

Institute of Dentistry
426th meeting of (Dental) SSLC held on 30th June 2021
Microsoft teams
Student Staff Liaison Committee

Minutes

(Chair) Mr Milton Justinsuthakaran

(Secretary): Ms Mariam Khan

Staff members present:

Dr D Hurst (DH)
Dr A Crutchley (AC)
Dr A Ranauta (AR)
Dr S Rawlinson (SR)
Ms C Mclean (CM)
Mr B Audsley (BA)
Ms J Treadgold (JT)
Dr S Younas (SY)
Mr M Newberry (MN)
Dr M Payne (MaP)

Student members present:

Mr Milton Justinsuthakaran (MJ)
Ms Mariam Khan (MK)
Ms Zaynah Fariduddin (ZF)
Ms Amber Martin (AmM)
Ms Sabaa Nawaz (SN)
Ms Jathursha Suresh (JS)
Ms Tayyibah Naqavi (TN)
Ms Chanel Nesar (CN)
Ms Sahel Saadat (SahS)
Ms Areeba Shaikh (AS)
Mr Sabir Saleh (SaS)

Apologies for absence:

Ms L Spicer (LS)
Ms S Murray (SM)
Dr S Shahid (SS)
Dr Pratik Sharma (PS)
Ms Amina Arshad (AA)
Ms Shona Sawhney (ShS)
Ms Helya Moghaddam (HM)
Ms Gurleen Muker (GM)
Ms Areej Mehdi (AM)
Dr J Berry (JB)
Prof M Patel (MP)
Ms Emma Grimshaw (EG)

Ms R Hunter (RH)
Dr S Butcher (SB)
Mr Rawand Shado (RS)
Mr Mat Robathan (MR)

Unaccounted absences:

N/A

Part 1: Preliminary items

Minutes of the previous meeting

26:21 **CONFIRMED**

Matters arising from the last minutes

	Action	Progress	Responsibility
18:21	MJ will create a survey for BDS1 to see what may benefit students in terms of providing structure to their learning	Not required	MK
18:21	AR has said that she will work with Dr Payne to explore what can be done in terms of getting extra practice sessions in a way that is fair to all students. AM has said she will also get in touch with Dr Payne regarding this.	Completed	AR, AM, MaP
18:21	AC to follow up on BDS2 PBL feedback	Completed	AC
18:21	ZF to remind BDS3 about their CRS training	Completed	ZF
18:21	ZF and SY to discuss with Dr Kang how to improve SSC for future years	Ongoing	ZF, SY
18:21	SB and AC have suggested having a meeting to review where students are in terms of requirements currently and what still needs to be completed	Completed	SB, AC
20:21	MJ to send out information regarding videos to year reps	Completed	MJ

Part 2: Programme delivery and other matters

27:21 **Learning, teaching and assessment**

NOTED BDS1 Matters –

- Nothing to report.

NOTED BDS2 Matters

- Students would like to know whether their lectures will be delivered online next year. AC has said that the lectures will be delivered online next year. The time that students are on campus for teaching will be utilised so that their clinical experience time is maximised.
- Students were wondering whether they will have clinics/labs in September. AC has said that BDS2 will have clinics in the first term however they may not necessarily be in September.
- Students would like to know whether it was possible to have more staff in labs so that they spend less time waiting to have their work marked. AC has said that this is the goal for next term. It has been challenging this year to ensure that all aspects of the teaching are being delivered in a safe manner. Going into next year there is going to be additional staff in place which should minimise this problem.
- Students were wondering whether it was possible to have any timetable changes highlighted. **JT has said that she is able to do this.**

NOTED BSC1 Matters

- Students would like to know whether it was possible for the whole year group to receive an answer to a question when a student asks individually via email. AC has said this is difficult as if an individual asks a question there may be a personal element to it that may or may not be relevant to being shared. However for information regarding the course that could be relevant to the whole year a way to share this information should be found. SR has said that if it is a general question to do with the course or a lecture then the lecturer should have a student list to reply to all students. DH has said rather than reproducing the email where there may be personal content, the lecturer should be able to share the question and the answer with the rest of the year. AC has said that this requires all lecturers having access to the full student list which could be a problem. CM has suggested using the QMPlus forum. CHECK
- Students have had concerns over receiving feedback for assignments late. AC has said that he apologises that this has happened and he has asked the assessment team to look at the whole schedule of assessments going forward so that it does not cause bottlenecks. This year bottlenecks became unexpectedly due to changes in programmes due to the pandemic and at times staff lost sight of assignments which then added an unnecessary stress of students which should not have happened. AC has said that setting deadlines for feedback should help this situation. AC has asked the team to review how the way this is running.
- Students were wondering whether lecturers could be informed of the current workload the year group has before assigning more work. AC has spoken to the course lead about the balance of the assignments and how they fit in and what is that the work is necessary and how they map to what the BDS are doing. DH has said that there seems to be a scrunching up of assignments at

particular times which can be stressful. DH has said that a shared area should be created so that tutors will be able to see which assignments are taking place at each time. AC has said that an assessment timetable is essential and needs to be put into place. AC has said that he will discuss this with assessment leads.

- Students would like to know whether there was a PASS mentoring scheme for BSc students. AR has said this is a student led initiative originating from QM. MJ has said that he can email the people who run PASS at QM about this.
- Students were wondering whether they could receive timetable changes earlier than they have been. JT has said that she has reset up the automatic option on sharepoint. Therefore, if any changes are made or any new documents are added, students should receive an email that a change has been made. DH has said that another issue has been inclusivity of the changes as many other students have caring responsibilities who have contacted DH with concerns with the timetable changes. AC has said this has been an issue for staff too. The goal for the next academic year is to have a stable timetable. DH has asked whether students that have missed sessions due to the late changes be penalised in any way or will it be seen as acceptable. AC has said students wouldn't necessarily be penalised but one of the challenges is the issue with missing gateways so that students will not be able to practice skills on patients until these are passed. AR has said that wherever possible they will try and be flexible and adapt. If an individual realises there is a direct clash, they should inform the assessment lead. Currently the timetable it is difficult to be flexible with the timetable particularly in the lab as there are much fewer spaces with the same number of students however students are able to reach out and AR has said they are happy to work around this.
- Students would like to know the format of their radiology gateway. MaP has said this is currently being discussed. MaP has said that usually there is a practical element however students will only have one practical session this term and therefore it may be a quiz type gateway. MaP has said as soon as he knows more he will let the year group know.
- Students were wondering whether the dental materials PBL's are summative or formative. AC has said at this stage they will be a gateway to show students have understood dental materials to progress into the next year.

NOTED BDS3 Matters

- Students would like to know if it was possible for them to receive rotas earlier in the week. ZF has said this has been the case for the past couple of rotas and so this is not as much of an issue currently.
- Students were wondering whether the tutor running a session could be included on assisting rotas to help when reporting absences. AR has said that generally there is a consistent rota however there are periods when staff are on leave or call in sick and tutors will have to be moved around. This has had to occur on a number of occasions over the last few months. This is why historically the tutor has not been shared on the rotas. AR has

said that there is no reason why this information cannot be shared. Generally as a rule, students can copy AR or JB into an email as they tend to have oversight of the clinical timetable. The student should say they were uncertain as to who the clinical tutor was which is why they are being copied into the email and then AR or JB will be able to share the email. **JT has said that she can add which tutor is scheduled to be leading the session** however students should know it may change for the reasons above.

- Students would like to know whether the floor and clinic number could be added to the timetable. ZF has said that she thinks that this information has now been added to the timetable. AR has said she thinks this information has also been added.
- Students would like to know when their fixed pro resit gateway will be. ZF has said she has spoken to SY who has said the provisional date for these are the 8th of July. SY has said that this is finals week and therefore this provisional date is subject to staffing and therefore this date should not be released to students. SY has said that the dates will be running from the 8th of July to the end of July.
- Students have had concerns over attending clinics at Whitechapel and Guttman and there are no patients. The students have been told that the staff have known there were not going to be any patients for a few days and no students were informed. ZF has said this has been an issue for assisting clinics too. AR has said that there was an error in the booking for the patients at Guttman for BDS3. This was to do with communication with the trust and this has now been rectified. SY has said that this was the main issue and the Guttman problem has now been solved, as AR has said. SY had not been aware that any of the assisting clinics had been cancelled. ZF has said the issue has been where students arrive at the clinic and then are told the whole clinic session has been cancelled. This is particularly an issue for students that have commuted. ZF has said there has still been an issue for Guttman paediatric clinic also. **ZF will check with the year group exactly what dates these missed sessions have taken place and collate a list.** AC has said that there should be a way to inform the students when a clinic has been cancelled in advance to save them a journey. This could possibly happen via the QMPlus forum. DH has said that he has also received a number of emails regarding this. From the emails it seems like it is mainly from postgrad clinics. AC has said that we need to find out whether postgraduate clinics due to postgraduate exams that are currently taking place are not running and inform the students.
- Students were wondering whether they could receive Liftupp feedback/attendance for postgraduate assisting clinics. ZF has said that as no attendance is being taken, it has meant that students are missing sessions. AR has said that she had a meeting last week with CM regarding this and the plan going forward for the next academic year is to have a postgraduate assisting form for students to formalise this assisting on Liftupp. CM has said that the preference is to do this on the iPads rather than forms. To be able to do this, before September the PhD students and the postgraduate assisting tutors need to be on board with using the iPads. However, this is the goal. AC has said this is important as students should be credited for their assisting work and it should be recognised on Liftupp. This should help the situation where students are

choosing not to attend which is unprofessional. AR has said that the plan is to make assisting part of the Liftupp requirements.

NOTED BDS4 Matters

- Nothing to report.

NOTED BDS5 Matters-

- Nothing to report.

NOTED BSC2 –

- Students would like to know whether the timetable could be sent out as early as possible. This has been answered previously under BSc1.

NOTED Final year diploma-

- Nothing to report

28:21 **Learning Resources**

NOTED Library facilities/ resources: Nothing to report
E-learning/QMplus:

- BA has said that there has been an increase in student emails to add any Liftupp data. An email has been sent about how to add data retrospectively and the best ways to do this. BA and CM have made sure that at all of the outreach centres including Guttman have the iPads connected to WiFi. At Barkantine there is a device that allows staff to upload data without finding WiFi. In Whitechapel, the reason why data does not get uploaded for a while may be due to the number of iPads there. Therefore, the goal is to weekly try and update them all.
- BA has said that the QMPlus upgrade is on the 13th of July. QMPlus will be down for this day.
- BA has said that captions are now available for every video on QMPlus. As of next year, BA is working on trying to use auto-caption for echo recordings. The captions are computer generated so will not be the best. SR has said that the text should be read while the captions are being generated as the wording can sometimes be misconstrued.
- There should be a prototype for the VR project in September.

29:21 **Academic support**

NOTED PASS: Nothing to report

Mentoring: Nothing to report

Other:

- DH has shared a video on increased student partnership within the IoD with the current and new year reps. This is an initiative with Professor Johal and DH where they are trying to increase the amount of student involvement in activities around what is happening in the IoD. DH has been talking to GM about how to change the student support office so that students are helping staff directly. The aim is to empower students rather than simply listening to their voices in the SSLC, they become active

participants in the design and delivery of various aspects of learning. It will be a slow process.

30:21 **Pastoral support**

NOTED Nothing to report

31:21 **DQAC & DEC Report**

- NOTED
- AR has said there have been talks about how the clinical timetable will look next year, given Southend is no longer available. AR has said they are currently looking at scheduling a pilot exercise on the ground floor of Whitechapel having clinics running from 9-6:30. The plan is to have non-AGP and AGP use of the chairs. There will be a morning and an afternoon block. This will be targeting at the incoming final years and fourth years. Outreach sites will continue to be used in the current manner but then there is also a potential to expand. This is dependent on the pilot. MJ and AR to write a short email regarding the pilot scheme for the incoming 4th and 5th years.
 - AR has said that they have also been looking at evening clinics for next year too.
 - There is a requirement for all students to come in for face to face learning next year.

32:21 **EDSA& BDA Report**

NOTED Nothing to report

33:21 **Events**

- NOTED
- DentSoc hosted a successful social event this month.
 - DentSoc are planning the dental dinner. The provisional date is the 23rd of July.

34:21 **Elective report**

NOTED Nothing to report

35:21 **Date of next Meeting**

NOTED July

Action Sheet: Student-Staff Liaison Committee

	Action	Progress	Responsibility
18:21	ZF and SY to discuss with Dr Kang how to improve SSC for future years	Ongoing	ZF, SY
27:21	JT to highlight any timetable changes	Ongoing	JT

27:21	AC to discuss with assessment leads the possibility of creating an assignment/exam timetable that is shared to all tutors to prevent overlapping assessments	Ongoing	AC
27:21	MJ to email QM regarding PASS for BSc1	Ongoing	MJ
27:21	JT to add a column with the tutor for any particular session to the student timetable	Ongoing	JT
27:21	ZF to collate a list of which clinics have been cancelled for BDS3 students	Ongoing	ZF
31:21	MJ and AR to write an email regarding the pilot scheme to be sent to 4 th and 5 th years.	Ongoing	MJ, AR