

**Comparative Literature SLLF  
Undergraduate or Postgraduate Student Staff Liaison Committee  
19 November 2021**

**Agreed Minutes**

**Staff members present:**

(Name)	(role)
<b>Dr Annabel Cox</b>	<b>Chair</b>
<b>Dr Kasia Mika</b>	Secretary

**Student members present:**

(Name)	(Programme name and level)
<b>Isabelle Hayley Joshi</b>	1 <sup>st</sup> year Comparative Literature
<b>Erin Estelle Hill</b>	2 <sup>nd</sup> year Comparative Literature
<b>Tabitha Lucy Cranford</b>	3 <sup>rd</sup> Year Comparative Literature
<b>Veselina Dzhumbeva</b>	PhD student

**Apologies for absence:**

(Name)	(role or programme and level)
SLLF SU Rep	

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2021.001	
<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 8th April 2021
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>

2021.004	<p>The committee received a report on matters arising and noted the following:</p> <ul style="list-style-type: none"> <li>a) The SLLF Student Handbook essay referencing section was updated;</li> <li>b) The Department was reminded about publicizing feedback turn-around times.</li> <li>c) Mysis module choice interface change: not something that can be addressed immediately.</li> </ul>
<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
<b>1(f)</b>	<b>Admissions, induction and enrolment</b>
2021.006	<p>The committee discussed the processes of admissions, enrolment and induction and noted the following:</p> <p><b>ACTION: Reps</b> who have not yet attended the SU training, should get in touch with Annabel Cox/SU.</p>
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2021.007	<p>The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:</p> <ul style="list-style-type: none"> <li>- Module descriptions are often too general to give a proper sense of what texts and topics are covered.</li> </ul> <p><b>ACTION: AC</b> to raise the issue at the next Departmental meeting.  <b>Reps:</b> email AC with names/codes of modules where they think the description could be more specific.</p>
2021.008	<p>- There is still some confusion about CLC cohorts in COM4006.</p> <p><b>ACTION: KM</b> to contact the COM4006 convenor and discuss ways of improving this for Sem B.</p>
<b>2(b)</b>	<b>Learning and teaching matters</b>
2021.009	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Overall, the mix of online/in person works.</li> <li>- Year 1 attendance is, however, quite patchy regardless.</li> </ul>

	<ul style="list-style-type: none"> <li>- Levels of interaction differ across seminars.</li> </ul> <p><b>ACTION: 2nd year Rep</b> to contact AC to discuss which specific modules/groups struggle with active participation.</p>
<b>2(c)</b>	<b>Assessment and feedback</b>
2021.010	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <ul style="list-style-type: none"> <li>- So far, there are no issues to raise. Assessment and feedback are clear and working well.</li> </ul>
<b>2(d)</b>	<b>Academic support</b>
2021.011	<p>Representatives reported on academic support matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- The PGR rep noted the insufficient teaching training opportunities for current PhDs and the problems with attending centrally provided professional development courses (booked up very quickly).</li> <li>- Due to administrative/matriculation delays, there were also issues with students not being able to attend the Induction Week at the start of their PhD programme.</li> <li>- Likewise, a suggestion was made to create a works-in-progress PhD seminar group (SLLF wide)</li> </ul> <p><b>ACTION: KM</b> to raise the matter with Director of Graduate studies and the Department and/or Queen Mary Academy.</p>
<b>2(e)</b>	<b>Organisation and communication</b>
2021.012	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Some PGR students were not aware of the teaching induction session in Sem A. <b>ACTION:</b> same as 2021.011</li> <li>- Across UG years, the timetable has been a source of confusion and concern. Even now, the app (and the website) do not update properly.</li> </ul> <p><b>ACTION: AC</b> to contact timetabling/admin to check why the timetable is not updating properly.</p>
<b>2(f)</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 resources matters and the following points were noted:</p> <p>-Overall, it was noted that access to resources is much better than last year. Students are more used to QM+ and QReview recordings are working well and are helpful.</p>
<b>2(g)</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><b>NSS</b> results overview provided by KM.</p> <p>In NSS 2021, Comparative Literature (classified as Others in Language and Area Studies in the NSS) had a 70% response rate, compared to 72% in 2020. Despite the challenges of the pandemic, the overall sector-wide drop, CLC had lower scores for only 4 questions. There were higher scores for 23 questions. Specifically, we achieved above sector average scores (in Others in Language and Area Studies) on 18 questions, and an improvement in the overall satisfaction scores (discussed below).</p> <p>In terms of open-ended questions, students were vocal about the challenges of online learning and the pandemic yet still recognized the breadth and depth of the programme as well as the supportive and diverse character of our department. As one student wrote: 'This course was everything I could have wished for and more, and it's really changed my life. The department has also been recruiting faculty from a wide range of areas, and it's become an even more diverse and intellectually vibrant department in my time at Queen Mary.'</p>
<b>2(h)</b>	<b>Consideration of External Examiner reports</b>
2021.015	<p>The committee received External Examiner reports and noted the following: <b>KM</b> provided an overview of the External Examiners' reports: Overall, the last (2020-21) external examiners' reports commended the academic rigour, curricular diversity and the quality of teaching and assessment in times of pandemic. The curriculum is seen as "diverse and yet cohesive" with an impressive range of modules "covering topics from madness and climate change in literature to migration and current debates/impasses in postcolonial studies. There was also a good combination of more canonical or first principles courses to newer ones addressing innovations and ongoing scholarly trends." In addition, the use of innovative assessment methods ("balancing conventional essayistic</p>

	writing against creative projects and digital forms") and the "exemplary" quality of narrative feedback were also highly commended with, as a result, clear "value added " to student knowledge, skills, and overall performance by teaching on the programme
<b>2(i)</b>	<b>SEAP, SEAM or TPAP review</b>
2021.016	<p>The committee received the school's overview of SEAP and noted the following:</p> <p>KM Provided an overview of the SEAP review. The key ongoing actions for Comparative Literature are:</p> <ul style="list-style-type: none"> <li>-Ongoing work on strengthening our employability provision (on top of the current in-curricular workshops); potential development of work placement modules;</li> <li>-Student engagement and retention and the School will be trailing new online tools to measure engagement.</li> </ul>
<b>Part 3 – Any Other Business</b>	
2021.017	<p>The following items were raised under Any Other Business:</p> <ul style="list-style-type: none"> <li>- There are some delays to staff replying to students. <b>ACTION:</b> Reps to contact KM with exact details which modules. where this is an ongoing issue. <b>REPS to</b> remind their cohorts to use office hours to catch up on missed contact or ask as a question and to remind cohorts of QMUL response policy (3 working days; 9-5).</li> <li>- Examples of what worked/what didn't so far in different modules were mentioned.</li> <li>- <b>ACTION:</b> Year 1+2 reps to contact AC with these examples, so that they can be shared at the next Departmental meeting.</li> </ul>
<b>Part 4 – Date of the next meeting</b>	
2021.018	The committee noted that the next meeting would take place on <b>14 Dec 2021 10-11.30 online</b>

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.006	<b>Reps</b> who have not yet attended the SU training, should get in touch with Annabel Cox/SU and attend a session asap.	Students Reps	ASAP		
2021.007	<b>AC</b> to raise the issue of module descriptions at the next Departmental meeting.	AC	Next Dept Meeting		
2021.007	<b>Reps:</b> email AC with names/codes of modules where they think the description could be more specific.	Student Reps	ASAP		
2021.008	<b>KM</b> to contact the COM4006 convenor and discuss ways of improving seminar group organisation for Sem B.	KM	ASAP		
2021.009	<b>2nd year Rep</b> to contact AC to discuss which specific modules/groups struggle with active participation.	2 <sup>nd</sup> year Rep	ASAP		
2021.011	KM to raise the matter of PhD teaching training with Director of Graduate studies and the Department and/or Queen Mary Academy.	KM	Next Dept Meeting.		
2021.012	<b>AC</b> to contact timetabling/admin to check why the timetable is not updating properly.	AC	ASAP		

2021.017	All Reps to contact KM with exact details which modules where this is an ongoing issue.	ALL REPS	ASAP		
2021.017	<b>REPS to</b> remind their cohorts to use office hours to catch up on missed contact or ask as a question and to remind cohorts of QMUL response policy (3 working days; 9-5).	ALL REPS	ASAP		
2021.017	Year 1+2 reps to contact AC with these examples, so that they can be shared at the next Departmental meeting.	Year 1+2 Reps	ASAP		