

**Science and Engineering Foundation Programmes**

**Undergraduate Student Voice Committee**

**04/12/2024**

**Minutes**

**Staff members present:**

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| Dr Anum Khalid (AK) | **Chair;** Foundation Senior Tutor |
| Dr Giorgio Chianello (GC) | Director of Foundation |
| Sarahlouise Lawrence (SL) | Secretary; Foundation Programmes Manager |
| Rosie Enobakhare (RE) | Secretary: Foundation Administrator |

**Student members present:**

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| Arani Ganeshwaran (AG) | **Co-Chair;** BSc Physics with Foundation, Year 0 |
| Zuha Khalid (ZK) | BSc Biological Sciences with Foundation, Year 0 |
| Ibrahim Karim (IK) | BSc Biological Sciences with Foundation, Year 0 |
| Valentina Hossain (VH) | BSc Biological Sciences with Foundation, Year 0 |
| Ziyaad Mohamed (ZM) | BSc Physics with Foundation, Year 0 |
| Alexandra Mandia (AM) | BSc Chemical Sciences with Foundation, Year 0 |
| Tanjia Khan (TK) | BSc Chemical Sciences with Foundation, Year 0 |
| Alexander Kuleshov (AK) | BSc Chemical Sciences with Foundation, Year 0 |
| Tala Yahya (TY) | BEng Engineering with Foundation, Year 0 |
| Theodora Stamouli (TS) | BEng Engineering with Foundation, Year 0 |
| Hafizur Rahman (HR) | BEng Engineering with Foundation, Year 0 |
| Kashish Rohit (KR) | BSc Mathematical Sciences with Foundation, Year 0 |
| Hester Xin Yu Tann (HXYT) | International Science and Engineering Foundation (Engineering) |

**Apologies for absence:**

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| None |  |

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| **Part 1 – Preliminary Items** | |
| **1(a)** | **Apologies for Absence** |
| 2024.013 | The meeting noted the apologies from members as recorded above. |
| **1(b)** | **Minutes of the previous meeting** |
| 2024.014 | The committee approved the minutes of the meeting held on 13/11/2024. |
| **1(c)** | **Report on matters arising and actions taken** |
| 2024.015 | The committee received a report on matters arising and actions taken. |
| **Part 2 – Student feedback, Programme Delivery and other matters** | |
| **2(a)** | **Student Feedback** |
| 2024.016 | SEF044 Foundations of Physical Science: -  AG reported on the results of a physics student feedback survey circulated by the Reps. Students expressed the need for further improvements to the module. Some of the issues highlighted included: the need for more structured lectures and tutorials, the need for more tailored content (particularly for those on the biology pathway with no prior knowledge), the huge jump in the level of difficulty between tutorials and lectures, the requirement of some prior knowledge of calculus and the need for quicker responses to students’ forum posts. The survey also flagged up that the microphone in the Great Hall keeps cutting out or making banging/echoing noises.  IK reported that biology students are finding the physics concepts too difficult to grasp. He also mentioned that some students are having to use private tutors to keep up with the content. ZM added that there is a lack of consistency with the Physics module as it runs every two weeks, they swap lecturers, and the lectures are not very interactive. AK noted that the recommended physics book is essential as there are formulas in the book, which do not appear in the lectures/tutorials.  AG suggested streaming the students by ability, so that those with no prior knowledge of Physics, complete a different test to those with prior knowledge. AK recommended that during tutorials, lecturers should run through the questions on the board step by step, as they do with engineering. ZK requested that the physics lecturers run a feedback session for the physics assessment, to review the answers.  **ACTION:** FEDU to pass feedback onto the SEF044 module organisers for consideration.  **ACTION:** FEDU to contact IT regarding the microphone in the Great Hall.  SEF040 Mathematics A: -  ZK reported that the Maths A module is run well, it is interesting, and the workload is manageable.  SEF041 Mathematics B: -  AG reported that this is a very good module. The students feel well supported, there is a good level of interaction with the students and the questions in the tutorials reflect the material covered during the lectures.  SEF046 Foundations of Engineering: -  HR reported that students have requested more quizzes to help them better understand the module content. He also suggested that: the engineering QMPlus module page needs to be better organised, the timeframe to complete the assessment should be extended and teaching should be more hands on.  ZM asked if students registered with DDS would be given extra time for assessments. SL confirmed that the foundation team will manually add the extra time to the relevant students’ online assessments.  **ACTION:** FEDU to pass feedback onto the SEF046 module organiser for consideration.  SEF045 Foundations of Biological Science: -  ZK reported that the biology lectures are very interactive and engaging. However, students have requested more in-depth biology content, lectures, and labs.  TS reported that the biology labs were very well structured and organised, the tasks were explained clearly, and it was very enjoyable. AG added that the lab technicians were very helpful and friendly.  **ACTION:** FEDU to pass feedback onto the SEF045 module organisers for consideration.  SEF043 Foundations of Chemical Sciences: -  AG reported that the noise levels are much better during chemistry lectures. However, the module content is still too difficult for those with no prior chemistry knowledge. She requested more worksheets, so students can practice more questions. GC explained that the basic level foundation chemistry content had to be switched to semester B, as the lecturer had to take paternity leave. Therefore, students should find that the semester B content is much easier.  AK reported having technical issues with the Mastering Chemistry homeworking, as it marked questions as incorrect, when they were correct. GC asked students to contact the Module Organiser about the question/s. He can then manually correct the marks.  AK commented that the chemistry lab was confusing, as the technicians provided conflicting information when students asked them questions. TY added that some of them didn’t have the answers when students asked questions. ZK suggested that more detailed instructions should have been provided regarding the cleaning of the equipment. AM added that equipment was hard to find. TS reported that the lab ran over time and as there were only two sinks, cleaning up was very rushed and chaotic.  **ACTION:** FEDU to pass feedback onto the SEF043 module organisers for consideration.  SEF030 – Communications in Science and Technology (CST)  AG requested that students be allocated more time to complete their case study. She suggested the time allocated for the group presentation could be reduced. GC explained that the CST workload will be reduced next year, as the number of assessments will be reduced from four to two.  SEF042 – Science and Engineering Success  AG reported that students are feeling overwhelmed with the computing sessions and the terminology, as they have no experience in computing. They are also unclear about whether there will be a computing assessment and if so, what is the weighting. GC clarified that there will be a computing assessment, which is worth 26% of the overall module mark. He also added that the final module assessment will be a combined MCQ assessment based on the labs. It will be open book, so students can use their lab manuals. This assessment will be worth 50% of the overall module mark.  KR reported that students have requested a set syllabus for the SEF042 module content.  IK requested the dates of Advisor Task 2. GC responded that it will be in semester B week 9 and that it will be the same format as Task 1 i.e. an informal discussion of professional skills.  **ACTION:** GC to contact the computing lecturer to confirm the details of the computing assessment.  Timetables: -  ZK reported that the sporadic and inconsistent timetable is proving challenging for students, in terms of their time management and managing their workload.  Assessment Deadlines: -  HR noted that the assessment deadlines posted on QMPlus are hard to find. He suggested having one location for all module deadlines. He also mentioned that it would be useful to be able to filter your modules on QMPlus. ZK responded that students can select their modules to add them as favourites.  Progression: -  TY asked if you could fail one module and still progress. GC explained that technically this is possible. However, you cannot fail a core module. SL added that this would also depend on whether you are able to meet the other progression requirements, after failing the one module i.e. overall average requirement, pass 105 credits.  **ACTION:** FEDU to send students information about how to add modules as favourites on QMPlus.  Attendance/Engagement: -  AG requested clarification on whether attendance/engagement counts. GC responded that it is compulsory for international students due to strict visa regulations. Home students are not held to the same regulations. However, they should still attend, as there is a clear correlation between engagement and grades. SL added that if students do not attend/engage with the programme, there is also the possibility that they could be deregistered.  TS asked for clarification on whether chemistry tutorials were compulsory. GC responded that technically tutorials are optional.  Grades/Grading System: -  TS asked for clarification on the grading system. GC explained that:  70.0% or above is an A/Pass, 60.0-69.9% is a B/Pass, 50.0-59.9% is a C/Pass, 45.0-49.9% is a D/Pass, 40.0-44.9% is an E/Pass,39.9% or below is an F/Fail.  **ACTION:** FEDU to email students with a breakdown of the grading system. |
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| **2(c)** | **Learning Resources** |
| 2024.017 | Library Toilets: -  ZK reported that that two weeks ago there were multiple toilet blockages, in female toilets across campus, including the ground floor of the library and the Student Union. She wanted to remind students to be considerate when using these facilities.  **ACTION:** FEDU to pass the feedback to the Library and Student Union |
| **Part 3 – Any Other Business** | |
| 2024.018 | None |
| **Part 4 – Date of the next meeting** | |
| 2024.019 | TBC |

**Action Sheet: Student Voice Committee**

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| **Minute** | **Action** | **Responsibility** | **Timescale** | **Action status** | **Issue resolved?** |
| 2024.016 | FEDU to pass feedback onto SEF044 Module Organisers | FEDU | ASAP |  |  |
| 2024.016 | FEDU to contact IT about the microphones in the Great Hall | FEDU | ASAP |  |  |
| 2024.016 | FEDU to pass feedback onto SEF046 Module Organiser | FEDU | ASAP |  |  |
| 2024.016 | FEDU to pass feedback onto SEF045 Module Organiser | FEDU | ASAP |  |  |
| 2024.016 | FEDU to pass feedback onto SEF043 Module Organiser | FEDU | ASAP |  |  |
| 2024.016 | GC to contact the computing lecturer for details about the assessment | GC | ASAP | GC emailed lecturer on 4/12/2024 |  |
| 2024.016 | FEDU to email students details of how to add modules as favourites on QMPlus | FEDU | ASAP | Email circulated to students directing them to TELT video on QMPlus providing instructions on how to favourite modules and where to view all deadlines. 16/12/2024 | Y |
| 2024.016 | FEDU to email students with a breakdown of the grading system | FEDU | ASAP | Complete – email sent 09/12/2024 | Y |
| 2024.017 | FEDU to pass the feedback to the Library and SU about toilet facilities | FEDU | ASAP | Email sent to library services 16/12/2024. They have forwarded the email onto the library environment team for review. | Y |