

Minutes

(Chair) Dr Jason Berry

(Secretary) Ms Chanel Nesar

Staff members present:

Dr J Berry (JB)
Dr S Butcher (SB)
Ms P Funnell (PF)
Ms S Murray (SM)
Ms S McFadyen (SM)
Ms J Treadgold (JT)
Dr S Rawlinson (SR)
Ms Catherine Mclean (CM)

Student members present:

Mr Asad Ali (AA)
Ms Chanel Nesar (ChN)
Mr Milton Justinsuthakaran (MJ)
Ms Haleema Rabeea (HR)
Mr Junaid Khalil (JK)
Ms Emma Grimshaw (EG)
Ms Roya Hashemi (RH)
Ms Jathursha Suresh (JS)

Apologies for absence:

Dr A Crutchley (AC)
Dr J Niggli (JN)
Dr P Sharma (PS)
Mr A Houmani (AH)
Prof P Coulthard (PC)
Ms Nina Booty (NB)
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)
Dr S Saroash (SS)
Ms K Patel (KP)
Ms F Carrington (FC)

Dr M Payne (MP)
Dr B Chana (BC)
Dr J Rodgers (JR)

Mr Abdullah Moin (AM)
Ms Maryam Zaman (MZ)
Ms Melody Shirazi (MS)
Ms Megan Annettes (MgA)

Unaccounted absences:
N/A

Part 1: Preliminary items

Minutes of the previous meeting
59:19 **CONFIRMED**

Matters arising from the last minutes

	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.	Completed	JS
48:19	AA to show JS how to widget QmPlus. AA to send JS the handbook, JS to distribute it to the year	Completed	JS, AA
48:19	MJ to send an email stating Dr Payne is the new lead.	Completed	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.	Completed	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.	Completed	HR
48:19	JN to find out if dental students require the BCG vaccine.	Completed	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.	Completed	EG, RH
48:19	SF to see if there is space and staff members available to accommodate the teaching.	Completed	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.	Completed	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.	Completed	MJ
57:19	AA to distribute information about forums to year reps.	Completed	AA

Part 2: Student Reports

60:19 Feedback from SSLC representatives on Queen Mary central NOTED committees

Nothing to report

Part 3: Programme delivery and other matters

61:19 Clinical Governance

Nothing to report

Learning, teaching and assessment

62:19 OUTREACH:

NOTED 1st Years – Nothing to report

NOTED 2nd Years – Nothing to report

NOTED 3rd Years – Positive feedback from students about extra screening clinics.

NOTED 4th Years – Students have complained that the screening patients for Guttman prevent them from seeing their own patients. Screening patients quite often fail to attend resulting in neglect of patients on their lists. **ACTION POINT: JK to contact TF about screening clinic at Guttman**

NOTED 5th Years – Nothing to report

63:19 CURRICULUM MATTERS

NOTED 1st Years –

- Students have had problems with Q review as it cuts off the end of the lecture if the lecturer runs over through two slots.
- Students have had cancelled lectures and feel lecturers should email at least night before if they are not going to be in.
- Some students haven't been receiving emails that are sent to the whole year.

ACTION POINT: JS to email year to tell them to stick to term time. JS to send an email to LS with a list of correct emails

NOTED 2nd Years –

- Q review lecturers have been put under the wrong name. **ACTION POINT: MJ to email CM if the lecture scheduled has changed**
- MJ finding it difficult to reschedule lectures that have been cancelled.
- Students have been taking their Cons teeth home. **ACTION POINT: MJ to tell year to keep teeth at dental hospital.**

NOTED 3rd Years –

- Some students have had issues with their special care

rotation. **ACTION POINT: HR to tell group reps to let their groups know who has their special care rotation when.**

- Oral surgery tutors haven't been showing up to Oral surgery seminars. Some students aren't aware that seminars are examined.

NOTED 4th Years –

- Students would like a talk about their finals case. **ACTION POINT: SB to email about having a talk at the start of year 4**

NOTED 5th Years – Nothing to report

NOTED DHT1 –

- Some students still haven't had their Rubber dam teaching that they were meant to have earlier in the year.
- Basic lift support section on QmPlus is empty on the DHT page.

NOTED - Students can't access the google calendar on their phones
DHT2 – Nothing to report.

64:19 **CLINICAL MATTERS**

NOTED 1st Years – Nothing to report.

NOTED 2nd Years –

- Students think the 1.5 hour slot for transitions is not long enough. **ACTION POINT: JT to talk to CG about making sessions longer**

NOTED 3rd Years –

- There is lack of oral surgery patients especially in the Wednesday session. **ACTION POINT: LS to speak to JJ about lack of patients.**

NOTED 4th Years –

- Students have said that Ortho clinics are poorly organised and had a few cancelled sessions. **ACTION POINT: SB to send an email to ortho tutor lead about multiple sessions being cancelled and students not being aware of contingency plan**
- There is a lack of paediatric patients and students are confused as to whether the patients are going to be passed down from 5th years, and if so, when?
- Students have said the marking on LiftUpp is not standardised. **ACTION POINT: JB to speak to JN and to send an email to tutors to do LiftUpp properly. JK to email year telling them to discuss scores with tutors if they feel the score is unfair.**
- Students would like their progress review earlier in their year. **ACTION POINT: SB to talk to JN about having the review earlier for future years.**
- Lack of communication between reception and students when

patients have cancelled, and students have not been informed. There have also been occasions where students have handed in outcome forms and patients have not been booked in. **ACTION POINT: LS to talk to Hannah Finney about problem,**

- A student has complained about having a case that is too complex. **ACTION POINT: JK to tell year to contact SB if the case is too complex.**

NOTED 5th Years – Nothing to report

NOTED DHT1 – Nothing to report.

NOTED DHT2 –

- There have been occasions where a student has not received patient notes on multiple occasions. **ACTION POINT: EG to contact VE or LS if issue reoccurs.**

65:19 **Learning Resources**

NOTED Library facilities:

- Library opening times have changed over the Christmas holidays. Closed from 24th December- 1st January.

NOTED Information Technology: Email E-learning address if there is a problem.

66:19 **Academic support**

NOTED PASS – First session took place in October with a high attendance. Second session to take place on 4th December.

NOTED Mentoring – Scheme in place. Alumni scheme also running.

67:19 **EDSA** – Nothing to report

NOTED

68:19 **DQAC Report-** Nothing to report

NOTED

69:19 **BDA Report-**

NOTED BDSA conference to be held on 6-8th March.

70:19 **Student Events-**

- NOTED
- Good turnout for RAG crawl
 - Christmas party- 10th December

71:19 **Charity-**

NOTED 6th December: Christmas movie night

72:19 **Any Other Business-**
NOTED - Dental society app been launched
 - BAME study- 3rd, 5th years will be contacted about study

73:19 **Date of next Meeting:** TBC
NOTED

Action Sheet: Student-Staff Liaison Committee

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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
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	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 the 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
62:19	JK to contact TF about Guttman screening clinics	Ongoing	JK
63:19	JS to email year to tell them to stick to term time.	Ongoing	JS

63:19	JS to send an email to LS with a list of correct emails	Ongoing	JS
63:19	MJ to email CM if the lecture scheduled has changed	Ongoing	MJ
63:19	MJ to tell year to keep teeth at dental hospital	Ongoing	MJ
63:19	HR to tell group reps to let their groups know who has their special care rotation when.	Ongoing	HR
63:19	SB to email about having a talk at the start of year 4	Ongoing	SB
64:19	JT to talk to CG about making sessions longer	Ongoing	JT
64:19	LS to speak to JJ about lack of patients.	Ongoing	LS
64:19	SB to send an email to ortho tutor lead about multiple sessions being cancelled and students not being aware of contingency plan	Ongoing	SB
64:19	JB to speak to JN and to send an email to tutors to do Liftupp properly.	Ongoing	JB,JN
64:19	JK to email year telling them to discuss scores with tutors if they feel the score is unfair.	Ongoing	JK
64:19	SB to talk to JN about having the review earlier for future years.	Ongoing	SB
64:19	LS to talk to Hannah Finney about appointment problem,	Ongoing	LS
64:19	JK to tell year to contact SB if the case is too complex.	Ongoing	JK
64:19	EG to contact VE or LS if issue reoccurs.	Ongoing	EG