

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

**2 November 2022**

**Confirmed minutes**

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Wardat Khamdun Wania Farooq	Aerospace Engineering Year 1
Shreeya Patel	Biomedical Engineering Year 1
Yasmin Hussein	Chemical Engineering Year 1
Matthew Sai-Leung Su	Design, Innovation and Creative Designs Year 1
Anastascia Ogilvie	Mechanical Engineering Year 1
Asif Khan	Robotics Year 1
Penny Garwood	Chemical Engineering Year 2
Amaani Rahman	Sustainable Energy Engineering Year 2
Monishka Aswani Saskia Hale	Biomedical Engineering Year 3
Deborah Olowu	Chemical Engineering Year 3
Ralph Gene Angelo Filomeno MacApagal	Material Science and Engineering Year 3
Andela Vasilijevic	Mechanical Engineering Year 3
Alexandra Olid Stepanchuk	Sustainable Energy Engineering Year 3
Abishek Jayakumar	Biomedical with Biomaterials MSc
Bhavant Shroff	Biomedical MSc
Yugesh Shanmugha Sundharam	Aerospace Engineering Year 3
Shreeya Patel	Biomedical Engineering Year 1

**Staff members present:**

<b>Name</b>	<b>Role</b>
Folashade Akinmolayan	Director of Student Support (Co Chair)
Maria Romero-Gonzalez	Director of Learning Development
Angela Jones	Student Support Officer (Secretary)
Stephanie Tewogbade	Taught Programme Administrator (Notes)
Monica Owih-Opoku	Industrial Placement Officer
Pash Selopal	Career Consultant
James Soderman	Faculty Liaison Librarian – Science and Engineering

**Apologies for absence:**

Muhammad Hamza Iqbal Batool	Chemical Engineering Year 4
James Kilvington	Taught Programmes Manager
Gabriel Cavalli	Director of Teaching Development and Scholarship
Paul Balcombe	Deputy Director of Industrial Engagement (Employability)
Zayna Zubair Ahmed	Design, Innovation and Creative Engineering Year 2
Daphne Biestro	Design, Innovation and Creative Engineering Year 3
Meriliyn Asenova Ivanova	Aerospace Engineering Year 4
Xiang Li	Material Science and Engineering year 1
Kanij Fatema	Sustainable Energy Engineering Year 1
Pauline Leroi	Mechanical Engineering Year 2
Brandon Rutagamirwa	Aerospace Engineering Year 2
Diane Andre	Biomedical Engineering Year 2
Yunus Khan	Robotics Year 2
Alina Adnan	Robotics Year 3
Shahera Farah Khan	Biomedical Engineering Year 4
Henil Manojkumar Joshi	Aerospace Engineering MSc
Irene Castellano Gaarrido	Mechanical and Sustainable Engineering Year 4
Ubaidullah Ghani Admani Meriliyn Asenova Ivanova	Aerospace Engineering Year 4

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2022.001.	The Staff Chair welcomed students and staff to the meeting.  She outlined the importance of the SSLC in helping the School to improve the experience for our students and encouraged Course Representatives to be proactive in providing feedback to the SSLC and liaising with staff and students to address issues quickly. The Course Rep's role includes providing feedback to students on the actions taken or the discussions held.
<b>1(b)</b>	<b>Apologies for Absence</b>
2022.002	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2022.003	The committee approved the minutes of the meeting held on 13 April 2022.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2022.004	The committee received a report on matters arising.
<b>1(e)</b>	<b>Terms of reference and membership</b>
2022.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee
<b>1(f)</b>	<b>Election of a Student Co Chair</b>
2022.006	Course Representatives were invited to Co Chair the SSLC. Action: Interested individuals should discuss the role of Student Co Chair with the Staff Co Chair (Course Reps).

<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Director of Education Update</b>
2022.007	<p>The Director of Education highlighted the importance of the SSLC and student feedback in helping us improve the experience for our students. Following previous feedback a number of changes had been made:</p> <ul style="list-style-type: none"> <li>• QMplus Theme change to enable easier access and greater stability to the platform.</li> <li>• QMPlus feedback tab for the module MO to provide information on feedback for our programmes.</li> <li>• Training for Module Organisers to support their feedback on student assessment in Semester B.</li> </ul> <p>Action: Provide an update to actions taken as a result of feedback received from students. Course Reps/AJ</p>
2022.008	<p>The Director of Education outlined the <b>programme and module developments</b> and amendments for the Undergraduate programmes. New modules more closely aligned skills development and links to employability within the curriculum. This included a new module dedicated to skills development which was compulsory for year one students and recommended for students studying in subsequent years.</p> <p>The development of MSc programmes were outlined.</p>
2022.009	<p>The committee received <b>External Examiner reports</b>. It was noted that, in addition to the full report, a summary would be provided in the future to support Course Reps to interpret these.</p>
<b>2(b)</b>	<b>Skills and Employability</b>
2022.010	<p>The Career and Enterprise Team outlined the services that were offered including internships, employer events, workshops and one to one sessions including support for developing your application or CV, interview skills and psychometric tests.</p> <p>Suggestions gathered for promoting the service included:</p> <ul style="list-style-type: none"> <li>• Email at the start of year highlighting the services offered</li> <li>• Links should be added in the student newsletter</li> <li>• Links on Modules on QMPlus.</li> <li>• Consideration to spacing out important information for students so they don't miss out.</li> </ul> <p>Action: Promote the Careers Service within the SEMS Newsletter. (SEMS Office Team) Promote careers support to students. Course Reps Provide feedback to Pash Selopal on the best ways to promote services to students including the use of the generic vs specific emails. Course Reps</p> <p>Some students had not been expecting activities in Week 7 as Module Organisers had labelled this 'Reading Week' on their QMPlus pages. It was acknowledged that communication on Skills and Employability week had been delayed. Action: Provide students with an update on sessions delivered in SkEmp Week. MRG. Remind Module Organisers that SEMS does not have a reading week and to remove references to this. MRG.</p>

2(c)	<p><b>Learning resources</b></p> <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>
2022.011	<p>Representatives reported on learning resources matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Some resources eg shared rooms were being used without booking. The library confirmed arrangements for booking <a href="https://www.gmul.ac.uk/library/bookstudyspace/">https://www.gmul.ac.uk/library/bookstudyspace/</a> Action: Publish arrangements for booking rooms in the Student Newsletter. AJ. Provide feedback to the Subject Librarian on managing bookings. Course Reps</li> <li>• There are limited copies of some key texts in the library. The Library requests key texts from Module Organisers and reviews holds to proactively order more copies of core reading. Action: Advise students to request more copies of books via <a href="https://www.gmul.ac.uk/library/self-service/get-it-for-me/">https://www.gmul.ac.uk/library/self-service/get-it-for-me/</a> AJ. Liaise with Module Organisers for them to inform the library as well as using the get it for me service to ensure there are copies of key texts. Course Reps.</li> <li>• Early publication of QMplus pages enables students to review their first few week's content and reading lists. Action: Liaise with Module Organisers to publish QMplus module pages prior to the start of the Semester. MRG</li> <li>• The library offers a lot of training sessions such as <u>workshops</u>, writing, reading and maths skills, reading and writing team service.</li> <li>• Refurbishments are ongoing on the second floor which will open in November, and the third floor in March.</li> <li>• QMplus layout was felt to be improved with positive comments for the design. The platform was felt to be more stable.</li> <li>• The use of asynchronous materials was welcomed.</li> </ul>
2(b) 2022.012	<p><b>Learning and teaching matters</b></p> <p>Representatives reported on learning and teaching matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Students are not aware how to access previous year's modules. Action: Post accessing the archive at the bottom of the QMplus pages in the newsletter. AJ</li> <li>- Some students struggle with some accents. Action: promote Accent Bias Information to students. MRG.</li> <li>- Can subtitles be made available on QReview? Action: Liaise with Learning Technologist to advise Module Organisers if sub titles can be made available on QReview AJ</li> <li>- Teams recordings are only available for a limited time. Action: Liaise with the Learning Technologist to remind Module Organisers to upload Teams recordings to QMplus. AJ</li> </ul>
2(c)	<p><b>Assessment and feedback</b></p>
2022.013	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p>

	<ul style="list-style-type: none"> <li>- The number of assessments had been reduced this year to enable students to focus on a few, larger assessments rather than lots of assessments carrying very little weight.</li> <li>- The assessment profile is decided prior to each academic year and cannot then be changed within year once this has been agreed. Action: Provide feedback on assessment for individual module assessment to be considered for 2023-24. Course Reps</li> </ul>
<b>2(d)</b>	<b>Academic support</b>
2022.014	<p>Representatives reported on academic support matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- There are a number of students who have not yet received the outcome of their academic misconduct investigation. Investigations are being completed by the Appeals Team. It was acknowledged that the volume of investigation has been very high. Action: Include further information on what constitutes academic misconduct in the guidance for examinations issued by the School including the implications of delays. JK. Liaise with the Appeals Team to see what actions were being taken to address the delays. AJ</li> </ul>
<b>2(e)</b>	<b>Organisation and communication</b>
2022.015	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- No issues regarding Timetabling were raised.</li> <li>- There were a significant amount of notifications received from the module forums. Action: Liaise with the Learning Technologist to advise students on the advantages and disadvantages as well as how to set up a digest. AJ.</li> </ul>
	<b>Points relating to specific modules</b>
2022.016	<p>In addition to the feedback on Sharepoint, the following points of feedback were noted:</p> <p>Year 3</p> <ul style="list-style-type: none"> <li>- MAT331 – Repetition of asynchronous and synchronous materials.</li> <li>- DEN318 – Students were concerned, as there were issues with meeting with supervisors, that they do not have enough time to discuss their project ideas prior to the RAO deadline (15<sup>th</sup> Nov). The Director of Education explained why a delay to the deadline could impact on other coursework for the module and students ability to graduate. Additional sessions would be delivered to support students to complete the RAO to the original deadline. Students with Extenuating Circumstances (ECs) could submit a claim with evidence for their circumstances to be considered. ECs for delays in meetings with Project Supervisors could not be considered under the regulations. Action: Establish and communicate information on additional RAO preparation sessions. MRG. Remind the Module Organiser to post the Marking Criteria. AJ. Review deadlines for other final year modules to support the completion of the RAO. MRG</li> </ul> <p>Suggested solutions for future years:</p> <ul style="list-style-type: none"> <li>o Select projects at the end of year 2.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Set up a week of supervisor meetings to support organisation for students and staff</li> <li>- DEN6305/DENM305 – assessment in person on the date of the transport strike. The Director of Education acknowledged that this had been identified and would be moved to an online assessment. Action: Ensure communication sent on the assessment for DEN6305. MRG</li> </ul> <p>Year 2:</p> <ul style="list-style-type: none"> <li>- EMS523 – there are concerns about labs and scheduling, a lab date was change last minute. Students had more time than other students, making it unfair.</li> <li>- Students did not like the format of only having 15 minutes to complete the report. Action: Find out more information on the assessment and labs for EMS523U. MRG.</li> <li>- EMS503U – students are not sure about how in-depth they should follow additional readings.They feel more guidance is required in lab sessions.</li> </ul> <p>Year 1:</p> <ul style="list-style-type: none"> <li>- DICE – students would like to know the reason for studying Maths. Action: Refer to Programme Director to advise students why they were asked to take the maths module. AJ</li> <li>- <u>PASS</u> is available to all students that need support.</li> <li>- Mathematics had positive feedback.</li> </ul>
<b>Part 3 – Any Other Business</b>	
2022.018	<p>The following items were raised under Any Other Business:</p> <p>What training was available for Course Reps.</p> <ul style="list-style-type: none"> <li>- Information on the Seed Award was given in the meeting. <a href="https://www.qmul.ac.uk/queenmaryacademy/students/seed-award/">https://www.qmul.ac.uk/queenmaryacademy/students/seed-award/</a></li> <li>- Post meeting noted: Course Reps were invited to an away day by the SU. Additional training had been circulated - <a href="https://www.qmsu.org/yourvoice/rep/coursereps/training/">https://www.qmsu.org/yourvoice/rep/coursereps/training/</a></li> </ul>
<b>Part 4 – Date of the next meeting</b>	
2022.019	<p>The committee noted that the next meeting would take place on <b>Wednesday 7 December</b>. The meeting was booked for 1pm but, based on room availability, members of the group would be polled on the best time for them.</p>

Stephanie Tewogbade and Angela Jones

30 November 2022. 13 January 2023