

**Science and Engineering Foundation Programmes**

**Undergraduate Student Voice Committee**

**17/02/2025**

**Minutes**

**Staff members present:**

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| Dr Anum Khalid (AKh) | **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   |
| Ziyaad Mohamed (ZM) | BSc Physics with Foundation, Year 0   |
| Tanjia Khan (TK) | BSc Chemical Sciences with Foundation, Year 0   |
| Alexander Kuleshov (AKu) | BSc Chemical Sciences 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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| Valentina Hossain (VH) | BSc Biological Sciences with Foundation, Year 0   |
| Tala Yahya (TY) | BEng Engineering with Foundation, Year 0    |
| Alexandra Mandia (AM) | BSc Chemical Sciences with Foundation, Year 0   |

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| **Part 1 – Preliminary Items** |
| **1(a)** | **Apologies for Absence** |
| 2024.020 | The meeting noted the apologies from members as recorded above.  |
| **1(b)** | **Minutes of the previous meeting** |
| 2024.021 | The committee approved the minutes of the meeting held on 04/12/2024. |
| **1(c)** | **Report on matters arising and actions taken** |
| 2024.022 | The committee received a report on matters arising and actions taken.  |
| **Part 2 – Student feedback, Programme Delivery and other matters** |
| **2(a)** | **Student Feedback** |
| 2024.023 | SEF044 Foundations of Physical Science: -AG reported that students have suggested the following: * Ensure that all workshop facilitators work though the questions with the whole group in the second half of the session, rather than leaving them to work on their own for the whole session.
* More resources for students to practice questions, as students are only provided with 1 tutorial sheet with limited questions.

She referred to the results of a student survey initiated by the reps, which found that students who were taking SEF040 Mathematics A, rated the physics module very poorly. She also mentioned that the results of the online assessments do not accurately reflect how students are doing, as students had access to external resources during the assessment.AKu stated that his tutorial sessions appear to have improved, as the lecturer has started to run through the questions as a group. However, AG reported that her tutor leaves students to work by themselves. AKh enquired whether it was possible to split the physics groups by programme pathway as some students i.e. biologists do not require an in-depth knowledge of physics. GC responded that this would require additional resources (i.e. teaching time, rooms), which we do not have. SL mentioned that there was an initial discussion with academics about tailoring the content for the different pathways i.e. biologists, chemists. However, it doesn’t appear that the content has been adapted accordingly. Also, lecturers continue to refer to previous modules that no-longer exist. AKu reported that some students experienced technical issues when completing assessment 2. AG added that due to these issues, some students are still waiting for their marks AKu also queried why there was a physics test at the end of Semester A and another at the beginning of Semester B, which covered the same content.**ACTION:** GC to ask SEF044 module organisers to ensure all workshop tutors are systematically running through the questions as a group. **ACTION:** GC to ask SEF044 modules to provide more practice questions.**ACTION:** GC to ask module organisers about assessment 1 and 2. They are too close together and cover the same content.**ACTION:** FEDU to chase up outstanding marks for students who are haven’t received their assessment 2 result.SEF041 Mathematics B: -AG reported that students are really enjoying this module. They added that the lecturer is very helpful, and she gives students exam like questions to ensure they are adequately prepared for the assessments.SEF040 Mathematics A: - ZK reported that students are enjoying the module. The lecturer is very helpful and allows them to review their assessments. AKu added that there is an abundance of practice questions for this module, the lectures are well structured, and the PowerPoint slides are really helpful.SEF047 Further Mathematics: - AG reported that students are finding this module very challenging as there are very few practice questions and no sample assessments. Those provided are extremely hard. The lecturer is creating the content week by week, so the material is not always available a week in advance, to enable students to prepare. Also, the tutorial is the day after the lecture. Therefore, there is little time to absorb the lecture content and complete the worksheets.KR reported that students studying SEF041 Maths B, but not on the Maths Pathway, were not expecting this level of pure maths in the foundation year. ZM added that he has attended a few year 1 mathematics lectures and they were studying the same content. In some cases, the foundation content was harder. KR suggested that pre-reading material could be sent out to students during the Christmas break, to help them prepare for the module. KR enquired whether it would be possible to make SEF047 a year-long module. SL explained that the Maths B content covered in semester A, is meant to be a lead into Further Maths in semester B. Therefore, you need to have covered this first. GC added that we could invite the SEF047 module organiser to a maths B lecturer in semester A, to talk about the module and prepare students.**ACTION:** - GC to feedback comments to SEF047 Module Organiser regarding the level of difficulty of the module content, the lack of practice questions/sample assessments and students' inability to complete the tutorial worksheets, as the tutorial is the day after the lecture.**ACTION**: -GC to ask the module organiser if he could attend a Maths B lecture in semester A next year, to introduce students to the Further Maths module.SEF045 Foundations of Biological Science: -ZK reported that students are very pleased with the content and delivery of the biology sessions.SEF043 Foundations of Chemical Sciences: -ZK reported that students have requested that the chemistry assessments be more spread out. SL explained that next year, we will use the January exam period for assessments, which will spread them out a bit more.SEF046 Foundations of Engineering: -HR reported that students were pleased with the structure of the engineering module and the lecturer explains the topics well. He also runs through the tutorial sheets step by step, which students like. Student reps requested the following that:* The lectures are more organised.
* The QMPlus page should be more organised as it’s very chaotic.
* The answers to the tutorial sheets should be placed online.
* The lecturer could provide more practice quizzes

AKu explained that the lecturer asks students at the beginning of the lecture, whether they have any questions about the tutorial. He then runs through these questions using a stylus. However, AKu is unsure how to access these written notes.**ACTION:** GC to pass feedback to the SEF046 module organiser regarding: - better organisation of lecturers and the QMPlus page, placing the tutorial sheets answers online, and providing more quizzes.**ACTION:** FEDU to ask the module organiser how students can access his responses to students' questions about the tutorials.SEF042 – Science and Engineering SuccessHR reported that students were unclear about when the coding coursework is due. GC responded that the assessments dates are now visible on the QMPlus module page, under the assessment tab. HR also stated that that students have requested more labs related to biology, chemistry and physics. GC explained that we would like to offer more labs. However, we do not have the capacity to do this.General Feedback: -ZK reported that the students have requested: - more resources, more modules directly related to each programme pathway and an option to pick their modules. SL explained that there are usually elective modules offered in year 2 and 3. However first year modules are usually fixed. GC added that we have moved away from module electives, to ensure students have the modules they need to progress onto their pathway. AG suggested that pre-reading could be sent out to students prior to the start of the academic year, to enable them to do some preparation in advance, especially with the more challenging modules i.e. physics, engineering.AG reported that some students are still unclear why they are taking certain modules i.e. physics, engineering when they are not able to progress onto these programmes, as they are not taking SEF041 Maths B. KR added that this makes even less sense in relation to engineering, as SEMS have said they are will not be accepting students from other schools this year. GC advised that there may still be some school discretion. He also explained that students also achieve a qualification which is more diverse and transferable if they chose to study elsewhere. **ACTION:** GC will speak to SEMS Director of Education about whether SEMS will accept transfers from other schools this year. |
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| **2(c)**  | **Learning Resources** |
| 2024.024 | Microphones: - AKu reported that the microphone still isn’t working in the Great Hall. AG added there is also an issue with the microphones in Arts 2 and Drapers. GC mentioned that the emergency door in Mason lecture theatre. **ACTION:** FEDU to contact IT about the issue with the microphones in the Great Hall, Arts 2 and Drapers**ACTION:** GC to contact estates about the broken emergency door in MLT. |
| **Part 3 – Any Other Business** |
| 2024.025 | Prayer times: - AG requested if the engineering assessment on Friday 14th March, could be moved as it currently clashes with prayer time (Friday, 1-2pm). SL advised that we can reschedule the assessment so that it takes place in the morning or after 2pm. UCAS Applications: -TK asked about the process of applying to other universities for next year. SL responded that we sent out an email in October with details of how to apply to UCAS. The deadline for equal consideration has passed. However, UCAS is still open, and students are still able to apply.Noise Levels:-ZM stated that the noise levels particularly in chemistry are still very bad.**ACTION:** FEDU to liaise with the SEF046 module organiser to amend the assessment start time.**ACTION:** FEDU to follow up about noise issues in chemistry and other lectures |
| **Part 4 – Date of the next meeting** |
| 2024.026 | Week 9 or week 10. TBC |

**Action Sheet: Student Voice Committee**

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| **Minute** | **Action** | **Responsibility** | **Timescale** | **Action status** | **Issue resolved?** |
| 2024.023 | FEDU to ask SEF044 module organisers to ensure all workshop tutors are running through the questions as a group. | FEDU | ASAP | Email sent to MOs on 12/03 | Yes |
| 2024.023 | FEDU to ask SEF044 MOs to provide more practice questions. | FEDU | ASAP | Email sent to MOs on 12/03 | Yes |
| 2024.023 | GC to ask SEF044 MOs about assessment 1 and 2. They are too close together and cover the same content. | GC | ASAP | Issue raised by GC in FEC 24/02. | Yes |
| 2024.023 | FEDU to chase up outstanding SEF044 marks for students who are haven’t received their assessment 2 result. | FEDU | ASAP | Email sent to MOs on 12/03 | Yes |
| 2024.023 | Feedback to SEF047 MO regarding the level of difficulty of the module content, the lack of practice questions/sample assessments and students' inability to complete the tutorial worksheets, as the tutorial is the day after the lecture | GC/FEDU | ASAP | Issue raised by GC in the FEC 24/02.Email sent to MO on 20/02 | Yes |
| 2024.023 | Ask the SEF047 MO to attend a Maths B lecturer to introduce students to the Further Maths module | GC/FEDU | ASAP | Email sent to MO on 12/03 | Yes |
| 2024.023 | Pass feedback to the SEF046 MO regarding: - better organisation of lecturers and the QMPlus page, placing the tutorial sheets answers online, and providing more quizzes. | FEDU | ASAP | Email sent to MO on 12/03 | Yes |
| 2024.023 | FEDU to ask SEF046 MO how students can access his responses to students’ questions about the tutorials | FEDU | ASAP | Email sent to MO on 12/03 | Yes |
| 2024.023 | GC will speak to Director of Education about whether SEMS will accept transfers from other schools. | GC | ASAP | GC contacted SEMS DOE | Yes |
| 2024.024 | FEDU to contact IT about the microphones in the Great Hall, Arts 2 and Drapers | FEDU | ASAP | Email sent to IT on 5/03. They check the equip regularly.  | Yes |
| 2024.024 | GC has already contacted estates about the broken emergency door in Mason lecture theatre, so he will follow this up. | GC | ASAP |  |  |
| 2024.025 | FEDU to liaise with the SEF046 module organiser to amend the assessment 2 start time, which clashes with prayer time. | FEDU | ASAP | Email sent to SEF046 MO 25/02 | Yes |
| 2024.025 | FEDU to follow up about noise issues in chemistry and other lectures. | FEDU | ASAP |  | Yes |