

Minutes

(Chair) Dr Dominic Hurst

(Secretary): Ms Chanel Nesar

Staff members present:

Dr J Berry (JB)
Dr S Butcher (SB)
Dr Dominic Hurst (DH)
Ms S McFadyen (SMc)
Dr S Rawlinson (SR)
Mr A Houmani (AH)
Dr J Rodgers (JR)
Mr M Newbury (MN)
Dr A Ranauta (AR)
Mr B Audsley (BA)
Dr S Younas (SY)
Ms J Treadgold (JT)

Student members present:

Mr Asad Ali (AA)
Ms Chanel Nesar (ChN)
Mr Junaid Khalil (JK)
Ms Maryam Zaman (MZ)
Ms Melody Shirazi (MS)
Ms Haleema Rabeea (HR)
Ms Jathursha Suresh (JS)
Mr Milton Justinsuthakaran (MJ)

Apologies for absence:

Dr J Niggli (JN)
Prof M Patel (MgP)
Dr M Payne (MP)
Ms C Mclean (CM)
Ms P Funnell (PF)
Ms S Murray (SM)
Dr A Crutchley (AC)
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)
 Prof P Coulthard (PC)
 Ms N Booty (NB)
 Dr B Chana (BC)
 Dr P Sharma (PS)
 Ms L Spicer (LS)
 Ms Emma Grimshaw (EG)
 Ms Megan Annettes (MgA)
 Ms Roya Hashemi (RH)
 Mr Abdullah Moin (AM)

Unaccounted absences:
 N/A

Part 1: Preliminary items

Minutes of the previous meeting
 16:20 **CONFIRMED**

Matters arising from the last minutes

	Action	Progress	Responsibility
48:19	AC to discuss lecture order with Dr Payne.	Ongoing	AC
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 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	JR to schedule drop in lab sessions on Wednesday afternoons.	Ongoing	JR
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
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	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	EG to contact VE or LS if issue reoccurs.	Ongoing	EG
05:20	CM and BA to discuss with JT about cross referencing the timetable with sientia	Ongoing	CM, BA
05:20	JB to talk to SM about emailing assessment dates.	Ongoing	JB
05:20	MP to adjust emailing list to include DHT students' emails.	Ongoing	MP
06:20	JN to speak to Dr Jones about the issue regarding lack of oral surgery tutors	Ongoing	JN
06:20	JB to bring up lack of communication to students regarding patient cancellations at next meeting when NHS trust member is present.	Ongoing	JB
06:20	JB and AR to have a meeting about oral medicine clinic cancellations	Ongoing	JB, AR
06:20	AA to inform year about alumni lectures being given that day and about the seminars having a live feed	Ongoing	AA
06:20	MS and MZ to email Dr Hurst about placement mix up	Ongoing	MS, MZ
06:20	JB to talk to Michelle about Desc timetable issue	Ongoing	JB
11:20	AA to tell Nazgol to tell students to fill in pink forms for absence.	Ongoing	AA
14:20	SMc to tell LS to send an email out asking students to return any jaws/models they have	Ongoing	SMc
14:20	JN to send JR dates for clinics after exams	Ongoing	JN

Part 2: Student Reports

Feedback from SSLC representatives on Queen Mary central committees

17:20

NOTED Nothing to report

Part 3: Programme delivery and other matters

18:20 Clinical Governance

NOTED Nothing to report

Learning, teaching and assessment

19:20 OUTREACH:

NOTED 1st Years – Nothing to report

NOTED 2nd Years – Nothing to report

NOTED 3rd Years –

- The lockers at Barkentine aren't ones students can put padlocks on them, so students are told to take valuables onto clinic. ACTION POINT: HR to email Dr Woodhoo and Dr Sufraz to ask them to make copies of the keys for the lock.
- Patients would like information on how to book screenings for Guttman. Students have been advised to have a maximum of three adult patients.

NOTED 4th Years –

- Students are having issues when screenings are booked in when not needed, taking up slots preventing them seeing their own patients. ACTION POINT: SB to email Dr Friel about the booking of screening patients.
- Students are finding the new system for booking in patients at Guttman inconvenient as you can no longer hand in outcome forms at The Royal London and have to hand them in to the Guttman reception. ACTION POINT: JK to email Dr Friel and ask for clarification about this, and what to do if a patient cancels, and you want to book in another one. Also, to email the year to email Dr Friel and Donna to confirm the new patient notes will be there on time.

NOTED 5th Years – Nothing to report.

20:20 CURRICULUM MATTERS

NOTED 1st Years –

- Students would like access to previous years recordings for q review. They were wondering if subtitles could be added to the videos as its difficult to hear what the lecturer is saying when they move away from the microphone. They were wondering if lecturers could wear portable microphones. BA has given students access to older recordings. Methods to record lectures in rooms that don't have the ECHO system are also going to be implemented.
- Students like the interactive Kahoot quizzes in lectures and would like them to be implemented more.
- The google calendar is a good idea, but it is not always updated on time

NOTED 2nd Years –

- Students would like more support from personal tutors
ACTION POINT: DH to send an email around to personal tutors
- Students have said that in the Perio sessions they did not have enough time to practice or have an actual demo of what to do leading to a lot of confusion for the gateway. **ACTION POINT: MJ to send an email to ... outlining what happens in the sessions and how they could be improved.**
- Students would like the Newham lectures/ seminars to be moved to Whitechapel.

NOTED 3rd Years –

- Students were wondering if they could use the same patient twice for case presentations. **ACTION POINT: HR to email Dr Nehete for clarification.**
- Students would like a Perio handbook as it is not clear as to what is being taught and examined. **ACTION POINT: HR and MS to email AR and JB about making a new Perio handbook.**
- Students haven't received PBL1 marks and PBL2 is due in 2 weeks. **ACTION POINT: HR to email SY and JB to ask about the pbl2 deadline and pbl1 marks.**

NOTED 4th Years – Nothing to Report

NOTED 5th Years –

- Some lectures haven't been delivered and students are wondering if they will be rescheduled and if not, will they be examined.
- Students would like more Pros revision lectures as they have found the ones that have been delivered really helpful. **ACTION POINT: MS and MZ to email JR, Dr Sharma and Dr Friel but wait until the lecture by Dr Niggli has been delivered**

to see if he covers it.

NOTED DHT1 –
- Students have been removed from certain scheduled sessions e.g. FunDent, as staff weren't aware they were going to be present and hadn't prepared for a larger number of students.

NOTED DHT2 – Nothing to report

21:20 **CLINICAL MATTERS**

NOTED 1st Years – Nothing to report

NOTED 2nd Years – Nothing to report

NOTED 3rd Years – Nothing to report

NOTED 4th Years –
- Students would like to view attendance data on Lifttupp. Tutors have said this won't be possible.
- Students would like more information on what to do about Coronavirus. An email is being drafted and being sent out today from the Dean to staff and students about exams and teaching. The advice for clinics is to send patients home if they come in and are unwell.

NOTED 5th Years –
- Students didn't realise there was a problem with swapping slots even though the outcome form had been approved by LS.

NOTED DHT1 – Nothing to report

NOTED DHT2 – Nothing to report

22:20 **Learning Resources**

NOTED Library facilities: Nothing to report

NOTED Information Technology: Nothing to report

23:20 **Academic support**

NOTED PASS – Nothing to report
Mentoring: Nothing to report
Alumni: Nothing to report

24:20 **EDSA**

NOTED The conference that was going to be held in Istanbul has been cancelled due to Coronavirus.

- 25:20 **DQAC Report**
NOTED Nothing to report
- 26:20 **BDA Report**
NOTED Conference was held on 6th-8th March and went well. Organised by Nazgol in BDS4 and her committee.
- 27:20 **Student Events**
NOTED
 - Midway Ball was held on 21st February
 - Dental Dinner to be held on 29th May
 - Gradball to be held on 17th May
- 28:20 **Charity**
NOTED
 - Charity Skydive to be held on 13th June. Will be recruiting soon.
- 29:20 **Any Other Business**
NOTED
 - Some electives have been cancelled due to the Coronavirus outbreak.
- 30:20 **Date of next Meeting**
NOTED TBC

Action Sheet: Student-Staff Liaison Committee

	Action	Progress	Responsibility
19:20	HR to email Dr Woodhoo and Dr Sufraz to ask them to make copies of the keys for the lock	Ongoing	HR
19:20	SB to email Dr Friel about the booking of screening patients.	Ongoing	SB
19:20	JK to email Dr Friel and ask for clarification about this, and what to do if a patient cancels, and you want to book in another one. Also, to email the year to email Dr Friel and Donna to confirm the new patient notes will be there on time.	Ongoing	JK
20:20	DH to send an email around to personal tutors	Ongoing	DH
20:20	MJ to send an email to ... outlining what happens in the sessions and how they could be improved.	Ongoing	MJ
20:20	HR to email Dr Nehete for clarification on case pres	Ongoing	HR
20:20	HR and MS to email AR and JB about making a new Perio handbook	Ongoing	HR, MS
20:20	HR to email SY and JB to ask about the pbl2 deadline and pbl1 marks.	Ongoing	HR
20:20	MS and MZ to email JR, Dr Sharma and Dr Friel but wait until the lecture by Dr Niggli has been delivered to see if he covers it.	Ongoing	MS, MZ