

DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

Undergraduate Student-Staff Liaison Committee

30th January 2019

2.00pm – 3.30pm

MINUTES

Chair: Dr Jordan Savage
Present: Dr Liz Kuti, Sam Sprules, Departmental Representative
Apologies: Carina Cain, Jane Mwaura
In attendance: Rochelle Maloney (Committee Secretary)

1. WELCOME AND INTRODUCTIONS

Dr Savage welcomed the members of the SSLC. Sam Sprules explained that he had been sent in place of another representative due to sickness. **98/19**

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were agreed as being an accurate record. **99/19**

3. UPDATE ON ACTIONS

Dr Savage referred back to a university wide issue put forward by Carina Cain at the previous SSLC, involving a discrepancy with termly modules. Dr Savage said that this is simply a matter of student choice. She explained that there is a limit to flexibility regarding the scheduling of modules, as this is based on staff research leave and workload. **100/19**

Dr Savage noted that Film Studies staff had revisited the module optionality of the current second year. As a result, LT204 is now available as optional module to increase course flexibility. **101/19**

Minute number 67/18 had been actioned. **102/19**

Minute number 71/18 had been actioned. **103/19**

Dr Savage noted the NSS opens on 4th February, and £5 Essex Food voucher for the first 50 participants would be given as a thank you. Mr Sprules agreed to promote the NSS. Dr Savage also stated that survey points will be set up in the common room. **104/19**
Action
SU

Minute number 79/18 and 80/18 had been actioned. **105/19**

4. STUDENT ISSUES

Mr Sprules stated that issues had been reported by LT832-6-FY students. It **106/19**

was felt that the project was badly organised with assignments being unrelated to work undertaken in class. In addition, there was uncertainty regarding the purpose of tutorials and that students are unsure what to do for their presentations. Dr Kuti noted that there were lectures focusing on presentations. It was agreed that supervisors would discuss and determine the shape of assignments.

**Action
LK**

5. PLANNED CURRICULUM DEVELOPMENTS (HOD'S REPORT AND STUDENT FEEDBACK)

Dr Kuti stated that changes have been implemented this academic year, and that the focus is currently on observing and allowing the changes to take full effect. She also noted that the department is looking into more optionality.

107/19

Dr Kuti reported that mid module and SAMT feedback is in place, this will include all project modules.

108/19

Dr Kuti highlighted how several new modules have been introduced this year, as well as staff with new specialities.

109/19

Dr Savage stated that a new approach to the LT705-4-SP Writing and Society module seems to be going well. Professionals are visiting every other week and this has encouraged positive feedback from students.

110/19

Dr Kuti acknowledged that teaching staff are making an ongoing effort to guide students in writing better essays and presentations.

111/19

Dr Kuti stated that the department had aimed to produce clear, specific handbooks for the capstone project this year, but that independence must also be encouraged. It was agreed that the value of this resource should be circulated to increase awareness.

**112/19
Action
Department
SU**

Dr Kuti reported that there have been tweaks to Creative Writing in response to student feedback.

113/19

6. NATIONAL STUDENT SURVEY 2017-18

This item had been covered under Update on Actions

114/19

7. UNDERGRADUATE ANNUAL REVIEW OF COURSES (ARC) REPORT 2017-18

This item had been covered under Update on Action.

115/19

8. ANY OTHER BUSINESS

Dr Savage highlighted the role of Student Diversity and Inclusion Officer Seema Nasreddin who holds a student surgery, and can answer questions and report any issues that they do not wish to discuss with staff. It **was agreed** that the SU will spread awareness of Seema's presence.

**116/19
Action SU**

The committee touched on the response time of academics to students, and Dr Kuti suggested reevaluating the two working day response policy listed in the department handbook. She stated that there are huge volumes of emails for academics to deal with and that three working days may be more appropriate. Mr Sprules agreed that, if students are aware of longer response times, they may be encouraged to communicate in advance or make use of office hours. Dr

**117/19
Action
LK**

Kuti stated that she would look into this.

Dr Kuti stated that her Head of Department newsletter has not yet been launched but is still being worked on.

118/19

Rochelle Maloney
Student and Academic Services Administrator
30 January 2019