



**Science and Engineering Foundation
Undergraduate Student Staff Liaison Committee
20/04/2023**

Minutes

Staff members present:

Prof Henri Huijberts (HJCH)	Chair ; Deputy Dean for Education (Programmes & Portfolio)
Sarahlouse Lawrence (SL)	Secretary; Foundation Officer

Student members present:

Alina Awan (AA)	Student Co-chair ; BSc Biological Sciences with Foundation, Year 0
Bunthita Parr (BP)	International Science and Engineering Foundation (Biological Sciences), Year 1
Jennifer De Lange (JD)	BSc Physics with Foundation, Year 0

Apologies for absence:

Hali Hassan (HH)	BSc Biological Sciences with Foundation, Year 0
Sufiat Olajide (SO)	BSc Mathematical Sciences with Foundation, Year 0
Doina Glavnenco (DG)	BSc Chemical Sciences with Foundation, Year 0
Rosie Enobakhare (RE)	Secretary; Foundation Administrator

Part 1 – Preliminary Items	
1(a)	Apologies for Absence
2022.029	The meeting noted the apologies from members as recorded above.
1(b)	Minutes of the previous meeting
2022.030	The committee approved the minutes of the meeting held on 21/02/2023
1(c)	Report on matters arising and actions taken
2022.031	<p>The committee received a report on matters arising and noted the following: 2022.020 The Maths content feedback was to be discussed at the Foundation Education Committee. However, the Committee has not taken place yet.</p> <p>ACTION: Maths content Feedback to be taken to the next Foundation Education Committee.</p>

	<p>2022.021 SL passed the SEF040 feedback onto the SMS DoE, Dr Shabnam Beheshti, as students requested that the semester B lecturer reduce the pace of lectures. AA reported that students have said there has been no change in the pace of lectures.</p> <p>2022.026 The SEF035 module was to be discussed at the Foundation Education Committee, as feedback from Maths foundation students indicated that they did not feel it was relevant to them. However, the Foundation Education Committee has not taken place yet.</p> <p>ACTION: Discussion about SEF035 in relation to Mathematics students, to be taken to the next Foundation Education Committee.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	SEF031 Exam duration and format
2022.032	<p>HJCH reported that he met with Dr Chris Bray (Faculty Deputy Dean for Education (Quality & Standards) to discuss the SEF031 exam format. According to the Faculty guidelines for MCQs, students should be allowed 1.5 minutes per question. Therefore, the position of the faculty is that 60 minutes for 25 questions is appropriate.</p> <p>He advised that the only grounds students may have to challenge their mark, relates to the fact that initially they were told the exam would be 90 minutes. This was then changed to 60 minutes. He remarked that in principle this could be classified as a procedural error. According to the procedures, students should be advised about the exam and its duration at the start of the semester.</p> <p>To challenge the mark, students would have to submit an appeal. The problem with this process is that appeals usually must be submitted within 14 days of receipt of the mark in question. Another issue is that even if students submit an appeal now, it may not be dealt with before September, due to the backlog in appeal cases.</p> <p>ACTION: HJCH to liaise with the Exam Board Chair and DoE, to determine if anything can be done about the SEF031 exam marks without having to go through the appeals process.</p>
2(b)	Assessment load
2022.033	<p>AA commented that there were too many assignments due in the last 2 weeks of semester B.</p> <p>HJCH advised that students should be provided with assessment information at the start of each semester. If Module Organisers haven't</p>

	<p>provided this, then students need to complain. Once received, students should review when their assessments are due, and if it looks like the assessment load may be too much towards the end of semester, they should raise this with the school straight away. This allows enough time for something to be done.</p>
2(c)	Biology modules feedback (SEF032 & SEF033)
2022.034	<p>AA reported that students really enjoyed the semester B biology modules (SEF032 & SEF033). They said the modules were more interactive, than the semester A biology module. The only negative comments related to the SEF033 lecture slides, some of which were considered too long.</p>
2(d)	SEF004 Chemistry feedback
2022.035	<p>AA reported that students were generally happy with the resources provided. However, some students were not happy with the format of the lectures. Students were required to watch video recordings before each lecture. There would then be a PowerPoint presentation, followed by a workshop with questions. Some students felt that the PowerPoint presentations were not detailed enough. They also wanted to receive the workshops answers beforehand.</p> <p>HJCH explained that providing the videos beforehand, encourages a more interactive lecture, as students can review and reflect on the learning material beforehand. This allows them to formulate questions to ask during the lecture, which is a more effective use of the time.</p>
2(e)	SEF040/SEF041 Maths feedback
2022.036	<p>AA reported that several students experienced problems due to the software (NUMBAS) used for assessments.</p> <p>HJCH mentioned that he has asked IT to install the plugins, which will, enable the production of neater interaction reports, which will speed up the process of resolving NUMBAS queries. However, IT haven't actioned this yet.</p> <p>AA added that it wasn't always made clear whether students had to upload their workings out. Therefore, she suggested that they make this compulsory and that this is clearly stated.</p> <p>ACTION: Recommend to the module organisers that they make it compulsory to upload the workings out, and that they state this requirement clearly.</p>

2(f)	Attendance issues
2022.037	<p>JD suggested that the reason student attendance in lectures has dropped drastically, may be due to the quality of lectures. Some students felt that lectures were not interactive enough. Lecturers would simply read out the PowerPoint presentation. Whereas the students could read the information themselves at home.</p> <p>ACTION: HJCH and Deans to remind Schools that lecturers should adhere to the Active Curriculum for Excellence (ACE) framework. This will help ensure that there is more interactivity in lectures.</p>
2(g)	Mid-term assessment clashes
2022.038	<p>JD reported that the SEF015 Discrete Maths mid-term clashed with SEF035 Digital Electronics and Computer Systems, which caused some confusion. She added that students were only notified about the assessment dates about 1 or 2 weeks beforehand.</p> <p>HJCH advised that students should be notified of any tests, at least 3 weeks in advance. Therefore, if students have not received notification of their assessments within this time frame, they should complain to the school.</p> <p>ACTION: FEDU to remind Schools of the regulations regarding time frames for notifying students of assessments.</p>
2(h)	SEF006 Physics feedback
2022.039	<p>JD noted that the weekly quizzes and practice exams were not in the same format as the end of term test. Therefore, students had no experience of entering the answers to the end of term test in the required format.</p> <p>ACTION: Recommend to the module organiser that they include practice quizzes or a mock test which requires the same entry format as the end of term test.</p>
Part 3 – Any Other Business	
	None
Part 4 – Date of the next meeting	
2022.040	A poll will be sent to the Reps to determine if they would like one final meeting after the exams.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.020	Maths content Feedback to be taken to the Foundation Education Committee.	SL	Next FEC		
2022.026	Discussion about SEF035 in relation to Mathematics students, to be taken to the Foundation Education Committee.	SL	Next FEC		
2022.032	HJCH to liaise with the Exam Board Chair and DoE, to determine if anything can be done about the SEF031 exam marks without having to go through the lengthy appeals process.	HJCH	ASAP		
2022.036	Recommend to the SEF040/41 module organisers that they make it compulsory to upload the workings out during tests, and that this requirement is stated clearly.	SL	During summer period		
2022.037	HJCH and Deans to remind Schools that lecturers should adhere to the Active Curriculum for Excellence (ACE) framework. This will ensure that there is more interactivity in lectures.	HJCH	During summer period		
2022.038	FEDU to remind Schools of the regulations regarding time frames for notifying students of assessments.	SL/RE	During summer period		
2022.039	Recommend to the SEF006 module organiser that they include practice quizzes, or a mock test which requires the same answer entry format as the end of term test.	SL	During summer period		

2022.040	Send a doddle poll to Reps, to determine if they want another SSLC meeting this year	SL	ASAP		
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