

**Blizard Institute**

**Postgraduate Student Staff Liaison Committee**

**15/11/2023**

**Final**

**Staff members present:**

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| Jurgen Groet (JG) | Deputy Director of Education |
| Nawaz Ahmed (NA) | Education Manager |
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**Student members present:**

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| Craig Brown | Emergency & Resuscitation Medicine (Year 1) |
| Abass Ajayi | Trauma Sciences (Year 1) |
| Rita Badr | Orthopaedic Trauma Sciences (Year 1) |
| Vivien Skripek | Neuroscience FT |
| Samuel Siyanga | Emergency & Resuscitation Medicine (Year 1) |
| Subasiny Vasanthakumar | Neuroscience FT |
| Hannah Quigley | Trauma Sciences (Year 1) |
| Agata Chylinksa | Paediatric Emergency Medicine (Year 2) |

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| **Part 1 – Preliminary Items** | |
| **1(a)** | **Welcome and introduction for new members** |
| 2023(2).001 | The committee welcomed all new student reps to the SSLC |
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| **1(b)** | **Apologies for Absence** |
| 2023(2).002 | The meeting noted the apologies from members as recorded above. |
| **1(c)** | **Minutes of the previous meeting** |
| 2023(2).003 | Minutes from previous SSLC were approved and distributed to students via QMPlus. |
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| **1(d)** | **Report on matters arising and actions taken** |
| 2023(2).004 | None |
| **1(e)** | **Terms of reference and membership** |
| 2023(2).005 | The committee noted the terms and reference and membership of the Student Staff Liaison Committee |
| **1(f)** | **Admissions, induction and enrolment** |
| 2023(2).006 | No feedback |
| **Part 2 – Student feedback, Programme Delivery and other matters** | |
| **2(a)** | **Programme/module developments and amendments** |
| 2023(2).007 | N/A |
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| **2(b)** | **Learning and teaching matters** |
| 2023(2).010 | RD discussed overall positive feedback detailing interactive sessions and support from course providers. One suggestion was an introductory session on content, as certain groups had not been to medical school. HG & VS agreed to this, with Neuroscience benefiting from a short introductory session on content. NA queried whether they had been made aware of the central essay writing support. Ensure this is included in induction |
| 2023(2).011 | AC discussed overall positive feedback for Paediatric emergency medicine. A few technical issues with joining online zoom classes as links were not appearing as they were last year. |
| 2023(2).012 | VS raised programme was asked on feedback of lab practical’s as it is being considered to remove them from next year. Neuroscience cohort agreed these were beneficial to keep as some colleagues have minimal lab experience. |
| **2(c)** | **Assessment and feedback** |
| 2023(2).013 | Representatives reported on assessment and feedback processes and the following points were noted: |
| 2023(2).014 | SV raised feedback was not given digitally but written and scanned to them, would request this digitally to support sharing and learning between groups. |
| 2023(2).015 | RB cohort requested more formative MCQ to support practise before summative assessments in each module. |
| **2(d)** | **Academic support** |
| 2023.016 | Representatives reported on academic support matters and the following points were noted: |
| 2023.017 | JG asked if all students had been assigned an advisor, all members confirmed. |
| 2023.018 |  |
| **2(e)** | **Organisation and communication** |
| 2023(2).019 | Representatives reported on organisation and communication and the following points were noted: |
| 2023(2).020 | VS raised Neuroscience programme were having same day timetable changes regularly. Material was also not available in advance. NA confirmed issues with timetabling were being worked on and would ensure finalisation soon as well as SEM2 pre-planning. Also to confirm with Programme about releasing material for lectures in advance.  CB confirmed for ERM content is available same day. AA confirmed content available in advance for Trauma Sciences but some content needs review due to age. |
| 2023(2).021 | AC confirmed content was available in advance usually, an improvement in online content compared to last year as breakout rooms are less needed so recordings of discussion not missed. |
| **2(f)** | **Learning resources**   * **Library facilities / materials (books, journals etc.)** * **QMplus** * **QReview** * **Updates from faculty E-learning forums** * **IT** |
| 2023(2).022 | Representatives reported on learning resources matters and the following points were noted: |
| 2023(2).023 | CB highlighted pre-leading lists for ERM were useful; |
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| **2(g)** | **Student feedback (NSS/PTES/UKES/Module evaluations)** |
| 2023(2).024 | NA discussed the upcoming module evaluations for SEM1 and requested support from reps in ensuring completion. Modules require a minimum of 5 responses for data to be shared. |
| **2(h)** | **Consideration of External Examiner reports** |
| 2023(2).025 | The committee received External Examiner reports and noted the following: None |
| **2(i)** | **SEAP, SEAM or TPAP review** |
| 2023(2).026 | The committee received the school/institute SEAP / SEAM / TPAP and noted the following: None |
| **Part 3 – Any Other Business** | |
| 2023(2).027 | The following items were raised under Any Other Business: |
| **Part 4 – Date of the next meeting** | |
| 2022.028 | The committee noted that the next meeting will be confirmed in SEM 2. |

**Action Sheet: Student-Staff Liaison Committee**

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| **Minute** | **Action** | **Responsibility** | **Timescale** | **Action status** | **Issue resolved?** |
| 2023(2).010 | All programmes to review their introductory content to consider all students academic backgrounds or experience | NA | Before next intake |  |  |
| 2023(2).014 | Neuroscience to review feedback format, possibly adopting digital feedback | Neuroscience team | Before SEM2 |  |  |
| 2023(2).015 | All programmes to review MCQ assessments and any formative assessment or samples to support them before taking summative MCQ assessment | NA | Before SEM2 |  |  |
| 2023(2).020 | Review content needing update on Trauma Sciences | Trauma Sciences team | Before SEM2 |  |  |
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