

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

24<sup>th</sup> May 2006

15.00 hrs

Room 158, SAFB

South Kensington

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**Minutes**

Present: Mr D McGuinness (chair), Mr R Barnard, Dr M Barrett, Mr E Buyl, Dr M Croucher, Dr N Curtin, Ms L Doolan, Professor A Firth, Ms M Foot, Dr S Gentleman, Miss J Hao, Mr T Jagelman, Miss B Kaj, Professor J Laycock, Dr L Lightstone, Professor J MacDermot, Dr K Meeran, Dr K Murphy, Dr A Raby, Mr K Sugand, Dr N Vargesson, Mr J Verma, Ms J Williams (secretary)

- 1. Apologies:** Professor M Ferenczi, Ms M Foot, Dr P Luther, Ms Erika McGovern, Dr K Meeran, Mr P Milton, Dr E Muir, Miss A Sepahzad, Ms J Shiel, Ms Justine Smith, Ms M Toro

Meeting opened at: 15.00 hrs

**2. Minutes of the Meeting Held on 22<sup>nd</sup> March 2006**

AGREED: a) that the Minutes of the meeting held on 22<sup>nd</sup> March 2006 be received and approved.

**3. Matters arising from Minutes**

**3.1 Minute 3.1 Presentation downloads**

REPORTED: a) that this was occurring in most cases and technicians would continue to encourage staff to download their slides directly from the computer in the Lecture Theatres.

**3.2 Minute 4.1 Student behaviour in lectures**

REPORTED: a) that the students felt this had improved since the Head of Undergraduate Medicine had spoken to them at the beginning of term.

AGREED: b) that the curriculum administrator would schedule a time for the Head of Undergraduate Medicine to speak to Years 1 and 2 at the beginning of each term.

**Action: Curriculum Administrator (Yrs 1 and 2)**

**3.3 Minute 4.2 – Extension of BSc choices deadline**

REPORTED: a) that the deadline had been extended and students were grateful for this.

**4. Summer term teaching**

**4.1 Year 1**

**4.1.1 Urinary System (US)**

REPORTED: a) that the final respiratory session would be better timed if swapped with the last urinary system session.

AGREED: b) that the Urinary systems and Respiratory course leaders would liaise with a view to implementing in 2006/7

**Action: Urinary System course leader**

**4.1.2 Alimentary System**

- REPORTED: a) that students had enjoyed the course, particularly the quiz session  
b) that there was concern regarding the lack of learning objectives for some of the more clinical lectures and that a few of these clinical lectures had been pitched at too high a level.
- AGREED: c) that the course leader would convene a meeting with the clinical course leaders.  
c) that clear guidelines were needed for all AS teachers regarding the amount of information to be provided.

**Action: AS course leader**

**4.1.3 Anatomy of the Abdomen**

- REPORTED: a) that students felt that the anatomy groups were sometimes too large or that insufficient demonstrators were available at each session.
- NOTED: b) that the size of groups was always less than 10 students but that some students chose to attend a group other than that to which they had been allocated.  
c) that it was not possible to provide sufficient demonstrators for each table at every session and that where a demonstrator had two tables, students were encouraged to work alone for some of the time.
- AGREED: d) that students should exert pressure on their peers to ensure that all attended the correct groups.  
e) that the Head of Anatomy would shortly be writing to students with details of additional dissection sessions which would be available at the end of the summer break or early in Year 2.

**4.1.4 Skin**

- NOTED: a) that students had enjoyed the course, although some continued to consider it too intensive for one days teaching.
- REPORTED: b) that from 2006/7 the teaching would be split to two half days teaching a week apart

**4.1.5. Patient Contact Course (PCC)**

- REPORTED: a) that students had enjoyed the module.
- NOTED: b) that some problems regarding the distribution of marked assignments with feedback had occurred for some groups, with one remaining group outstanding.
- AGREED: c) that the Course leader would investigate and consider alternative distribution systems for 2006/7

**Action: PCC course leader**

**4.1.6 Human Life Cycle**

- REPORTED: a) that the course taught in the Spring term had been well received.  
b) that students would welcome additional diagrams in the guide

**4.2 Year 2**

**4.2.1 Integrated Body Function and Dysfunction (IBFD)**

- REPORTED: a) that this course had been well received by students who enjoyed the challenge of drawing together elements of their previous teaching.

- b) that the students present had found the WebCT exercises particularly useful
  - c) that some concerns regarding the understanding of the Sepsis module were raised.
  - d) that there was concern regarding the exam format and timing
- AGREED: e) that the Theme Leader would feed this information back to the Sepsis module leader and suggest a fuller introduction and final summary for 2006/7 would be beneficial.

**Action: IBFD Theme Leader**

- f) that last year's paper and model answer were now on the intranet and there was a tutorial scheduled during next week's module to look at answering exam questions.
- g) that next year the exam would be moved back slightly giving 2 additional days revision time.

#### **4.2.2 Part 2 Exams**

- NOTED: a) that students queried why they could not be given their Part 2 April exam results earlier.

- REPORTED: b) that all exams needed to be moderated by external examiners and that this could only practically happen once a year after all parts (including paper 1 IBFD) had been sat and marked.

### **5. Learning Resources**

- REPORTED: a) that faulty mice had been replaced in SAFB computer labs  
 b) that sound problems in the Drewe were mainly due to lecturers not wearing their microphones correctly.

### **6. Library**

- REPORTED: a) that after detailed head counts to establish library use at different sites, SK and CX would have extended opening hours initially.

### **7. Quality**

#### **7.1 SOLE**

- REPORTED: a) that Spring term SOLE results had been circulated to course leaders and teachers.

- AGREED: b) that Summer term SOLE had been opened earlier than usual.  
 c) that Student Year reps should speak to their years to encourage participation.

**Action: Year 1 and 2 Student Reps**

### **8. Non Academic issues**

#### **8.1 Welfare**

- REPORTED: a) that students felt that additional feedback on their individual performance in the formative exams would be useful

- AGREED: b) that this issue would be discussed in the Examinations and Assessment forum.

**Action: Sub Board Chairs (Years 1 and 2)**

### **9. Any Other Business**

#### **9.1 Exam Formats**

- REPORTED: a) that student performance using the new EMQ format and confidence based marking had been successful.

- AGREED:
- b) that some Themes would include EMQs in their summative papers in future examinations.
  - c) that confidence based marking would be used in formative but not summative assessments
  - d) that any student comments relating to these decisions should be fed back to the Sub Board Chair (Year 1)

**9.2 Date of issue of results**

- REPORTED:
- a) that students appreciated the proposals to move the release of year 1 exam results to ensure that they are within term time next year.

**9.3 WebCT**

- REPORTED:
- a) that the College were investing in this to replace the AVIT system for the clinical teaching and that there would be further opportunities to expand this over the next few years.
  - b) that student feedback on whether this was a useful tool for all, including weaker students, was being sought.
  - c) that a message board would be particularly useful

**9.4 Student Elections**

- NOTED:
- a) that the ICSM SU President agreed to consult with his successor regarding holding the elections for year reps earlier in the term.

**Action: ICSM SU President**

**9.5 The Year Reps**

- REPORTED:
- a) that the Year Reps were thanked for their contribution over the Year.

**10. Date of meetings for 2006/7**

These were confirmed as:

**Wed 6<sup>th</sup> December 2006 at 3pm**

**Wed 14<sup>th</sup> March at 3pm**

**Wed 23<sup>rd</sup> May 2007 at 3pm**

All in 158, SAFB at South Kensington

Meeting Closed at: 16.30

*Jo Williams/Daniel McGuinness*

*June 2006*

## Staff Student Liaison Group – Year 1 and 2

### Terms of reference and Membership

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Reporting to the Education Sub-Committee (Years 1 and 2), the Staff Student Liaison Group's responsibilities include:

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

### Membership

Chair	Medic Student Union President
Head of Undergraduate Medicine	Mr Shiv Chopra
Head of Year 1 and 2 and LSS Theme leader	Miss Jenny Higham
MCD Theme leader	Professor Tony Firth
FOCP Theme leader and Dr & Patient lead	Professor Mike Ferenczi
LCRS Theme leader	Dr Elizabeth Muir
Head of Learning resources	Professor John Laycock
Head of Pastoral care	Dr Mike Barrett
Head of Quality Assurance	Dr Martin Croucher
Sub board chair (Year 1 assessment)	Dr Karim Meeran
Sub board chair (Year 2 assessment)	Dr Nancy Curtin
Student Union Education Rep (yrs 1, 2 & 3)	Dr Stephen Gentleman
Student Union representatives from year 1 and 2	Miss Eleanor Barry
	Mr Sukhpreet Dubb
	Ms Shreya Raghuvanshi
	Mr Abubakar Mohammed
	Mr Sumeet Hindocha,
	Mr Anil Chopra
	Mr Omair Shariq
Library Representative (Years 1 and 2)	Ms Louise Doolan
Curriculum Administrator (Years 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.

Assistant Curriculum Administrator (clinical)	Ms Justine Smith
Quality Assurance and Enhancement Manager	Mr Ernst Buyl
UMO Manager	Mr Richard Barnard
Student Services Manager	Ms Janette Shiel
Examinations Manager	Ms Erika McGovern
Learning Technologist	Ms Maria Toro
Other UMO staff as appropriate	

### Frequency of Meetings

Once per term