

Staff Student Liaison Group (years 1 and 2) meeting

28th May 2008

15.00

128, SAFB

South Kensington Campus

Minutes

Present:, Mr T Wills (Chair), Mr S Armstrong, Dr M Barrett, Mr A Chopra, Dr M Croucher, Professor N Curtin, Professor T Firth, Ms H Harrington, Dr P Kemp, Ms K Khan, Dr W Kong, Professor J Laycock, Dr M Morrell, Dr K Murphy, Mr O Nehikhare, Dr E Muir, Ms G Rajasooriar, Mr P Ratcliffe, Ms M Rodger, Mr O Shariq, Mr D Smith, Dr A Warrens

In attendance: Ms J Williams (secretary)

Apologies: Mr S Dubb. Dr C Gregory Evans, Professor J Higham, Dr L Lightstone, Ms E McGovern, Professor K Meeran, Ms J Smith, Ms J Shiel

Meeting commenced at 15.00

1. **Welcome & Apologies for Absence**

2. **Minutes of the Meeting Held on 5th March 2008**
AGREED: a) that the Minutes of the meeting held on 5th March 2008 be received and approved [paper Esc1,20708-04].

3. **Matters Arising**
 - 3.1 **Minute 3.1 EIP issues**
REPORTED: a) that the Year 1 reps had been in touch with the EIP course leader and resolved the outstanding issues.

 - 3.2 **Minute 4.1 Intranet development**
REPORTED: a) that the Head of Learning Resources was working towards producing all web based course information in the MCD format as favoured by students.

 - 3.3 **Minute 4.1 Use of Clickers**
REPORTED: a) that this information had been fed back.

 - 3.4 **Minute 7.1 Link to Anatomy TV**
REPORTED: a) that this had been activated.

4. **Spring term teaching**
 - 4.1 **Year 1**
RECEIVED: Spring term course related comments [paper Esc1,20708-05] were discussed.
NOTED: a) that specific course comments would be fed back to course leaders for consideration.
AGREED: b) that course leaders would request copies of those presentations not currently on the intranet from their lecturers.

ACTION: Course Leaders

c) that students felt that the Skin course was rather too intense for 2 half day sessions and this and the timing of the course would be discussed at the LSS meeting in June.

Action: LSS Theme Chair

d) that additional space around the diagrams in the Anatomy guides would be allowed for annotation by students.

Action: Head of Anatomy

e) that FAQs on the instructions regarding the PBL exam would be drawn up.

Action: Head of Dr and Patient course

f) that the Learning Resources team would implement the policy of starting each new lecture on a new page of the course guide.

Action: Head of Learning Resources

4.2

Year 2 teaching

RECEIVED: Summer and late Spring term course comments [SSLG1,20708-06] were discussed.

NOTED: a) that individual course comments would be fed back to Theme and Course Leaders for consideration.

AGREED: b) that the request to move the MEL exam earlier would be considered by the Theme and Course Leaders.

Action: FOCP Theme Leader and MEL Course Leader

c) that the perception that the MCD exam contained too many Diagnostics questions would be fed back to the Theme Leader.

Action: MCD Theme Leader

d) that the Head of Anatomy would review the Anatomy Flashcards to recommend to the student body if he felt Appropriate.

ACTION: Students to submit to Head of Anatomy

e) that the IBFD Water and Electrolytes module had been well received.

f) that the Physiology of Infection module had been well received, although it was felt that it would be more helpful for students to have the slides in advance as with other courses.

Action: IBFD Theme Leader to consider

5.

Assessment

5.1

Year 1 Formative Feedback

RECEIVED: Paper outlining new proposals [SSLG1,20708-07] was discussed

AGREED: a) that students felt that the actual benefit of the April formative exam outweighed the benefits of both increased on-line feedback and SAQ peer writing sessions and that for 2008/9 the formative exam would be continued.

5.2

RECEIVED: Paper outlining benefits of SAQ peer marking session [SSLG1,20708-08] was received.

5.3

RECEIVED: FAQ paper for intranet [SSLG1,20708-09] was received.

AGREED: a) that students and staff should feed comments back to the Exam Sub Board Chair (Yr 1)

Action: Students and Staff

6.

Quality

6.1

SOLE

NOTED: a) that Spring term SOLE had experienced some technical difficulties but students were thanked for their participation.

b) that Summer term SOLE was now open and students were encouraged to participate.

AGREED: c) the newly appointed Education Rep for Years 1 and 2 would

liaise with the QAE Manager to discuss 2008/9 SOLE.

Action: Ed Rep (Years 1 and 2) and QAE Manager

d) that students should let the Head of Dr and Patient course know if they would prefer PBL tutors to be on SOLE or evaluated as hard copies.

Action: Student Year reps and Head of Dr and Patient

7.

7.1

NOTED:

Library

a) that students would feed back to the Library their views on the start of term sessions for Freshers.

Action: Year Reps

b) that the central library would be closed between 28 June and 6 July but the building work was completed and would provide and additional 400 new study areas with additional facilities.

AGREED:

c) that the overnight Library Loan policy would continue but that if problems were encountered students should inform the Library.

d) that more awareness of ebooks available in the library was requested and the Library would circulate information to students and staff

Action: Library staff.

e) that the recommended reading list would be sent to the library for updating for 2008/9.

Action: Years 1 and 2 Administrator

8.

8.1

NOTED:

Non academic issues

Welfare

a) that students had found the Charing Cross exam venue noisy at times.

b) that the Health Centre Manager would look into reports that appointments were difficult to book if students could provide specific details to the Head of Pastoral Care who had discussed this with them.

c) that from October 2008 all non-academic issues would be dealt with by the Student Welfare Committee rather than the SSLG1,2.

9.

Dates of Meetings for 2008/9

To be circulated but once a term

Meeting Closed at: 17.00

TW/JW

May 2008