

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

25 May 2005

15.00 hrs

Room 120, SAFB

South Kensington

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**Minutes**

Present: Ms L Pickard (chair), Dr M Barrett, Mr E Buyl, Ms S Chinthapalli, Dr N Curtin, Professor M Ferenczi, Professor T Firth, Dr G Frost, Dr S Gentleman, Ms S Gupta, Ms R Halabi, Mr R Jarral, Ms N Jiwa, Mr P Milton, Dr N O'Flynn, Dr M Rampling, Dr Neil Vargesson, Ms J Williams

**1. Apologies:** Ms L Doolan, Professor J Laycock, Mrs S Lacey, Professor J MacDermot, Mr M Mak, Dr K Meeran, Dr E Muir, Ms S Pattni, Ms K Pigott, Ms J Shiel, Ms J Smith

Meeting opened at: 15.00 hrs

**2. Minutes of the Meeting Held on 14<sup>th</sup> March 2005**

AGREED: that the Minutes of the meeting held on 14th March 2005 be received and approved [paper SSLG(1,2)0405-08].

**3. Matters Arising**

**3.1 Student feedback to course leaders**

REPORTED: a) That feedback on some courses had been given to course leaders.

AGREED: b) Students were encouraged to continue to alert course leaders to specific problems, so that these could be reviewed prior to the start of 2005/6 teaching.

**3.2 Minute 3.2.3 provision of intranet material**

NOTED: that the pharmacology material had been uploaded onto the intranet for this year.

**3.3 Minute 3.2.2 and 6.1 Library issues**

REPORTED: that the Library had agreed to have core titles, as identified by course leaders, kept in a collection at the desk for short term loan only.

**3.4 Minute 6.2 Presentation download from LT1**

REPORTED: a) that the technicians were currently alerting lecturers to the system that allowed lecture presentations to be downloaded onto the intranet directly from the console in LT1, SAFB.

AGREED: b) that once a clear procedure had been identified, all course leaders would be alerted.

**ACTION: Head of Learning Resources**

#### 4. Summer term course feedback

##### 4.1 Year 1 courses

###### 4.1.1 Alimentary System

NOTED:

- a) that positive feedback on the course was received.
- b) that students hoped that teaching formats other than lectures could be used in future
- c) that students requested a shorter gap between the two morning and two afternoon lectures, rather than the current half hour, which they felt was unnecessary.

AGREED:

- d) that The Head of Years 1 and 2 would pass these requests onto the AS course leaders.

**ACTION: Head of Years 1 and 2**

###### 4.1.2 Urinary System

NOTED:

- a) that positive feedback on the course was received. Students were grateful for the email confirmation relating to a particular issue that had arisen.

###### 4.1.3 Skin

NOTED:

- a) that the course had been well received.
- b) that students felt it was slightly too intensive taught in one day.

AGREED:

- c) that the LSS Theme Chair would discuss the possibility of running the course as two half days with the Skin course leader, but pointed out that staffing issues would ultimately determine the outcome.

**ACTION: Head of Years 1 and 2**

###### 4.1.4 Anatomy

NOTED:

- a) that students considered the course good and very well integrated.
- b) that there was some feeling that when demonstrators needed to supervise two tables it was less than ideal, but efforts had been made to ensure that one table had a task to complete, whilst the demonstrator was with the other group.

###### 4.1.5 PCC

NOTED:

- a) that students felt this was the most enjoyable module and welcomed the chance to revise their communications skills.

REPORTED:

- b) that some problems with individual placements and/or tutorials had been recorded and students were asked to let the course leader know if this happened so that remedial action could be taken.
- c) that the course leader had met with the UMO and the Year 3 students to ensure that full briefings were given prior to the shadowing by PCC students.

###### 4.1.6 General Feedback about Year 1

NOTED:

- a) that students were grateful for the speed with which slides were being uploaded to the intranet.
- b) that attendance at lectures had been less good this term with impending exams and consequently quieter. It was emphasised that attendance at practicals and small group teaching sessions was compulsory.

## 4.2 Year 2 courses

### 4.2 IBFD

- NOTED:
- a) that the IBFD course had been well received and the students enjoyed the practicals and tutorials/PBL sessions particularly.
  - b) that some anxieties regarding the exam were raised as students were unsure of the exact format of the exam question. It was pointed out that examples were given in the guide and during the module on Nutrition.
- AGREED:
- c) that when the essay theme was issued this year, further clarification would be given to minimise anxieties over this.

**Action: IBFD Theme Chair**

## 5. Assessment

### 5.1 Year 1 formative

- NOTED:
- a) that students considered this to be harder than the first formative with disappointing results for some.
  - b) that it was pointed out that the purpose of the formative was to help with revision and that LCRS and LSS courses contained new material that students might find more difficult than the first terms basic science.
  - c) that students appreciated the academic tutor back up system that had been provided and this would be continued.

### 5.2 Year 2 summative

- NOTED:
- a) that students felt that the MCD paper had contained some misleading and grammatically incorrect questions, which they felt had disadvantaged them.
  - b) that students felt the 2<sup>nd</sup> part of the LCRS paper had been significantly more difficult than the 1<sup>st</sup> part. It was clarified that the 2 parts were marked as a whole paper and students needed to get 50% over the two parts in order to pass the paper.
  - c) that some students felt questions in the MCD paper not being challenging enough and the Theme Chair agreed to consider how to improve this, as he was keen that the exam process provided a means of discriminating between student abilities as well as testing core knowledge
- REPORTED:
- a) The MCD Theme Leader pointed out that while numerous checks on exam papers were made during the setting process a further check would be carried out during marking. If particular questions were universally poorly answered and it was felt the question was not clear, then allowance would be made. In extreme situations questions could at this stage be discounted and the Theme Chair studied the distribution of answers for each question.

**. ACTION: MCD Theme Chair**

## 6. Quality

### 6.1 Internal Review

- NOTED:
- a) that students were encouraged to read The Internal Review response (Paper SSLG1,20405-09)
  - b) that the students were thanked for their participation in this process.

- 6.2 Sole**  
NOTED: a) that the opening of SOLE for the Summer term had been slightly delayed due to staffing problems and the introduction of PROLE.  
b) that students asked whether the timescale could be extended until after the exam but it was generally felt that a longer opening period would not guarantee better participation rates.  
**ACTION: Head of QAE and QAE Manager**  
c) that The Head of Learning Resources asked the students to let him know of any problems accessing SOLE from off site computers.

- 7. Learning Resources**  
REPORTED: a) that the heating in the library was considered excessive and this would be passed on to the appropriate people  
**ACTION: Chair**  
b) that one of the projectors in LT1 was reported to flicker

- AGREED: a) that both projectors would be replaced in time for the beginning of the 2005/6 teaching year  
**ACTION: Head of Learning Resources**

**8. Non academic issues.**

- 8.1 Welfare**  
NOTED: a) that the Head of Pastoral Care reported that the recommendations made in the Internal Review response were being tackled.  
b) that an FAQ document would be provided on the Welfare page of the intranet and given to all personal tutors. Students would be consulted during this process.  
b) that the Head of Years 1 and 2 thanked Dr Mike Rampling on behalf of the committee for his work as Head of Pastoral Care as he would be retiring at the end of this academic year.

- 9. Meetings 2005/6**  
AGREED: a) that it was agreed by staff and students that the meeting would be held termly on a Wednesday afternoon at the end of each term. Dates would be confirmed with the new medic president and circulated.

**Dates of meetings 2005/6**

Wednesday 7<sup>th</sup> December 2005,

22<sup>nd</sup> March 2006

24<sup>th</sup> May 2006

All from 3pm – 5pm in room 158, off MDL1, SAFB.

Meeting Closed at: 4.40

*Jo Williams/Lucy Pickard*

*24 June 2005*

