

Minutes

(Chair) Mr Asad Ali

(Secretary) Ms Chanel Nesar

Staff members present:

Dr J Berry (JB)
Mrs J Trappitt (JT)
Dr A Crutchley (AC)
Dr J Niggli (JN)
Dr S Butcher (SB)
Ms P Funnell (PF)
Ms S Murray (SM)
Dr J Rodgers (JR)
Dr P Sharma (PS)
Ms S McFadyen (SM)
Ms J Treadgold (JT)
Mr A Houmani (AH)

Student members present:

Mr Asad Ali (AA)
Ms Chanel Nesar (ChN)
Mr Milton Justinsuthakaran (MJ)
Ms Haleema Rabeea (HR)
Ms Melody Shirazi (MS)
Mr Junaid Khalil (JK)
Ms Jathursha Suresh (JS)
Ms Emma Grimshaw (EG)
Ms Roya Hashemi (RH)
Ms Maryam Zaman (MZ)
Ms Megan Annettes (MA)

Apologies for absence:

Dr S Rawlinson (SR)
Prof P Coulthard (PC)
Ms Nina Booty (NB)
Dr B Chana (BC)
Mr B Audsley (BA)
Dr S Younas (SY)
Prof M Patel (MP)
Ms C Noys (CN)
Dr T Friel (TF)
Ms V Edwards (VE)
Mrs M Canosa (MC)

Ms L Ireland (LI)
Ms M Amos (MA)
Ms Catherine Mclean (CM)
Dr S Saroash (SS)
Dr M Payne (MP)
Mr Abdullah Moin (AM)

Unaccounted absences:

N/A

Part 1: Preliminary items

Minutes of the previous meeting

44:19 **CONFIRMED**

Matters arising from the last minutes

	Action	Progress	Responsibility
33:19	JN to find another tutor supervise Southend clinics on Thursdays.	Ongoing	JN
35:19	ACTION POINT: 1 st year representative to contact B D Job about handing down lockers from 5 th year students to 1 st year students.	Ongoing	AA
35:19	JN to communicate with the trust regarding a lack of patients in oral surgery.	Completed	JN
35:19	JN to contact the tutors regarding a lack of communication for cancellations on DESC, orthodontics and oral medicine.	Ongoing (oral medicine)	JN
35:19	Year reps to inform their year groups about getting instruments from first floor.	Completed	SW, AsA, ZA, MI
36:19	Email to be sent out to students regarding the new email address for IT.	Completed	BA
37:19	AsA to liaise with IK to get application process started for 5 th year mentors.	Completed	AsA, IK
42:19	JN to invite Beth Hunt from the trust to future SSLC meetings.	Ongoing - liase with Hannah Finney	JN

Part 2: Student Reports

Feedback from SSLC representatives on Queen Mary central committees

45:19 Nothing to report

NOTED

Part 3: Programme delivery and other matters

46:19 Clinical Governance

NOTED Nothing to report

Learning, teaching and assessment

47:19 OUTREACH:

NOTED 1st Years – Nothing to report

NOTED 2nd Years – Nothing to report

NOTED 3rd Years – Students have been complaining about their peers arriving earlier and cherry-picking patients at Barkentine clinics. Staff members have assured them that all data will be reviewed on LiftUp to ensure they have equal opportunities.

NOTED 4th Years – Nothing to report

NOTED 5th Years – Nothing to report

48:19 CURRICULUM MATTERS

NOTED 1st Years –

- Students have complained about discrepancies between the QmPlus timetable and the spreadsheet.
- Students have asked for a lecture list.
- Students have had problems with occupational health which has led to half of the year not being enrolled.

ACTION POINT: JS to send an email to year group stating to follow the spreadsheet in the future. AA to show JS how to widge QmPlus. AA to send JS the handbook, JS to distribute it to the year.

- NOTED 2nd Years –
- Students are unsure as to who their year lead is.
 - Students have said some lecture slides are out of date and new lecture slides have not been uploaded to QmPlus as well as the lectures not being given in order.
- ACTION POINT: MJ to send an email stating Dr Payne is the new lead. AC to discuss lecture order with Dr Payne. MJ to make a google sheet about what lectures have been given and upload it to year group google drive.**
- NOTED 3rd Years – Some students have had problems with getting the BCG vaccine from Occupational health as 1st and 2nd year students were given priority. **ACTION POINT: HR to send an email to year group, cc'ing JB, to tell each student to respond stating if they have received both the BCG and full course of Hep B vaccines. JN to find out if dental students require the BCG vaccine.**
- NOTED 4th Years – Students mentioned the lectures available on QmPlus haven't been updated.
- NOTED 5th Years – Students have said they haven't had teaching on taking Facebows and Jaw Registration. **ACTION POINT: JR to send link of an online tutorial. MS and MZ to ask Mentor tutors to do as demonstration on clinic.**
- NOTED DHT1 –
- Only have the lab handbook. Missing the transition handbook
 - Two groups have not had the rubber dam session.
- ACTION POINT: EG to tell RH about where the handbook is. SF to see if there is space and staff members available to accommodate the teaching.**
- NOTED DHT2 – Students have not had basic life support training. Good feedback from the part 1 revision session with Leon.
- 49:19 **CLINICAL MATTERS**
- NOTED 1st Years – Nothing to report
- NOTED 2nd Years – Nothing to report
- NOTED 3rd Years – Nothing to report
- NOTED 4th Years – Nothing to report
- NOTED 5th Years–
- Students have said reception automatically book cancelled patients into the students next session, often causing double bookings.

- Students have patients on their lists who they haven't seen before.
- Some students have been told off for the colour of their hijab as they are not black or navy, but still look professional.
- Some students have said that some tutors want to leave clinics early.
- Only a weeks' notice given for desc.

ACTION POINT: MS and MZ to email year about checking CRS each week to ensure there are no double bookings. JB to email CN about allowing other hijab colours. MS and MZ to have a separate meeting with JN and AC about the problem, and to email year group saying the patient has to leave at 4pm so there is enough time to write up notes and sign out on LiftUp.

ACTION POINT: HR, JK, MS, MZ to ask year group if they have any objections with their email addresses being passed on to the model store.

ACTION POINT: JR to schedule drop in lab sessions on Wednesday afternoons.

NOTED DHT1 – Nothing to report

NOTED DHT2 – Nothing to report

50:19 **Learning Resources**

NOTED Library facilities: The loan limit has gone up to 40 books. The loan system will become flexible in January.

NOTED Information Technology: Nothing to report

51:19 **Academic support**

NOTED PASS Mentoring – Student organisers and mentors have been selected. Student organisers spoke to bds1 during the ice breaker about how PASS will be run. First session will be held the Wednesday before the first ICA.

NOTED Mentoring- mentors have been selected and will be emailed about their role by academic officer.

52:19 **DQAC Report**

NOTED Clarity of assessments was discussed.

53:19 **EDSA report**

NOTED James Coughlan attended the meeting in Berlin.

54:19 **BDA Report**

NOTED

- Sports day will be held from 12th – 14th October. Pink forms have been handed in.
- BDSA conference will be held in Bart's from 6th -8th March. AM helped to film the promotional video

55:19

NOTED

Student Events

Freshers ice breaker, Fayre went well. Party games night, which replaced the usual clubbing event in the Griff, was also a success. Presidents inauguration will take place on 9th October from 2-4pm.

56:19

NOTED

Charity

Chosen charity is DentAid.

57:19

NOTED

Any Other Business

Elective report- Good feedback on poster presentations.

NOTED

A tutor suspects Bds2 students are signing each other in.

ACTION POINT: MJ to send an email to year group, cc'ing JB, informing them not to do so.

NOTED

BLSA/QMSU- Currently black history month. There are now 5 liberation groups with forum.

ACTION POINT: AA to distribute information about forums to year reps.

58:19

NOTED

Date of next Meeting

11th December 2019 1-2pm.

Action Sheet: Student-Staff Liaison Committee

	Action	Progress	Responsibility
42:19	JN to liase with Hannah Finney for future SSLC meetings.	Ongoing	JN
48:19	JS to send an email to year group stating to follow the spreadsheet in the future.	Ongoing	JS
48:19	AA to show JS how to widget QmPlus. AA to send JS the handbook, JS to distribute it to the year	Ongoing	JS, AA
48:19	MJ to send an email stating Dr Payne is the new lead.	Ongoing	MJ
48:19	AC to discuss lecture order with Dr Payne.	Ongoing	AC
48:19	MJ to make a google sheet about what lectures have been given and upload it to year group google drive.	Ongoing	MJ
48:19	HR to send an email to year group, cc'ing JB, to tell each student to respond stating if they have received both the BCG and full course of Hep B vaccines.	Ongoing	HR
48:19	JN to find out if dental students require the BCG vaccine.	Ongoing	JN
48:19	JR to send link of an online face bow and jaw registration tutorial.	Ongoing	JR
48:19	MS and MZ to ask Mentor tutors to do as demonstration on clinic.	Ongoing	MS, MZ
48:19	EG to tell RH about where the handbook is.	Ongoing	EG, RH
48:19	SF to see if there is space and staff members available to accommodate the teaching.	Ongoing	SF
49:19	MS and MZ to email year about checking CRS each week to ensure there are no double bookings.	Ongoing	MS, MZ
49:19	JB to email CN about allowing other hijab colours.	Ongoing	JB
49:19	MS and MZ to have a separate meeting with JN and AC about the problem, and to email year saying the patient has to leave at 4pm so there is enough time to write up notes and sign out on LiftUp.	Ongoing	MS, MZ, JN, AC

49:19	HR, JK, MS, MZ to ask year group if they have any objections with their email addresses being passed on to the model store.	Ongoing	HR, JK, MS, MZ
49:19	JR to schedule drop in lab sessions on Wednesday afternoons.	Ongoing	JR
57:19	MJ to send an email to year group, cc'ing JB, informing them not to do so.	Ongoing	MJ
57:19	AA to distribute information about forums to year reps.	Ongoing	AA