

**Staff Student Liaison Group Meeting (Years 1 and 2)**

22<sup>nd</sup> March 2006

15.00 hrs

Room 158, SAFB

South Kensington

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**Minutes**

Present: Mr D McGuinness (chair), Mr R Barnard, Mr E Buyl, Dr M Croucher, Dr N Curtin, Ms L Doolan, Professor M Ferenczi, Ms M Foot, Dr S Gentleman, Miss J Hao, Mr T Jagelman, Miss B Kaj, Dr C John, Professor J Laycock, Dr M Lowrie, Professor J MacDermot, Dr K MacLeod, Dr K Meeran, Mr P Milton, Dr M Morrell, Miss A Sepahzad, Mr K Sugand, Dr M Toledano, Mr J Verma, Ms J Williams (secretary)

- 1. Apologies:** Professor A Firth, Dr M Barrett, Dr E Muir, Ms Justine Smith, Ms Erika McGovern, Ms J Shiel

Meeting opened at: 15.00 hrs

**2. Minutes of the Meeting Held on 7<sup>th</sup> December 2005**

AGREED: a) that the Minutes of the meeting held on 7<sup>th</sup> December 2005 be received and approved [paper SSLG(1,2)0506-03].

**3. Matters arising from Minutes**

**3.1 Minute 4.1 Presentation download**

REPORTED: a) that the Head of Learning Resources had emailed all teachers with details of how to download their presentation directly from the computer in LT1.

AGREED: b) that the technicians should be asked to further encourage lecturers to use this facility, in order to get copies of all presentations speedily.

**Action: Head of Learning Resources**

**3.2 Minute 5.1 FOCP Theme changes 2006/7**

REPORTED: a) that minor changes to the PCC, FEBM and Communication Skills courses had been approved by the Esc1,2 and would take affect from 2006/7.

**3.3 Minute 5.2 – NMH and Anatomy of the Head, Neck and Spine**

REPORTED: a) that the course leader had investigated student concerns regarding the course being too compact and made timetabling changes for 2006/7 based on this feedback.

b) that the course leader will work on improving the vision practicals in line with student feedback.

c) that two additional lectures had been put into the HNS Anatomy slots in response to student requests to assist with their understanding of this complex course.

**3.4 Minute 8 – Library issues**

REPORTED: a) that problems with attendance at library sessions had been discussed at the FOCP meeting and changes for 2006/7 proposed.

- b) that the Library were looking at purchasing screens for levels 4 and 5 to reduce the heat in the Summer.
- c) that the new opening hours for the central library and Easter opening hours for the other libraries would be put onto the intranet shortly.

### **3.5 Minute 9 SOLE feedback**

REPORTED: a) that data relating to Autumn term SOLE had been sent to all teachers and course leaders.

## **4. Spring term teaching**

### **4.1 Year 1**

#### **4.1.1 Patient Contact Course (PCC)**

NOTED: a) that students had some concerns regarding the variance of guidance provided by group leaders.  
 b) that students also had concerns regarding the quality of their assessment feedback.

AGREED: a) that this would be fed back to the PCC course leader who would be asked to attend the SSLG1,2 meeting in June to gain further feedback.

**Action: Curriculum Administrator and PCC Course Leader**

#### **4.1.2 Communication Skills**

NOTED: a) that the course had been well received and students had particularly appreciated the quality of the feedback they received.

#### **4.1.3 Cardiovascular course (CVS)**

NOTED: a) that the True/False questions issued at the end of each topic within the course were considered very useful.  
 b) that students would welcome additional small group teaching on some of the difficult topics.

AGREED: c) that this would be considered by the course leader for 2006/7

#### **4.1.4 Practicals**

NOTED: a) that at some course practicals, the students did not attend their scheduled slot and this could cause problems with excessive numbers and lack of resources.

AGREED: b) that all course leaders should consider registers (as MCD and Anatomy used) and that to avoid misuse of registers, only name lists of those scheduled for each specific slot should be provided at any specific time.

#### **4.1.5 Student Behaviour**

NOTED: a) that student behaviour and noise had generally improved in Year 1.

AGREED: b) that the Head of Undergraduate Medicine would speak to both Year groups at the beginning of the Summer term to reinforce this.

**Action: Head of Undergraduate Medicine**

### **4.2 Year 2**

#### **4.2.1 Neuroscience and Mental Health**

NOTED: a) that this course had changed considerably this year with the inclusion of Psychology teaching and that the Year reps should provide the course

leader with specific information that will help with further reviewing this course for next year.

**Action: Year reps and Course Leader**

#### **4.2.2 Molecules, Cells and Disease**

NOTED: a) that some students felt that the timetable on rotation days allowed too much wasted time and asked that these days could run rotations, lecture, lunch, lecture, rotations to reduce this.

AGREED: b) that this would not be possible for 2006/7 as the timetable had already been mapped out and any changes would have a knock on effect with other courses running simultaneously.

c) that the feasibility of doing this would be considered within the MCD working group for 2007/8.

**Action: MCD Theme Leader**

#### **4.2.3 Musculoskeletal**

NOTED: a) that the course had been well received although slides for some lectures had not been provided on the intranet.

REPORTED: b) that provision of slides was down to individual lecturers and that the course leader had written to individuals requesting the slides.

AGREED: c) that student pressure to provide these often worked more effectively and the individual teachers should be contacted if slides were not provided..

#### **4.2.4 Anatomy of the Limbs and Head, Neck and Spine**

NOTED: a) that students enjoyed the courses.  
b) that in the Anatomy of the Limbs course, there had been some problems with students turning up to practical sessions where they were not scheduled.

AGREED: c) that the course leader/demonstrator would be asked to provide a list of those who should be attending a specific session only (so that students could not sign in on a general class list) and that this should be checked.

**Action: Course leader and Head of Anatomy**

#### **4.2.5 LAPD**

NOTED: a) that there was far less material available for Year 2 than Year 1

AGREED: b) that course leaders would be encouraged to write additional questions that could be used.

#### **4.2.6 BSc choices deadline**

NOTED: a) that students requested the deadline for this be moved to the following Monday to give them time to complete after their exam.

AGREED: b) that this would be passed onto the BSc Curriculum Administrator for action  
**Action: Years 1 and 2 Administrator**

#### **4.2.7 Student Behaviour**

NOTED: a) that there was still a problem on occasion with noise levels.

AGREED: b) that the Head of Undergraduate Medicine would speak to the students at

the beginning of the Summer term to remind them.

**4.2.8 On line formative Exam**

REPORTED: a) that it had been agreed at the Esc1,2, that this would be re-named a revision exercise from 2006/7.

AGREED: b) that this would be available for a week for students to complete in their own time at the beginning of the Spring term.

**5. Learning Resources**

NOTED: a) that many of the computer mice in the lab at SAFB were not working and that also some of the seats were broken.

REPORTED: b) that the Head of Learning Resources was investigating this and that all mice would be replaced over the Summer as part of a wider update..

NOTED: c) that the sound quality in the Drewe was sometimes very poor and the volume levels were often not sufficient.

AGREED: d) that these comments would be fed back to Head of Learning Resources

**Action: Head of Learning Resources**

**6. Library**

NOTED: a) No issues other than those reported in Matters arising.

**7. Quality**

**7.1 SOLE**

REPORTED: a) that Spring term participation rates were currently very low.

AGREED: b) that the ICSM SU President would speak to Year 2 students this week to encourage them to participate.

**Action: ICSM SU President**

**7.2 Education Rep concerns**

NOTED: a) that the Education Rep felt some concern regarding the over provision of handouts and slides for students. He felt that this was an area that should be reviewed so that students gradually learnt through the two years to work more independently.

**8. Non Academic issues**

NOTED: a) that the Head of Pastoral Care was currently re-allocating personal tutors to groups where there had been recent staffing changes.

b) that a working group had been set up to look at setting a reporting line for absence and illness.

AGREED: c) that Year Reps were requested to feedback any suggestions or comments for consideration to the ICSM SU President.

**Action: Year reps**

**9. Meetings 2005/6  
24<sup>th</sup> May 2006 at 3pm in room 158, SAFB.**

Meeting Closed at: 16.30

*Jo Williams/Daniel McGuinness  
March 2006*