



**Science and Engineering Foundation
Undergraduate Student Staff Liaison Committee
21/02/2023**

Minutes

Staff members present:

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

Student members present:

Alina Awan (AA)	Student Co-chair ; BSc Biological Sciences with Foundation, Year 0
Hali Hassan (HH)	BSc Biological Sciences with Foundation, Year 0
Sufiat Olajide (SO)	BSc Mathematical Sciences with Foundation, Year 0
Bunthita Parr (BP)	International Science and Engineering Foundation (Biological Sciences), Year 1
Doina Glavnenco (DG)	BSc Chemical Sciences with Foundation, Year 0

Apologies for absence:

Jennifer De Lange (JD)	BSc Physics with Foundation, Year 0
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Part 1 – Preliminary Items	
1(a)	Apologies for Absence
2022.017	The meeting noted the apologies from members as recorded above.
1(b)	Minutes of the previous meeting
2022.018	The committee approved the minutes of the meeting held on 15/11/2022
1(c)	Report on matters arising and actions taken
2022.019	The committee received a report on matters arising and noted the following: 2021.060 The Foundation Progression Fair Proposal was not taken forward at the Foundation Education Committee. When a Foundation Director is appointed this could be brought forward again.

	<p>2022.012 AA reported that the Reps had gathered feedback as to whether they would prefer an in-person session with the FEDU team. Students are happy for FEDU to stay online, they are happy with the contact provided.</p> <p>2022.015 AA confirmed that the SBBS PASS Organiser had attended their lectures to make an announcement and promote PASS. HJCH queried if this had also happened in other modules for other schools.</p> <p>ACTION: FEDU to ask Reps from other programmes/schools if a PASS Organiser had also attended one of their sessions.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Maths Content
2022.020	<p>SL reported feedback on behalf of JD: The Maths content is repetitive across multiple modules but is not in a coherent or logical order. For example, Physics students have learnt about Polynomials in three different modules at different points in the year. It makes the lectures boring, unchallenging, and demotivating. JD suggested a review be carried out to ensure that the Maths and Physics modules complement each other.</p> <p>ACTION: Maths content Feedback to be taken to the Foundation Education Committee.</p>
2(b)	Effectiveness of Tutorials and Lectures
2022.021	<p>SL reported on behalf of JD: Tutorial classes should be optional as some students prefer self-directed time as this would be more useful. AA agreed that if students already have A-level Maths or can easily complete the tutorial sheets then they should not have to attend the tutorials. HJCH asked how the attendance of tutorials is made compulsory. AA confirmed that tutorial attendance is recorded on QMplus. HJCH advised that there are no formal consequences for attendance.</p> <p>AA reported feedback from SEF040 students who find the Semester B lecturer, Dr Shaheen, is covering content very quickly. Some students who do not have A-level Maths are finding it difficult to keep up. HH agreed that there is sometimes an assumption of prior learning and not enough time given in lectures for students to work through the problems.</p> <p>ACTION: SL to pass the SEF040 feedback on to the SMS DoE, Dr Shabnam Beheshti to see if the lecturer can reduce the pace.</p>

2022.022	<p>JD reported that students feel that lectures should be more useful instead of academics reading from slides. HJCH agreed that lectures should be more interactive.</p> <p>ACTION: Take lecture feedback to Foundation Education Committee.</p>
2022.023	<p>Disruption in Lectures</p> <p>AA reported a higher level of disruption in lecturers compared to Semester A, particularly in Chemistry. Students are talking over the lecturer and over any pre-learning tasks or videos.</p> <p>SL confirmed that she had been in contact with the academic who had reported AV issues with faulty microphones. Since the microphone has been fixed, the disruption has decreased. HH agreed that after the microphone was fixed and students could hear better the engagement improved.</p> <p>AA reported that the SEF032 lecturer, Prof Viji Draviam had been using a seating plan to leave vacant seats. This has helped to reduce the disruption.</p> <p>DG reported a reduction in disruption for Physics modules compared to Semester A. The SEF007 lecturer had used slides to outline the Student Code and remind students to be respectful in lectures by not talking over people. AA suggested that some people talk during the lectures due to the repetitive content.</p> <p>ACTION: Reps to provide disruption updates to FEDU.</p>
2(c)	Time spent in topics in SEF005
2022.024	<p>SL reported on behalf of JD:</p> <p>The lecturer did not provide enough time to cover all the content for SEF005 Mechanics and Materials. HJCH noted that the module organiser Dr Elise Agra, had made changes to the module following feedback last year but this may have resulted in not having enough time to cover everything.</p> <p>DG explained that some of the rushed or missed content was examinable and students without previous Physics knowledge found it difficult to catch-up.</p>
2(d)	January Exam Feedback
2022.025	<p>HH reported the reduction in time for the SEF031 Exam, many students felt that they did not get enough time to complete the exam. The students were initially told that they would have 90 minutes to complete 25 multiple-choice questions but were told it had been reduced to 60 minutes just a few weeks before the exam period. AA agreed that this change has caused a lot of anxiety among the students whilst they wait for results publication.</p>

	<p>ACTION: HJCH to contact the SBBS Director of Education, Dr Stephen Buckingham regarding the SEF031 Exam duration changing from 90 minutes to 60 minutes.</p> <p>RE noted that a student had emailed FEDU with some assessment feedback noting that in SEF040/41, the practice assessments and coursework assessments were much easier than the final assessments. Students have felt under-prepared for the final assessments. HH agreed that in SEF040 the tutorial sheets and quizzes are not as challenging as the final exam. DG agreed that this also happened in Physics where the coursework tests had 10 questions to be completed in 4 hours but the final exam had two sections and solutions to be uploaded in the same time.</p>
Part 3 – Any Other Business	
2022.026	<p>SO raised an issue with SEF035 Digital Electronics and Computer Systems for Mathematics students. The content does not relate to first year or Mathematics degree programmes in general.</p> <p>ACTION: Report back to Foundation Education Committee that SEF035 does not feel relevant to Mathematics foundation students.</p>
2022.027	<p>AA asked when the Progression Selection Survey will be available to students. SL confirmed that the form will be sent out in the next few days.</p>
Part 4 – Date of the next meeting	
2022.028	<p>The next meeting will be scheduled for Week 9.</p>

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.019	FEDU to ask Reps from other programmes/schools if a PASS Organiser had also attended one of their sessions.	SL/RE	ASAP	Email sent to Reps 27/02/23. JD and SO confirmed that PASS Reps had not been to lectures but they had received emails about PASS.	Yes
2022.020	Maths content Feedback to be taken to the Foundation Education Committee.	SL	Next FEC	Foundation Education Committee (FEC) has not taken place.	On-going
2022.021	SL to pass the SEF040 feedback on to the SMS DoE, Dr Shabnam Beheshti to see if the lecturer can reduce the pace.	SL	ASAP	Email sent 27/02/23.	
2022.022	Take lecture feedback to Foundation Education Committee.	SL	Next FEC	Foundation Education Committee (FEC) has not taken place.	On-going
2022.023	Reps to provide disruption updates to FEDU.	Reps	End of Sem B	No further disruption reported.	Yes
2022.025	HJCH to contact the SBBS Director of Education, Dr Stephen Buckingham regarding the SEF031 Exam duration changing from 90 minutes to 60 minutes.	HJCH	ASAP	HJCH raised SEF031 duration with CB who confirmed that 60 minutes is correct and that 25 questions is reasonable in that time.	Yes
2022.026	Report back to Foundation Education Committee that SEF035 does not feel relevant to Mathematics foundation students.	SL	Next FEC	Foundation Education Committee (FEC) has not taken place.	On-going