

Staff Student Liaison Group (Years 1 and 2)

Terms of Reference and Membership

The Staff Student Liaison Groups report to the relevant Education Sub-Committee and are chaired by representatives from the ICSM Student Union. The role of these groups is to provide a forum for consideration of academic and non-academic issues raised by staff and/or students regarding the MBBS/BSc programme.

The Group's specific responsibilities include:

- 1 To consider academic and non-academic issues and problems raised by student and/or staff concerning the relevant years of the course, to identify possible solutions and oversee remedial action, referring matters to the relevant Education Sub-Committee where appropriate.
- 2 To receive and respond to teaching evaluations as part of the quality assurance procedures.

Distribution list

President ICSM SU (Chair)	Mr Anil Chopra
Director of Education	Professor Jenny Higham
Head of Year 1 and 2 and LCRS Theme Chair	Professor John Laycock
Science and Patient Theme Chairs	Professor Gary Frost
	Professor Karim Meeran
FOCP and Dr and Patient Theme Chair	Dr Elizabeth Muir
MCD Theme Chair	Dr Keith Gould
LSS Theme Chair	Dr Mary Morrell
Relevant ICSM SU reps	
• Welfare	Miss Kathryn Wright
• Academic Officer (Yrs 1 and 2)	Miss Gayathri Rajasooriar
• Year 1 Reps	Miss Renee Campbell
	Miss Rubeena Ramjan
	Mr Rahul Ravindran
	Mr Steven Tran
• Year 2 Reps	Miss LiYan Chow
	Mr Ali Hosin
	Mr Viknesh Sounderajah
	Mr Dev Thakker
Senior Tutor (Yrs 1 and 2)	Dr Mike Emerson
Sub Board Chair (Year 1 Assessment)	Dr Paul Kemp
Sub Board Chair (Year 2 Assessment)	Dr Martin Goodier
Head of Learning Resources	Dr Mike Barrett
Head of Quality Assurance & Enhancement	Professor Karim Meeran
Library Representatives	Ms Jacqueline Cousins and Ms Kate Perris
Curriculum Administrator (Yrs 1 and 2)	Ms Jo Williams

Ex Officio Members – to receive papers and attend as appropriate

Course coordinators for courses which have recently run or those with an interest in a specific agenda item are invited to relevant meetings.

Senior Assistant Faculty Operating Officer (UMO)	Ms Susan English
Student Services Manager	Ms Janette Shiel
Senior Learning Technologist	Ms Maria Toro-Troconis
Quality Management and Educational Business Manager	Mr Paul Ratcliffe
Examinations Manager	Ms Erika McGovern
Examinations Officer (Years 1 and 2)	Ms Margaret Rodger
Learning Resources Administrator	Ms Michele Foot