

Minutes

(Chair) Mr Milton Justinsuthakaran

(Secretary): Ms Mariam Khan

Staff members present:

Dr D Hurst (DH)
Dr A Crutchley (AC)
Mr M Newberry (MN)
Dr A Ranauta (AR)
Prof M Patel (MP)
Ms R Hunter (RH)
Dr S Butcher (SB)
Ms S Murray (SM)
Dr S Rawlinson (SR)
Ms L Spicer (LS)
Ms J Treadgold (JT)
Dr S Younas (SY)
Mr B Audsley (BA)

Student members present:

Mr Milton Justinsuthakaran (MJ)
Ms Gurleen Muker (GM)
Ms Mariam Khan (MK)
Ms Amina Arshad (AA)
Ms Shona Sawhney (SS)
Ms Helya Moghaddam (HM)
Ms Zaynah Fariduddin (ZF)
Ms Roya Hashemi (RoH)
Ms Areej Mehdi (AM)
Ms Sabaa Nawaz (SN)
Mr Rawand Shado (RS)

Apologies for absence:

Dr J Berry (JB)
Dr M Payne (MaP)
Dr P Sharma (PS)

Unaccounted absences:

N/A

Part 1: Preliminary items

Minutes of the previous meeting

48:20 **CONFIRMED**

Matters arising from the last minutes

	Action	Progress	Responsibility
41:20	AC to pass on students request to have PowerPoints uploaded before the lecture onto year leads	Completed	AC
41:20	AR to develop a personal development plan template and share it with 5 th years for them to complete over summer break	Completed	AR, AA, SS
41:20	DH to find out more information regarding whether 5 th years can choose SFE instead of the NHS bursary	Completed	DH
41:20	AA and SS to communicate with Jo Mitchell regarding provision of accommodation in Floyer house to 5 th years	Completed	AA, SS

Part 2: Programme delivery and other matters

49:20 **Learning, teaching and assessment**

NOTED BDS1 Matters –

- Students were wondering if they could be notified when the timetable changes. JT has said that they are working on a google calendar which students will be notified via.
- Students were wondering if it was possible to have access to a subtitle script for pre-recorded lectures. BA has said an automatic generator produces captions. BA has said he will confirm this and produce a guide on how to download these or display them on the live recording. SR has said he is unsure how many lecturers are putting captions onto their lectures but when they do the software does provide a text file that students can download.
- Students would like to know if lecturers could not set start and end

times for blackboard collaborate so that if a session were to overrun, students would still be able to join during this run over period if they were having technical issues. SR has said when extending end times it can cause overlap between lectures which can cause problems elsewhere so it is important to ensure that the all lectures are recorded. BA has said that it is possible to make sessions open-ended so it is possible to re-join after the end time, if the session were to extend beyond it.

- Students were wondering whether further reading was required when not displayed at the end of a lecture. SR has said this information is available in the handbook which is on QMplus. SR has said he can email all first years the reading list.

NOTED BDS2 Matters

- Students would like to know if there was a way for students to re-join sessions when they extend pass their end time. BA has said that it is possible to make sessions open-ended so it is possible to re-join after the end time, if the session were to extend beyond it.
- Students would like to know if lecture slides could be uploaded before the lecture starts so students can annotate slides. AC has said that lecturers will be reminded to do this. AR has said that she will send an email out to all teaching staff reminding them to do this, with also a link to DH's video.
- Students were wondering if the format of the pre-recorded lecture could change from a voice note on each slide to a whole video. BA has said once lecturers have recorded their audio on each slide, they can click export as a video and a video will be generated. It is also possible for students to do this themselves if a lecturer does not.
- Students were wondering if it was possible to speed up blackboard recordings and possibly download recordings to make it easier to rewind a few seconds. BA has said this is already possible. MJ and DH have suggested creating a document containing tips and points regarding blackboard collaborate.
- Students were wondering if their clinical sessions would be moved further back if a second lockdown were to occur due to older years being prioritised. AC has said that he hopes this will not occur due to the way that the second year format has been planned. However, this may be the case if the lockdown worsens significantly.

NOTED BSC1 Matters

- Students were wondering if lecturers could talk about what BSC1 students may or may not have covered when lectures are joint with BDS2. AC has said that lecturers will be reminded of this.
- Students were wondering if there could be some clarification on what content applies to the BSC1. AC has suggested that a separate conversation should occur with the BSC1 students to discuss this further.
- Students would like to know further information on their assessments this year. AC has said a conversation will occur with

BSC1 students but for all students, discussions are being made with the exams office to see dates of exams and approaches that can be taken with the post-COVID situation in mind. SM has asked SN to let students know that the handbook is on QMplus which has all assessment information.

NOTED BDS3 Matters

- Students were wondering if PowerPoints could be uploaded before seminars and lectures. AR has said that she will send an email out to all teaching staff reminding them to do this, with also a link to DH's video.
- Students were wondering if a google calendar containing the timetable could be created. JT is in the process of creating a google calendar for students.
- Students were wondering when their mask fit test would be. AC has said that this depends on which year groups are prioritised and a phased approach is being employed. It would be appropriate for when BDS3 begin to start treating patients with AGP's.
- Students were wondering if they would be considered present if a tutor were to cancel their scheduled session and they were unable to join another group's session. AC has said the expectation is for students to attend another session. DH has said Q-Engage is being used to monitor engagement with online learning. Q-Engage picks up how many sessions students are attending, so students are able to attend other sessions and will still be marked as present.
- Students would like to know if it was possible to minimise the number of times that they are expected to travel between Guttman and Whitechapel on the same day. AC has said that this can be looked at to see if this can be amended. SY has said this was due to the small reschedule that had to occur recently due to COVID and having to split the groups further. However, they are hoping that this does not occur often.
- Students would like some further clarification on the acceptability of clogs in clinic. AR has said clogs should not have holes in them and should have backs. The clogs with straps on the back are not acceptable. Currently while not seeing patients, the health and safety team would like students to change into another pair of clean shoes, that do not necessarily have to be the clean, wipeable ones, whilst attending the simulated sessions. The clean, wipeable shoes are the shoes expected when students begin to see patients.
- Students were wondering if they could receive further information on Liftupp. SY has said an email will be sent out regarding Liftupp scores and the level students should be at currently. BA has said Liftupp training will be provided on how to access data and the meaning of different indicators. There is also an online training suite available and BA will send a link for this to students.
- Students were wondering how to record information on clinic if they are not allowed to bring notebooks or iPads onto clinic. SY has said that students will be allowed small notebooks that are pocket size as well as phones containing apps such as the BNF.

NOTED BDS4 Matters

- Students would like to know if they could receive free flu vaccinations from the university. DH will find out further information. Barts health is planning to do vaccinations and DH will see if it is possible for students to receive vaccinations via them.
- Students were wondering whether there was an update on periodontology clinics. SB has said that the idea originally was to have students helping out with postgraduate clinics however, this was when the procedures were non-AGP and students did not have to be fit tested. Unfortunately, now periodontology postgraduate clinics will be carrying out AGP's. BDS5 and final year diploma students are going to be fit tested prior to BDS4 therefore SB has said that this will either happen towards the end of this term or not be happening at all this term.
- Students were wondering if the oral pathology lecture slides could have more text. AC has said he will get in touch with Dr Cotton to see if these lecture slides can be adapted.
- Students were wondering whether tutors could read out questions for live lectures. SB has asked lecturers to do this but encourages students to remind them to read questions out in case they forget.
- Students were wondering if it was possible to receive lecture slides before live lecturers. SB has suggested students emailing the lecturers before if they haven't been uploaded to remind them. DH has said that everyone benefits from having lecture slides prior to live lectures and that lecturers should be reminded to do this. AR has said that she will send an email out to all teaching staff reminding them to do this, with also a link to DH's video. SB has said that when this email is going to be distributed, to let year leads know so that NHS based lecturers will also be included in the email.

NOTED BDS5 Matters-

- Students are wondering what measures would be put in place if a second lockdown were to occur. AC has said that the dental hospital expects to stay open and continue delivering dental treatment in some form if another lockdown should occur. In terms of patients, the expectation is that we will be running some form of treatment and allowing students to continue to work if possible, but it will all be dependent on the nature of the lockdown. One potential challenge could be having various local lockdowns where some students will be able to come into university but others will not be. The intention at the moment is to keep some form of clinical training occurring and final year diploma students and 5th years will be prioritised for this.
- Students would like to know what support the university will offer if they should have to self-isolate. AC has said the university will do everything they can to support students and hopes there is enough capacity in the programme to allow students to attend other sessions, but this will be looked at on a case by case basis. There is no expectation at this stage that the graduating cohort

will not graduate in July 2021.

- Students were wondering why other universities have started delivering emergency dental care and had concerns that they were falling behind. AR has said that only 4 universities have resumed treatment, predominantly in a non-AGP setting. AR has reassured that our university is not behind all other dental schools. AC has said there have been discussions with the trust regarding getting students back to face-to-face patient contact from around the middle of October. Part of this includes fit testing and there is a programme being put together for this. Triaging with patients is going to be covered by the trust rather than students.
- Students would like to know whether there is another location for them to eat lunch. AC has said that they have been exploring this with the general manager at the moment.
- Students were wondering if there was a safe place to store valuables whilst on clinic. AR has said that if students are going to be on clinic to avoid bringing valuables as much as possible. LS has said lockers are available for the students.
- Students were wondering if it was possible for them to be emailed when their timetable changes. JT has said she will be able email students when this happens. LS has said that her and JT will meet with BA to explore if there is another way to alert students if the timetable does change. JT is also working on the google calendar and aims to finish it by the end of the week.
- Students were wondering if lecturers could be emailed when they have a session to remind them so that they do not miss the session. AC has said that they were not aware there had been some problems but will address it. There should be communication when this occurs to find out what has happened.
- Students would like to know if they could have another SJT session. SS, AA and Dr Vijay will meet to discuss this.
- Students were wondering when they were going to have mask fit tests as they have upcoming oral surgery sessions. AR has said she will liaise with Dr Jones so that she is aware of what is going on. AR has said that it is possible for students to do non-AGP check-ups and non-AGP extractions. AA and SS are to let students who have oral surgery in two weeks time know to email Dr Jones, Dr Sidu, Dr Ranauta and Dr Berry and they will try and prioritise these students for fit testing.

NOTED BSC2 –

- Students were wondering if they could have further clarification on what half group numbers they are in. LS will email students how these groups have been split.
- Students would like to know when their new timetable would be available due to some confusion on which BDS3 lectures BSC2 students are expected to attend. SM has said that the timetable on QMplus has been filtered to clinics so students may not have been aware of lectures that were on the timetable. SM has asked RH to email JT regarding which BDS3 lectures BSC2 should attend.

50:20 **Learning Resources**

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

51:20 **Academic support**

NOTED PASS: MJ has said there has been a slight change as BDS1 are having a PASS session every fortnight instead of a session before each ICA as previously.
Mentoring: Nothing to report
Other: AR has organised academic skills lectures for all years that will include referencing, critical thinking and critical writing skills.

52:20 **Pastoral support**

NOTED DH has said any feedback on the new pastoral support available should be sent to him.

53:20 **DQAC & DEC Report**

NOTED Nothing to report

54:20 **EDSA& BDA Report**

NOTED Nothing to report

55:20 **Events**

NOTED One Dentsoc social event has been planned and approved by QMSU.

56:20 **Elective report**

NOTED Nothing to report

57:20 **Date of next Meeting**

NOTED To be confirmed

Action Sheet: Student-Staff Liaison Committee

	Action	Progress	Responsibility
49:20	BA to produce a guide on how to download subtitles on pre-recorded lectures or how to display them on live lectures for BDS1	Ongoing	BA
49:20	SR to email first years reading list from the handbook	Ongoing	SR

49:20	AR to send an email to all teaching staff to remind them to upload PowerPoints prior to lectures and seminars taking place, also containing a link to DH's video	Ongoing	AR
49:20	SN to let all BSC1 students know that all assessment information is in their handbook which is available on QMplus	Ongoing	SN
49:20	SY to email BDS3 regarding Liftupp scores and what level students should be at currently	Ongoing	SY
49:20	BA to send a link to the Liftupp online training suite to BDS3	Ongoing	BA
49:20	DH to find out more information about Flu vaccinations for students from Barts trust	Ongoing	DH
49:20	AC to get in touch with Dr Cotton about adapting BDS4 oral pathology lectures to contain more writing	Ongoing	AC
49:20	LS and JT to get in touch with BA regarding on a more accessible way for students to receive timetable changes	Ongoing	LS, JT, BA
49:20	JT to finish google calendar with students timetable	Ongoing	JT
49:20	SS and AA to meet with Dr Vijay to discuss an additional SJT session	Ongoing	SS, AA
49:20	AA and SS are to let students who have oral surgery in two weeks time know to email Dr Jones, Dr Sidu, Dr Ranauta and Dr Berry and they will try and prioritise these students for fit testing	Ongoing	SS, AA
49:20	LS to email BSC2 students on group splitting	Ongoing	LS
49:20	RH to email JT regarding which BDS3 lectures BSC2 need to attend	Ongoing	RH