

Undergraduate Student Staff Committee School of English Literature, Language and Linguistics

Meeting Minutes: 12 October 2022

The meeting was held at **15:00**, in-person at **Armstrong 3.38**

[Click here to view all actions from the meeting](#)

The meeting was opened at 15:00.

A Introduction

A1 Attendance, Apologies and Absence

	Present	Apologies	Absent
Students	<p>Meg Hardiman [MHar] (Student Chair, QW38, Stage 2)</p> <p>Cerys Bodey [CB] (Student Secretary, Course Rep, Q100, Stage 3)</p> <p>Rachel Taylor [RT] (SELLL School Rep, QW38, Stage 2)</p> <p>Kireon Johnson [KJ] (Course Rep, EDI rep QW38, Stage 1)</p> <p>Neve Watson [NW] (Stage Rep, Q306, Stage 3)</p> <p>Matt Hayden [MHay] (Stage Rep, Q1R4, Stage 3)</p> <p>Jessica Ayre [JA] (Stage Rep, Q302, stage 2)</p> <p>Bel Hollings [BH] (Stage Rep, QW38, Stage 2)</p> <p>Alexander MacNeil [AH] (Stage Rep, Q1R1, Stage 2)</p> <p>Jade Woods [JW] (Stage Rep, Q306, Stage 2)</p> <p>Michael Allen [MA] (Stage Rep, Q300, Stage 1)</p> <p>Ellie McVay [EM] (Student blogger, Q306, Stage 3)</p>	<p>Emily Woodhouse [EW] (Stage Rep, QV31, Stage 3)</p>	Library Colleagues
Staff	<p>Stacy Gillis [SG] (Director of Education)</p> <p>Meg Holtom [MHo] (UG</p>	<p>Mark Byer [MB] (Degree Programme Director for</p>	

	Learning and Teaching Administrator) Jo Robinson [JR] (Head of School) Michelle Sheehan [MS] (Degree Programme Director for Language and Linguistics) Neelam Srivastava [NS] (Section Head for English Literature) James Cummings [JC] (Senior Tutor stage 2 & 3) Lars Lyre [LL] (Section Head for Creative Writing) Heike Pichler [HP] (Section Head for Language & Linguistics)	Literature and Creative Writing)	
Other			

B Feedback and Reports

B1 Library update

No update provided.

B2 Student Feedback

- ***Sanitary products available in Percy Bathrooms (Introduced by CB)***

There was discussion around introducing sanitary products to all bathrooms in the Percy building. The committee **AGREED** to initiate the project.

ACTION: MHo to raise this in the School Office, and liaise with Faculty.

ACTION: RT to contact NUSU to investigate the free sanitary product initiative and bringing it into the Percy building.

- ***Commuting students timetabling consideration (Introduced by JA)***

There are issues experienced by commuting students around late notice of events/scheduled activities being cancelled and prolonged periods of non contact hours between lectures/seminars.

ACTION: RT to take comments around late night society activities and commuting students to the NUSU.

JR stated that there is a conversation to be had around timetabling with commuting students. There was discussion over adjusting timetables before term starts for students who are known to need to commute. It was highlighted that SELLL have no control over timetabling.

ACTION: JR to talk to SELLL contact for timetabling.

ACTION: SG to take issue to the Faculty Student Experience Manager.

- ***English Literature and History mailing list (Introduced by BH)***

There is a disconnect in communication between students on QV31 English Literature and History in that they are on the SELLL mailing lists but not the HCA ones.

ACTION: SG to email the HCA Head of School to ask for students to be on the History mailing lists.

ACTION: MHo to create a separate email list for Combined Honours and Joint Honours students to make sure they are being emailed everything.

ACTION: RT to raise the issue with the Combined Honours rep (*n.b.* QV31 students are not Combined Honours students in that their degree is 'owned' by SELLL; Combined Honours students' degrees are 'owned' by School X; the Committee recognises, however, that the same issue impacts on all combined and/or joint degree programmes.)

B3 Student Report

School Rep Update (Introduced by RT)

RT reported on the NUSU Education Committee.

There are issues with communication between different school programs. MHay raised the issue of lack of information about transfer of personal tutors when Q1+ students go abroad, and lack of access to contact SELLL/SELLL PT who the student may feel more comfortable talking to.

ACTION: HP + SG to discuss how to support students on placement years.

There was discussion about the World TV and Film Program (IPTV) run by the Language Resource Centre (LRC).

ACTION: SG to email staff to recommend use of LRC IPTV to students.

Student blog (introduced by EM)

An overview of student blog and instagram was given. There was discussion around the wide reach of Instagram reels. It was proposed that a TikTok account may be created to widen reach.

There was discussion around rebranding the blog to a platform made by students for students. It was proposed that a student poll be distributed to investigate what students would like to see appear in the blog/on student media and what forms of media they interact with. There was discussion around using student media to close the gap between students and staff.

ACTION: MHo to create a poll for students.

It was raised that there needs to be an investigation into the Schools social media and the statistics from them. There was discussion around students in the committee being ambassadors for the SELLL social media content to other students.

ACTION: MHo to gather the statistics of engagement from SELLL social media.

There was discussion around SELLL having an email with social events so students can stay informed. It was raised that there is an issue with getting students to read their emails. It was additionally raised that some stage 1 students have felt overwhelmed by the amount of emails they receive.

ACTION: SG & MHo to gather information about social events and circulate with staff and students.

ACTION: RT to contact EM about promoting the careers service global opportunities.

B4 Staff Report (introduced by SG)

Student Voice

It was raised that there needs to be more action to reach the wider community in SELLL. Ideas raised included: drop-in hours; social media accounts; picture boards.

ACTION: All students to send further ideas on how to do this to SG within 2 weeks (deadline: 26/10/2022)

Learning Community

It was discussed that the learning community is composed of all the student body and the staff. MHo & SG are working to make this more visible in the Percy Building. A logo for the learning community will be coming out soon.

Content Notes

It was raised that the EDI committee would like to gather student feedback on content notes.

ACTION: Any students who want to join a working group on content notes to contact SG by 5pm Friday (14/10/2022). SG will collect feedback from students and report findings back to the EDI committee.

If any student has a module-specific comment they should directly contact their section heads.

There was discussion around the conversation of content notes needing to focus on how to approach difficult readings and not to instead ban any readings. There was discussion around learning how to use content notes as a shared process between staff and students and that students should be encouraged to take responsibility for how they approach the relevant modules.

It was raised that the new SELLL Student Wellbeing Advisor should be advertised at the beginning of modules as a point of contact for any students who struggle with course content.

ACTION: EM to advertise this on student media.

C Projects

Student Café (introduced by MHar)

MHar reported that the student café will have a conversation with the Professional Services team to discuss opening on a Monday. There was discussion around closing on Wednesday afternoon. It was reinforced that it was not possible to get a card machine for the café.

There was discussion around additionally selling reusable mugs.

ACTION: MHar and EM to promote the café on social media.

D Any Other Business

It was raised, building on the Student Voice discussion, that it would be useful to get advice on how student reps can collect opinions from students.

ACTION: All students to think of techniques and put them on the Teams site within 2 weeks (26/10/2022)

It was raised that it is important to get dialogue from multiple members of the SELLL community. It was discussed to have a dedicated area in the Percy Building for SSC posters and a suggestion box. It was raised that it was important to display what the SSC has previously achieved.

ACTION: All members to contact SG as above under Student Voice or to put on the Teams site within 2 weeks (26/10/2022)

Student-led discussion groups were discussed, referencing the former Theory Group. Any student who would like to set one up should contact SG.

JR raised that the Vice Chancellor will be visiting the Percy Building on the 21st of November, 2-5pm, and more details will follow about SSC involvement.

E For Information only

E1 Date of next meeting (introduced by MHar)

Meeting closed at 16:00

Action Table

Item	Action	Person(s)	Deadline
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B2	Raise the issue of sanitary products within the school office.	MHo	
B2	Contact NUSU to investigate the free sanitary product initiative and bringing it into the Percy building.	RT	
B2	Take comments around late night society activities and commuting students to the NUSU.	RT	
B2	Talk to SELLL contact for timetabling.	JR	
B2	Take issue to faculty student experience.	SG	
B2	Email the head of History for joint honour students to be added to the mailing list.	SG	
B2	Create a separate email list for Combined Honours and Joint Honours students to make sure they are being emailed everything.	MHo	
B2	Raise the issue with the Combined Honours rep.	RT	
B3	Discuss further.	HP, SG	
B3	Email staff to recommend use of LRC IPTV to students	SG	
B3	Create a poll for students.	MHo	
B3	Gather the statistics of engagement from SELLL social media.	MHo	
B3	Gather information about social events and circulate with staff and students.	SG, MHo	
B3	Contact EM about promoting the careers service global opportunities.	RT	
B4	All students to send ideas on how to do this to SG within 2 weeks	All Student Reps	26/10/2022
B4	Any students who want to provide feedback should contact SG by 5pm Friday.	All Student Reps	14/10/2022
B4	Collect feedback from students and report findings back to the EDI committee.	SG	
B4	Advertise this (SELLL student wellbeing) on student media.	EM	

C1	Promote the café in reels.	Em, MHar	13/10/2022
D	All students to think of techniques and put them on the Teams site within 2 weeks.	All Student Reps	26/10/2022
D	Object D1, introduction of lockers to the Percy building, was moved to the next meeting.	CB, MHar	