

**Science and Engineering Foundation
Undergraduate Student Staff Liaison Committee
15/11/2022**

Minutes

Staff members present:

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

Student members present:

Alina Awan (AA)	BSc Biological Sciences with Foundation, Year 0
Jennifer De Lange (JD)	BSc Physics 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
Fatima Rashad (FR)	BEng Engineering with Foundation, Year 0
Yihan Zhang (YZ)	BSc Mathematical Sciences with Foundation, Year 0

Apologies for absence:

Doina Glavnenco (DG)	BSc Chemical Sciences with Foundation, Year 0
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Part 1 – Preliminary Items

1(a)	Welcome and introduction for new members
2022.001	The Chair welcomed new members to the Committee.
1(b)	Apologies for Absence
2022.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2022.003	The committee approved the minutes of the meeting held on 13/04/2022
1(d)	Report on matters arising and actions taken
2022.004	The committee received a report on matters arising and noted the following: 2021.057 refers to inconsistencies in marking and written feedback for SEF032. The module organiser will address the issue this year by providing better training for demonstrators in advance.

	<p>2021.058 Faculty representatives were meant to attend the Maths lectures at the beginning of semester, to promote the student rep role. Feedback from the student reps suggest this didn't happen.</p> <p>Action: SL to follow up with the faculty representatives.</p> <p>2021.060 related to organising a Progression Fair for foundation students.</p> <p>Action: FEDU to liaise with Schools about the Progression Fair</p>
1(e)	Terms of reference and membership and Co-chair
2022.005	<p>The committee noted the terms and reference and membership of the Student Staff Liaison Committee.</p> <p>The Committee appointed Alina Awan (AA) as Student Co-chair.</p> <p>Action: HJCH and AA to meet to discuss the role of Co-chair, the next agenda, and to amend the Terms of Reference to make them more relevant to the Foundation SSLC.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2022.006	<p>HJCH commented that the assessments burden might appear overwhelming at times with many assessment deadlines set close together. However, this has been reviewed and revised over the last year. We have reduced the assessments for various modules.</p> <p>He advised the student reps to contact him or SL if they find that the assessment deadlines are becoming too burdensome or if they foresee any future deadlines which may create a problem. SL/HJCH can then liaise with the relevant schools to work on a solution.</p>
2(b)	Learning and teaching matters
2022.007	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p>1. SEF041 & SEF026 - JD commented that the teaching order of topics in SEF041 Maths B and SEF026 needs to be reviewed. Currently the more advanced version of topics such as polynomials is being taught earlier in the SEF041 teaching schedule. Whereas the easier version of the topic covered in SEF026 is being taught much later. Students who are unfamiliar with the topic would fare better if the teaching order was reversed.</p> <p>HJCH responded that this suggestion will be noted, so that we can review this for the next academic year.</p>
2022.008	<p>2. SEF031 – HH reported that students have complained about the lack of practice questions. They have also complained that teaching is less interactive than other modules, and some of the content delivered during lectures or received as asynchronous work is very vague.</p>

	<p>HH also reported that some students have complained about the microphones not working or the lecturers forgetting to use them. Therefore, students in the back are unable to hear.</p> <p>Action: HJCH/SL to contact the module organiser with feedback regarding practice questions, and issues relating to module content and microphones.</p>
2022.009	<p>3. SEF030 – SO reported that the case study assessment is meant to be based on recent STEM issues. However, she expressed concern that the learning material covered so far, hasn't exposed students to recent STEM issues. Therefore, they have no experience to draw on. SL explained that there is likely to be a draft session followed by one-to-one sessions, where students will get to go through any issues they are experiencing with their case study.</p> <p>AA also reported that the deadlines for recent and upcoming SEF030 and SEF031 coursework are very close together. HJCH responded that if we are advised about deadline clashes early, then we can liaise with the module organiser/s to find a solution.</p> <p>Action: SL & HJCH will look at upcoming deadlines for SEF030 & SEF031 to see if there is anything that can be done.</p>
2(c)	Learning resources
2022.010	There were no comments on Learning Resources.
2(d)	Foundation Welcome Week survey feedback
2022.011	<p>SL reviewed the responses from the Foundation Welcome Week survey with the committee. The survey identified several areas the foundation team can improve on. For next year we will attempt to do the following: improve communications i.e., emails, run more social activities, offer additional QMPlus support, include more information about societies and provide more information to help students navigate around campus. HJCH suggested it would be a good idea to hold more drop-in sessions in week 1 or 2.</p> <p>Action: FEDU to send an email out to students advising about the improvements we are planning for next year, based on the results from the Foundation Welcome Week survey.</p>
2(e)	Foundation Team Drop-in
2022.012	<p>SL asked the student reps if the Foundation team were accessible enough to students, as we no-longer have a dedicated reception desk. We mainly have an online presence. The student reps responded that they think the online system works well and they haven't received any complaints.</p> <p>Action: Student reps will contact their peers for additional feedback</p>

2(f)	SEF034 Computing Feedback from Maths students
2022.013	SO commented that many of the maths students have not studied computing for a while, if at all, and therefore they are finding the module difficult. Also, the lecturer sometimes presumes that students have prior knowledge when she answers questions, SL advised that the overall average for Assessment 1 was 94.28%. This suggests students are doing okay. However, we will continue to monitor.
Part 3 – Any Other Business	
2022.014	The following items were raised under Any Other Business: AA reported that students are experiencing issues accessing live lectures and lecture recordings via Zoom. SL explained that IT had been made aware of this issue weeks ago and we had assumed the issue was resolved. Action: SL will contact IT to follow this up.
2022.015	SL asked the student reps if they were aware of the PASS scheme. AA replied that she was aware of PASS, and she has forwarded the link to students who are in the group chat. Action: FEDU will contact the PASS Co-ordinators to check if they have circulated information about the scheme.
Part 4 – Date of the next meeting	
2022.016	The next meeting is scheduled for 21/02/2023 in LAWS 308D, 11-12.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.058	Check whether Faculty representatives attended Maths lectures to promote student rep role.	SL	ASAP	Faculty Representatives did not attend the maths lectures	Yes
2021.060	Liaise with Schools to organise the Progression Fair	SL and RE	ASAP	This was not taken forward to the Faculty Education Committee.	No
2022.005	HJCH and AA to meet to discuss the role of Co-chair, the next agenda, and to amend the Terms of Reference to make them more relevant to the Foundation SSLC.	HJCH and AA	Jan 2023	Meeting held 06/02/22. HH has made some updates to the Terms of Reference, but he needs to confer with colleagues before finalising them	
2022.008	HJCH/SL to contact the SEF031 module organiser with feedback regarding practice questions, and issues relating to module content and microphones.	HJCH/SL	ASAP		
2022.009	SL & HJCH to review upcoming deadlines for SEF030 & SEF031 to see to see if there is anything that can be done.	SL & HJCH	ASAP	It was too late in the semester to make any changes.	No

2022.011	FEDU to send an email out to students advising about the improvements we are planning for next year, based on the results from the Foundation Welcome Week survey.	SL and RE	ASAP	Email sent from FEDU account 28/11/22	Yes
2022.012	Student reps will contact their peers for feedback about FEDU's current online student support system and to determine if additional face to face support is needed	Student Reps	ASAP		
2022.014	SL will contact IT about students' issues accessing live Zoom lectures and recordings	SL	ASAP	ITS have no other reports of difficulties and provided instructions for signing out of personal Zoom accounts and signing in using SSO with the domain set as qmul.ac.uk. Email sent to cohort 30/11/22.	Yes
2022.015	FEDU will contact the PASS Co-ordinators to check if they have circulated information about the scheme.	RE	ASAP	Email sent to PASS co-ordinators. PASS session dates and venue details also emailed to students 01/12/22	Yes