

**Staff Student Liaison Group – Years 1 and 2**

Wednesday 5<sup>th</sup> December 2007

3.00pm

128, SAFB

South Kensington Campus

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**Minutes**

Present: Mr T Wills (Chair), Dr R Aspinall, Dr M Barrett, Mr A Chopra, Dr M Croucher, Dr N Curtin, Mr S Dubb, Professor M Ferenczi, Professor T Firth, Dr S Gentleman, Ms G Going, Professor J Higham, Dr C John, Ms K Khan, Professor J Laycock, Mr O Nehikhare, Ms G Rajasooriar, Mr O Shariq, Mr D Smith, Dr M Toledano,

In attendance: Ms J Williams (secretary), Ms J Shiel, Mr P Ratcliffe

Apologies: Mr R Barnard, Dr L Lightstone, Dr E Muir, Dr K Meeran,

**1. Welcome & Apologies for Absence**

**2. Terms of Reference**

AGREED: a) that the Terms of Reference (SSLG1,20708-01) be approved

**3. Minutes of the previous meeting**

AGREED: a) that the Minutes of the meeting on 23<sup>rd</sup> May 2007 (SSLG1,20708-02) be approved

**4. Year 1 Autumn term teaching**

**4.1 Molecules, Cells and Disease (MCD)**

REPORTED: a) that the course had generally been enjoyed with many excellent lecturers  
b) that some students felt there was at times a mismatch of learning objectives with information given in the lectures eg in the Metabolism course  
c) that they found the swapping of sessions in the Genetics topic confusing and felt there was not enough explanation regarding the practical  
d) that some slides were hard to read because of their background colour  
e) that some of the diagrams within the course guide required additional explanatory text  
f) that the practicals and tutorials were greatly appreciated

AGREED: g) that the Theme Leader would feed comments back to the topic leaders  
h) that the students should ensure specific comments are also fed back through SOLE

**Action: Student Year Reps and Theme Leader**

- 4.2                            **Problem Based Learning (PBL)**  
 REPORTED: a) that most students did not like the double sessions, scheduled to ease the recruitment problem
- 4.3                            **Sociology**  
 REPORTED: a) that this was a popular course and the videos were particularly enjoyed
- 4.4                            **Epidemiology in Practice**  
 REPORTED: a) that students found the course interesting  
 b) that some felt more specific learning objectives would be useful and that some of the graphs required more annotation  
 c) that they felt the first tutorial was better than the second  
 AGREED: d) that the students would feed the specific issues back to the course leader  
 e) that the course leader would review the learning objectives  
                                  **Action: Student Year Reps and Course Leader**
- 4.5                            **Patient Contact Course (PCC)**  
 REPORTED: a) that students enjoyed this course and felt the link between this and the communication programme was useful and timely  
 b) that there were occasional difficulties in contacting the patients
- 4.6                            **Library**  
 REPORTED: a) that students felt that the number of sessions could be reduced, although the plagiarism and referencing sessions were considered very useful  
 b) that the timing meant that students did not always see the relevance of what they were learning, although it was pointed out that both PBL and PCC made use of the skills taught in the first term  
 AGREED: c) that the Library would emphasise the importance and relevance of their course to the rest of the curriculum more clearly  
 c) that the Student Reps would encourage those who had not completed the library quizzes to do so  
                                  **Action: Library staff and Student Year Reps**
- 4.7                            **Communication Programme**  
 REPORTED: a) that students had enjoyed the course, particularly the simulated patient session  
 b) that they found session 3 rather too long  
 c) that the tutors were all excellent
- 5  
 5.1                            **Year 2 Autumn term teaching**  
                                  **Neuroscience and Mental Health (NMH)**  
 REPORTED: a) that students would appreciate tutorial take home notes as in Year 1  
 b) that they would also welcome additional T/F questions in the guides  
 c) that the session on the review of histories had some problems.  
 d) that ideally smaller groups would be welcome, although recruitment of sufficient tutors was a problem  
 e) that some lectures were very slow being uploaded onto the intranet  
 f) that students appreciated the use of multi media in the course  
 g) that the interface on the NMH intranet page was not as useful as that of MCD

AGREED: h) that students would feedback specific issues to the course leader  
i) that a Faculty wide database of teachers and the recent merger with the Trust might potentially ease recruitment  
j) that in the shorter time, more questions could be submitted on webCT with answers provided at a later date  
k) that suggestions to include neuro rotations on firms should be fed back to the Head of Year 3  
l) that students should email lecturers and then follow up with the course leader if intranet slides were not forthcoming  
m) that webmaster was reviewing the intranet pages interface  
**Action: Student Year Reps, Course Leader and Webmaster**

5.2  
REPORTED: **Pharmacology**  
a) that students appreciated having all the material uploaded on the intranet  
b) that they found the order of the guide rather confusing  
c) that they would welcome additional T/F questions in guide and more case studies  
d) that they felt some of the lecturers could have been more interactive  
AGREED: e) that the course leader would look at the organisation of the guide and feedback to lecturers  
**Action: Course Leader**

5.3  
REPORTED: **Molecules, Cells and Disease**  
a) that the course had been enjoyed, particularly the haematology  
b) that the diagnostics course could be improved with T/F questions and tutorials  
AGREED: d) that the course leader would consider these suggestions  
**Action: Course Leader**

5.4  
REPORTED: **Endocrinology**  
a) that the course had been enjoyed and the tutorials felt to be particularly useful  
b) that students appreciated the many T/F questions provided  
c) that students would welcome take home messages after tutorials, like Year 1 MCD  
AGREED: d) that these comments would be considered, although it was felt that take home messages at this stage in the course might diminish attendance and discourage note taking skills  
**Action: Course Leader**

5.5  
REPORTED: **Anatomy**  
a) that the course was received positively and the demonstrators considered excellent  
b) that the diagrams in the guide could be larger to help clarity  
AGREED: c) that the course leader would ensure diagrams were larger for next year  
**Action: Course Leader**

5.6  
REPORTED: **Problem Based Learning**  
a) that students felt that the tutors were of variable quality and not all appeared confident with the process

- b) that a limit of a maximum of 10 slides per presentation was suggested  
 c) that formats other than powerpoint presentations should be encouraged  
 d) that a prize for the best presentation (in the absence of any assessment), might help motivate students  
 e) that these comments would be fed back to the Academic Lead for PBL to consider and report back to this group  
**Action: Academic Lead for PBL**

5.7

**Personal and Professional Development (PPD)**

- a) that students found the course very useful and enjoyed the interactive nature of the sessions

5.8

- Communication Programme**  
 REPORTED: a) that students enjoyed the course particularly the feedback in the simulated interview session  
 b) that the timing prior to the first attachment was excellent

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- Formative Feedback**  
 NOTED: a) that currently all students received individual feedback, including word descriptors on their performance in the formative exams  
 b) that in addition the Theme Leader held a session outlining common problems made in the exam  
 c) that MCQs with answers were already provided as computerised self-tests  
 REPORTED: d) that students would welcome additional specific feedback on badly answered questions, although it was pointed out that this would then eliminate these questions from the question bank  
 AGREED: e) that the Sub Board Chair and Academic Officer for Years 1 and 2 would consider further options in more detail and report back to this committee  
**Action: Sub Board Chair (Year 1) and Education Rep (Years 1 and 2)**

7.  
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- Learning Resources**  
**webCT**  
 AGREED: a) that students should be encouraged to use the Discussion boards  
**Action: Course Leaders and Year Reps**

8.

- Library**  
 REPORTED: a) that students were reminded about the drop in sessions held by the Library within their Learning and Research Programme  
 b) that work was on-going at the South Kensington Library but that the Library facilities were now operative at the Hammersmith Campus  
 c) that building work was underway in the Charing Cross Library and alternative quiet spaces were being sought, although access was still available

9.  
9.1

- Quality**  
**SOLE**  
 REPORTED: a) that the Year 1 and 2 response rate was currently unacceptably low  
 b) that students were reminded that their feedback did result in

changes to the course and these changes were recorded on the intranet

AGREED: c) that the use of SOLE should be made more obvious to students next year and that presentations prior to its opening should be made by Year Reps and Head of Quality, in addition to emails.  
d) that the ICSM SU President should further encourage participation to boost the response

**Action: ICSM SU President**

**10. Non Academic Issues**

REPORTED: a) that Year 1 students were encouraged to attend the Christmas gathering with personal tutors and other key staff  
b) that a briefing meeting would be held with all Year 2 personal tutors in the new Year on exam issues to help them deal with potential queries from their tutees  
c) that there was a revised procedure for submitting Mitigating Circumstances on the intranet and feedback on this should be addressed to ICSM SU President

**11. Any Other Business**  
**11.1 First Aid Training**

REPORTED: a) that students would welcome additional first aid training early in their course  
AGREED: b) that this would be discussed further at the meeting planned to look at the Foundation Course and suggestions would be fed back to ICSM SU President

**Action: Year Reps and ICSM SU President**

**11.2 Teaching and Learning**

REPORTED: a) that useful discussions on how teaching and learning could be improved, held between the Pharmacology course leader and student body would continue  
b) that the notes from this meeting would be re-circulated to those involved and fed into the on-going Curriculum Review process

**Action: Pharmacology course leader and Education Rep (Years 1 and 2)**

**12. Dates of Next Meetings**

5<sup>th</sup> March 2008 at 3pm in 128, SAFB  
28<sup>th</sup> May 2008 at 3pm in 128, SAFB

Meeting Closed at: 5.10pm

*Tim Wills/Jo Williams*  
*Dec 2007*