

University of Otago Medical School

Student Staff (Liaison) Committee

Terms of Reference

Purpose / Whāinga

The Student-Staff (Liaison) Committee helps to assimilate and provide student feedback, and facilitates collaborative discussion to improve the MB ChB programme overall and for the specific location (Dunedin School of Medicine/ University of Otago, Christchurch/ University of Otago, Wellington/ Early Learning in Medicine).

Relationships / Hononga

The Student Staff Committee reports, directly or indirectly, to the Dean/Associate Dean for each location and the student body.

The committee liaises as required with the Dean/Associate Deans and their offices/units and with the School's Curriculum Sub-Committee.

The committee has authority to solicit and represent student views on the MB ChB programme and its delivery, and to report back to students.

Functions and tasks / Mahi

1. Monitor the relevant component of the MB ChB programme through receiving and considering reports and other information from students, staff, and OMS and its committees as relevant/appropriate.
2. Provide a safe forum for students to comment on the MB ChB programme and their experiences.
3. Be the principal formal means of addressing student concerns by
 - receiving positive and negative feedback regarding the curriculum, facilities, resources, and the performance of teachers
 - clarifying programme-related issues, including facilities and teaching
 - communicating concerns to the appropriate channel, including the escalation of persistent issues
 - when appropriate implementing a suitable action plan for each concern.
4. Communicate the discussions on concerns and plaudits raised by the students to the
 - local Curriculum Sub-Committee/Associate Dean Medical Education on curriculum design matters

- Head/s of Department and/or Module Convener/s where appropriate
 - Dean or an appropriate nominee on non-curricular matters including resources, student support or the campus environment
 - back to the students as appropriate.
5. Provide a conduit for Otago Medical School and the campus to request student input on administrative matters that affect them.

Membership / Whakaurunga

There should be a balance of students and staff on the committee, which may co-opt members to fill casual vacancies, or additional members. Membership will comprise some combination as listed below, **with specific composition varying according to school.**

Students (campus variations as indicated):

Campus president, Otago University Medical Students Association

ELM: OUMSA education representative; elected student educational representatives (three for each year)

ALM: student representatives, appointed after OUMSA executive elections, two-four for each year)

ALM: student representatives, other programmes (UOW)

Staff (campus variations as indicated):

Associate Dean Medical Education

Associate Dean Undergraduate Student Affairs

Education Adviser

ALM: Four academic staff members elected for a term of three years, with renewal subject to agreement of the Committee and the Dean (UOC).

ALM: One member of the professional staff, elected for a period of three years (UOC)

ALM: regional Associate Deans (UOW)

ELM: conveners of modules relevant to meeting

ELM: Assessment Convener

Invited members (welcome but not expected to attend all meetings, to receive all documents but not counted in quorum)

Dean of School

The Head of each School and ELM will appoint a convener for the committee, or delegate the appointment to the committee.

Working methods / Huarahi whakatutuki

The committee will meet as often as mutually acceptable, but at least three times each year, outside vacation and examination times. The first meeting will take place in March/April, after the new student executive has been elected.

Quorum will be the convener or nominee, two staff members and three student members. Any member unable to attend a meeting may send a nominee.

The committee will be supported by the Education Unit administrator.

Appendix 1

Membership January 2018 / Rārangi Kaiwhakauru

Each committee to maintain its own list.

Early Learning in Medicine		
Name	Committee membership status	Date appointed
Associate Professor Grant Butt	Associate Dean and Director, Early Learning in Medicine	
Associate Professor Ivan Sammut	Associate Dean Medical Education School of Biomedical Sciences	
Dr Jon Cornwall	Education Adviser	
Tony Zaharic	ELM Assessment Convenor	
	Programme module conveners as required	
	Relevant module conveners as required	
	Campus president Otago University Medical Students' Association (convener)	
	Student representatives	

Dunedin School of Medicine		
Name	Committee membership status	Date appointed
Dr Steve Gallagher	e-Learning Facilitator (co-convener)	
Associate Professor Ralph Pinnock	Associate Dean Medical Education	
Dr Penny Eames	Associate Dean Student Affairs	
Dr Megan Anakin	Education Adviser	
	Dean	
	Student representative (co-convener)	
	Student representatives	

University of Otago, Christchurch		
Name	Committee membership status	Date appointed
Anthony Ali	Education Adviser (convener)	
Professor Lutz Beckert	Associate Dean Medical Education	
Dr Tania Huria	Associate Dean Student Affairs	
	Academic staff members	
	Professional staff member	
	Christchurch Medical Students' Association president	
	Student representatives	

Invited member

Professor David Murdoch	Dean, University of Otago, Christchurch
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University of Otago, Wellington		
Name	Committee membership status	Date appointed
Dr Mark Huthwaite	Associate Dean Student Affairs (convener)	
Associate Professor Rebecca Grainger	Associate Dean Medical Education	
Dr Tehmina Gladman	Education Adviser	
Dr Roopinder Gill, Dr Nathalie de Vries, Dr Ross Freebairn	Regional Associate Deans	
	Wellington Medical Students' Association President	
	Student representatives	
	Student representatives, other programmes	

Invited member

Professor William Levack	Dean, University of Otago, Wellington
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*Note: for the purposes of these Terms of Reference, ELM has an equivalent status to each of the ALM schools.