser) - MAT313 <ul style="list-style-type: none"> ○ Can the timetable be adjusted so the sessions 2 – 3 and 4 – 5 be combined to a 2 hour session without a break? Action: AJ to liaise with Module Organiser and Timetabling ○ Students requested a template for completion of the coursework as students were not clear what was being asked. 	Ameer Zaki
Ameer Zaki	Materials Science and Engineering Year 2	

2021.016	<ul style="list-style-type: none"> ○ Slides have Wikipedia articles on them which don't add to the learning experience ○ (Action: AJ to liaise with Module Organiser) <ul style="list-style-type: none"> - MAT308 <ul style="list-style-type: none"> ○ Marks were only released for coursework handed in in week 1 during week 7. (Action: AJ to liaise with the Module Organiser) 		
	Sushnitha Baskaran	Mechanical Engineering Year 2	
	<ul style="list-style-type: none"> - DEN5109 <ul style="list-style-type: none"> ○ Issues as previously discussed - DEN5107 <ul style="list-style-type: none"> ○ Delays in releasing asynchronous activities. Action – AJ to remind lecture of the requirement to publish material 3 weeks in advance. 		
2021.017	Year 3		
	Shahera Khan	Biomedical Engineering Year 3	
	By Email		
	<p>A number of the deadlines were felt to be too close together. Noted: Several deadlines have been extended including the Project deadline following student feedback. (Action: AJ to ensure Programme Directors review the draft deadlines next Semester to mitigate this.)</p> <p>Some students found their supervisors unresponsive and unavailable. Noted: Students can feedback to Jun Chen, the Module Organiser if this is sustained</p> <p>DEN331</p> <ul style="list-style-type: none"> - Students studying remotely are disadvantaged by missing the 2 hour lab each week. Noted: students are expected to attend lab sessions unless their extenuating circumstances are approved. (Action: AJ to refer to the Module Organiser). 		
2021.018	Mojtaba Sidiqi	Chemical Engineering Year 3	
	Feedback had, overall, been positive.		
	<ul style="list-style-type: none"> - DEN331 <ul style="list-style-type: none"> ○ Short pre recorded lectures were welcomed. ○ ABAQUS IT sessions weren't recorded. - DEN6410 <ul style="list-style-type: none"> ○ Module is well organised and students were happy with the way it is taught 		
2021.018a	Faaeq Mohamed Faizal	Mechanical Engineering Year 3	Mec
	<ul style="list-style-type: none"> - DEN6208 <ul style="list-style-type: none"> ○ Positive feedback <ul style="list-style-type: none"> ▪ online videos and slides ▪ method of assessment ○ Requested an additional 1 – 2 hours of taught sessions and/or PSC/Q and A and more interactive content. ○ Requested less online videos 		

	<ul style="list-style-type: none"> ○ Earlier publication of pre-requisites ○ Issues with timetabling. ○ Issues with Mic quality <ul style="list-style-type: none"> - DEN331 <ul style="list-style-type: none"> ○ Positive feedback on teaching and organisation. ○ Requested IT labs recorded ○ Requested PSCs as this considered a hard module - DEN602 <ul style="list-style-type: none"> ○ Well taught, fantastic lecturer. - DEN318 <ul style="list-style-type: none"> ○ Grateful for the extension of the deadline ○ Requested quicker response to queries. 		
2021.019	Year 4		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Soham Deshpande</td> <td style="width: 50%;">Mechanical Engineering Year 4</td> </tr> </table>	Soham Deshpande	Mechanical Engineering Year 4
Soham Deshpande	Mechanical Engineering Year 4		
	Assessment and Feedback		
2021.020	<ul style="list-style-type: none"> - More consistency required for grading of assessments across the programme. 		
	Postgraduate and Intercalated		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Malika Abdullaeva</td> <td style="width: 50%;">MSc – Engineering Programmes</td> </tr> </table>	Malika Abdullaeva	MSc – Engineering Programmes
Malika Abdullaeva	MSc – Engineering Programmes		
2021.021	<p>Written feedback</p> <p>Student feedback on Medical Robotics (EMS701P) and urology (DENM016) was positive.</p> <ul style="list-style-type: none"> - MTRM011 <ul style="list-style-type: none"> ○ Received very positive feedback ○ The lecturer was described as great and the content is well presented, clear and easy to understand. ○ The forum receives a high engagement. - MTRM064 <ul style="list-style-type: none"> ○ Students reported feeling confused. ○ Labs were felt to be disorganised as were the lectures ○ Clarity was requested on the aims of the upcoming report - MTRM803 <ul style="list-style-type: none"> ○ Lecturer is very supportive and takes time to explain and answer questions ○ However, students find it necessary to use outside sources to understand the content of the lectures, which can seem dry. 		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Chloe Smith</td> <td style="width: 50%;">MSc – Engineering Programmes</td> </tr> </table>	Chloe Smith	MSc – Engineering Programmes
Chloe Smith	MSc – Engineering Programmes		
	Assessment and Feedback		
	<ul style="list-style-type: none"> - A request to space coursework more equally as 4 large pieces of coursework to complete, two of them due in close succession (See 2021.017) - Practice questions have included errors. - More examples/template answers to support students in preparing assessments. 		

2021.022	<ul style="list-style-type: none"> - While there were a proportion of students who mentioned that shorted timed assessments may improve their experience, there were still a large proportion who attested to have 24 hour exams to incorporate the network errors and the change in assessment style. - Students requested the tutor was available and monitoring the forum for the whole of the 24 hour period of the assessment to address any queries. Noted: Communication to students that the forum would be monitored within office hours. Action: AB to provide feedback to staff. 	
	<p>Organisation and Communication</p> <ul style="list-style-type: none"> - Better promotion of Office Hours (Action: AJ to promote via the Student Newsletter and Staff Newsletter) - Class times changed without the MO advising of this (DENM035) (Action: AJ to liaise with the Module Organiser.) - Timetabling issues including some students only getting sessions added in week 8. - There was no communication regarding Welcome Week and therefore students missed it. (Action: AJ to review communication to students on welcome week by personal as well as QM emails) - None of the Postgraduates had heard from their buddies. Noted: The scheme has only been offered to first year undergraduate students within SEMS. We hoped to extend to postgraduate students in September 2021 but did not get enough volunteers to enable us to do this. Action: Course Reps, to respond to calls for buddies and encourage their cohorts to volunteer to enable the extension of this programme. - Poor response times on module forums 	
	<p>Learning Resources</p> <ul style="list-style-type: none"> - Grad Centre Room 201 has a camera in lectures which moves to the person speaking or someone moves; this is distracting. (MTRM040) Action: AJ Report to IT. - Although students are subject to English testing, more support was requested for students who's first language isn't English. Action: AJ to provide feedback to Academic Skills Enhancement. 	
	<p>DENM100</p> <ul style="list-style-type: none"> - Requested a session on Mendelay to support referencing. Noted: The Module Organiser agreed to include in a future session. - Requested template answers for the critique to support students in completing this assessment. 	
	Arkar Lwin	Intercalated
	<p>Learning and Teaching</p> <ul style="list-style-type: none"> - Standardise MME – inconsistency in delivery of content in lectures e.g. pacing around the room instead of talking in front of the mic. - Issue mics for every lecturer/have one in every room or ensures the speaker stays in front of the mic and reiterates questions from the floor. (Action: AB to advise staff – see above) <p>DEN6407</p> <ul style="list-style-type: none"> - Lack of homogeneity in the responsibilities of supervisors. Some supervisors are either unaware of the baseline objectives for the students or cannot provide 	

	the time due to busy schedules. (Action: AJ to liaise with the Module Organiser.)
2(c)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • Academic Skills Enhancement • QMplus • IT
	The following issues were noted:
2021.023	<p>Library</p> <ul style="list-style-type: none"> - Refurbishment of the ground floor coming to completion - Refurbishment of the second floor is commencing. This will cause disruption but will improve the space available - One to one sessions can be booked via the website and students can indicate if they wish to set up sessions with their peers. - Academic Skills Enhancement provision is outlined on the website. <p>QMPlus</p> <ul style="list-style-type: none"> - No issues raised <p>IT</p> <ul style="list-style-type: none"> - IT services take too long to resolve issues. - Request for website restructure.
2(d)	Student Experience Action Plan (SEAP)
2021.024	The committee received a summary of the school SEAP and noted there were no comments. Action: Course Representatives were invited to provide additional to the Committee Secretary.
2(f)	Module Evaluation
2021.025	Module evaluation would run from week 9 – week 11 with students being sent emails to request their feedback. Action: Course Representatives to promote this to students and encourage them to provide their feedback.
Part 3 – Any Other Business	
2021.026	The were no items raised under Any Other Business.
Part 4 – Date of the next meeting	
2021.027	The committee noted that the next meeting would take place on 8 December at 10am.

Drafted by
Angela Jones
Student Support Officer (SEMS)
Date: 6 Dec 2021