

Staff Student Liaison Group Meeting (Years 1 and 2)

7 December 2005

15.00 hrs

Room 158, SAFB

South Kensington

Minutes

Present: Mr D McGuinness (chair), Dr M Barrett, Mr R Barnard, Mr E Buyl, Dr M Croucher, Professor M Ferenczi, Dr S Gentleman, Miss J Hao, Mr T Jagelman, Miss B Kaj, Dr C John, Professor J Laycock, Dr M Lowrie, Dr K Meeran, Mr P Milton, Dr E Muir, Miss A Sepahzad, Mr K Sugand, Dr M Toledano, Mr J Verma, Ms J Williams

1. Apologies: Dr N Curtin, Ms L Doolan, Professor A Firth, Professor J MacDermot, Ms J Shiel

Meeting opened at: 15.00 hrs

2. Minutes of the Meeting Held on 25th May 2005

AGREED: that the Minutes of the meeting held on 25th May 2005 be received and approved [paper SSLG(1,2)0506-01].

3. Terms of Reference

NOTED: that the new IBFD Theme leader should be added to membership list and the Terms of Reference agreed.

4. Matters arising from Minutes

4.1 Minute 3.4 Lecture Theatre presentation download

REPORTED: that this was working well for most staff.

AGREED: that the Head of Learning Resources would email all staff with full procedural details.

Action: Head of Learning Resources

4.2 Minute 4.1.1 and 4.1.3 LSS Teaching

REPORTED: that additional tutorial sessions for AS and splitting the Skin teaching into two half days teaching had been discussed at the LSS theme meeting and were being considered for 2006/7.

4.3 Minute 5.2

REPORTED: that no discrepancies in exam papers had been identified, so no further action was necessary.

4.4 Minute 6.2 SOLE

REPORTED: a) that having an extended opening period for SOLE did not positively affect participation rate.
b) that with the current system of anonymity, it was not possible for students

to complete forms as they went along.

4.3 Minute 7

- REPORTED:
- a) that the heating in the Library was still a problem and would be taken to the Services Committee by ICSM SU President
 - b) that there were now new projectors in LT1, SAFB and the Drewe, CX. There were still some differences between the projectors in LT1 and Head of Learning Resources agreed to look at this further.

Action: SU President and Head of Learning Resources

5. Autumn term teaching

5.1 Year 1 courses

5.1.1 Molecules, Cells and Disease (MCD)

- NOTED:
- a) that positive feedback on the course was received with specific lecturers being praised.
 - b) that students were unhappy with poorly labelled slides or those that contained too much information.
 - c) that a recap or quiz at the end of a course e.g. as Immunology had introduced this year would be appreciated.
 - d) that Metabolism was perceived to be the most difficult course and there was some confusion over the level of knowledge required in some lectures.
 - e) that students would welcome slides being posted prior to the sessions.
 - f) that the tutorials were considered very useful, although it was emphasised that both the tutor and the group were responsible for ensuring that they worked well.
 - g) that shortages of equipment e.g. pipetmen and the break down of spectrometers was causing some problems in some practical sessions.
 - h) that students requested that correct results of any experiment be posted on the intranet afterwards as the group was too large for individual feedback

- .AGREED:
- a) that the Theme chair would consider the comments and feedback to appropriate course leaders and practical leaders.

Action: MCD Theme Chair

- b) that the Head of Learning Resources would feedback equipment issues to technicians.

Action: Head of Learning Resources

5.1.2 Sociology

- NOTED:
- a) that the course was good generally, particularly the videos.
 - b) that attendance and behaviour in some lectures had not been very good, due possibly to the continued perception of it not being relevant to students at this stage in their training.
 - c) that it might be better received if the timetabling could be more spread out.

- AGREED: FOCF Theme Leader would feed back to course leader.

Action: FOCF Theme Leader

5.1.3 Foundations of Evidence Based Medicine (FEBM)

- REPORTED:
- a) that as a result of student feedback the course was amended and contained more small group teaching.
 - b) that students felt the group presentations were rather stressful.

- AGREED:
- a) that the course leader would hold a focus group with Year 1 students to discuss in more detail.
 - b) that timetabling and resources for 2006/7 teaching would be discussed to improve delivery.
 - c) that additional time would need to be requested via the Esc1,2 committee
- ACTION: FEBM course leader and UMO timetabling team**

5.1.4 Communication Skills

- NOTED:
- a) that students had enjoyed the course and the break from lectures, particularly the simulated patient sessions and the material provided in the course guide.
 - b) that there had been some variance in the volunteers used in these sessions, which had not always optimised the students experience.

- AGREED: that the Theme Leader would feedback to the course leader
- Action: FOCP theme leader**

5.1.5 Problem Based Learning (PBL)

- NOTED:
- a) that the course had been enjoyed and the opportunity for small group teaching welcomed.
 - b) that some cases had not been as challenging as others
 - c) that there was some confusion regarding the PBL formative assessment

- AGREED:
- a) that students should ensure they complete evaluation forms for the cases so that the PBL working group could review the selection of cases for next year.
 - b) that details of the formative PBL exam were on the intranet.

5.1.6 Patient Contact Course (PCC)

- NOTED:
- a) that some students had encountered problems with their placements and the clinics were sometimes double booked.
 - b) that the timing of the final tutorial did not leave sufficient time for students to complete their assignment.
 - c) that some students felt that two tutorials and one placement (particularly if there was a problem with one or other) was not sufficient.

- AGREED: that a paper would be presented at the Esc1,2 in February 2006
- Action: FOCP Theme leader**

5.2 Year 2 courses

5.2.1 Pharmacology and Therapeutics

- NOTED:
- a) that the course had run well and the students particularly liked the structure of the course.
 - b) that they appreciated having the same tutors giving a consistency to the tutorials.
 - c) that although there were still some students who wanted the slides to be posted on the intranet immediately after each session, most were happy with the current policy of posting them at the end of the course.

- 5.2.2 Endocrinology**
NOTED: a) that the students had enjoyed the course and considered it well structured and well run.
- 5.2.3 Neuroscience and Mental Health**
NOTED: a) that the students found this a difficult course.
b) that some of the practicals were not useful, particularly some of those using posters e.g. vision sessions and they felt that additional tutorials might be more useful.
c) that if the structure could not be amended then additional demonstrators would help the situation.
- AGREED: a) that Student Reps would feedback the specific complaints to the course leaders, who would consider amending for the following year.
b) that students should ensure they also feedback via SOLE
Action: LCRS theme leader and NMH course leader
- 5.2.4 Anatomy of the Head, Neck and Spine**
NOTED: a) that students would welcome additional lectures prior to the practical sessions but this would require additional time.
b) that the NMH course aimed to assist understanding by integrating lectures with the Anatomy teaching.
c) that clinicians continued to have the view that students did not do enough anatomy in the first two years
d) that if additional time were not possible, students would welcome additional related tasks to work on in their own time.
e) that students found some variance in quality of demonstrators
f) that the half skeletons were proving useful learning tools
- AGREED: a) that the course leader would look at including a lecture prior to the last session for 2006/7 teaching.
b) that the Student Education Rep would discuss the possibility of clinical students being used to emphasise importance of anatomy to students in Year 2
c) that the suggestion of holding revision anatomy sessions later in the course be discussed.
d) that the course leader would feedback these comments to the Head of Anatomy.
Action: Course leader and Head of Anatomy
- 5.2.5 Molecules, Cells and Disease (MCD)**
NOTED: a) that the course had run well
b) that all slides should be properly labelled
- AGREED: that the Theme leader would feedback to course leaders and lecturers
Action: MCD Theme leader
- 5.2.6 Problem Based Learning**
NOTED: a) that the course had run well with cases being topical and well timed
- 5.2.7 Communication Skills**
NOTED: a) that the course had run well and students appreciated having the first

- simulated patient session prior to the attachment.
- b) that students would welcome the later simulated patient session prior to the attachment but this was unlikely within the current timetabling options.

5.2.8

Personal and Professional Development Skills

NOTED: a) that the first session had run well and been well timed prior to the attachment.

6. **Student behaviour during lectures**

NOTED: a) that complaints had been received from students regarding the behaviour of a group of students who were disruptive in some lectures.
 b) that the Head of Years 1 and 2 and ICSM SU President had emailed and spoken to students regarding this.
 c) that lecturers sometimes did not notice that there was a disruptive group so could not deal with this.

AGREED: a) that Student Reps should monitor behaviour and alert ICSM SU President and UMO to on-going problems.
 b) that staff should be encouraged to practice zero tolerance with students whose phones ring or who constantly disrupted others.

7. **Learning Resources**

REPORTED: a) that the mice in the computer lab were difficult to work with.

AGREED: a) that the mice would be replaced with optical mice this year.
 b) that the students requested their course guides to be hole punched.

Action: Library and Head of Learning Resources

8. **Library**

NOTED: a) that the Olivia sessions run by the Library were not considered sufficient training and the groups were felt to be too large.
 b) that there had been complaints regarding the noise on the level 4 open area.

AGREED: a) that these IT/Library sessions would be re-visited for next year's teaching.
 b) that Student Reps would speak to students regarding noise

Action: Student reps and Library teaching team

9. **Quality**

9.1

SOLE

REPORTED: a) that Year 2 participation rate had been approximately 30%
 b) that Year 1 was now open and would close on 19 December. Student Reps and staff should encourage students to participate.
 c) that results would be available in early February 2006
 d) that the SOLE proformas provided in the guides should help students with remembering the detail of earlier lectures.

AGREED: Quality team to circulate staff with findings once available

Action: QAE Manager

10. **Non Academic issues**

10.1

Facilities

NOTED: no report made

10.2 Administration

NOTED: that students were happy with the service provided by the UMO

10.3 Welfare

NOTED: a) that students should ensure they contact their tutors at least once a term
b) that personal tutors should be the first port of call for Year 1 students who are maybe finding the transition between school and university difficult.
c) that a hardship fund existed for students facing financial difficulties and Student Year Reps should ensure students were aware of this.

AGREED: that students should apply for this hardship fund via Head of Pastoral Care

11. Meetings 2005/6

22nd March 2006 at 3pm in room 158, SAFB

24th May 2006 at 3pm in room 158, SAFB

Meeting Closed at: 17.10

*Jo Williams/Daniel McGuinness
19 December 2005*