

Staff Student Liaison Group (Years 1 and 2) meeting

5th March 2008

15.00

128, SAFB

South Kensington Campus

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 T Firth, Dr C Gregory Evans, Ms H Harrington, Professor J Higham, Dr C John, Ms K Khan, Dr W Kong, Dr M Lowrie, Mr O Nehikhare, Dr S Moosavi, Dr E Muir, Dr A Raby, Ms G Rajasooriar, Mr O Shariq, Mr D Smith, Dr T Tierney, Dr M Toledano,

In attendance: Ms J Williams (secretary)

Apologies: Mr R Barnard, Professor J Laycock, Dr L Lightstone, Ms E McGovern, Professor K Meeran, Mr P Ratcliffe, Ms J Smith, Ms J Shiel

Meeting commenced at 15.00

1. **Welcome & Apologies for Absence**
2. **Minutes of the Meeting Held on 5th December 2007**
AGREED: a) that the Minutes of the meeting held on 5th December 2007 be received and approved [paper Esc1,20708-03].
3. **Matters Arising**
 - 3.1 **Minute 4.4 EIP issues**
REPORTED: a) that the course leader and Year 1 student reps had not met to date and this would be brought forward to the next meeting.
ACTION: EIP Course Leader and Year 1 student reps
 - 3.2 **Minute 5.2 Pharmacology issues**
REPORTED: a) that the course leader and Year 2 students had met and agreed progress.
 - 3.3 **Minute 5.6 PBL presentation proposals**
REPORTED: a) that tutors were keen to expand this part of the course
b) that further advice was provided in the course guides
4. **Spring term teaching**
 - 4.1 **Year 1**
RECEIVED: Spring term course related comments [paper Esc1,20708-04 attached as appendix 1].
NOTED: a) that specific course comments should be fed back to Theme/Course leaders to consider and respond where required.

AGREED: b) that course leaders should check the availability of lecture slides on the intranet and encourage staff to submit to webmaster.umo@imperial.ac.uk as promptly as possible and in appropriate format following published guidelines .

ACTION: All Course Leaders

c) that links to the previous years teaching slides were only available at the discretion of the individual course leaders and that students should be aware that current teaching would not always be based on the previous year.

d) that any specific problems relating to course guide information should be sent to the Curriculum Administrator (Years 1 and 2).

e) that the Head of Learning Resources would consider adopting the same intranet format for outlining course structure as was used with MCD. This would be fed into the current working group looking at the development of the intranet.

ACTION: Head of Learning Resources.

f) that students were encouraged to feed back information on the use of clickers in the Respiratory session this year.

ACTION: Student Year Reps

4.2

Year 2 teaching

RECEIVED: Spring term course comments [SSLG1,20708-05 attached as appendix 2].

NOTED: a) that specific course related comments should be fed back to Theme/Course leaders to consider and respond where required.
b) that timetabling issues were continually being considered and the on-going curriculum review might release some time that would allow more flexibility of movement within the timetable.

AGREED: c) that course leaders would continue to request missing lecture slides/handouts from their lecturers

ACTION: All Course Leaders

5.

Assessment

5.1

Year 1 Formative Feedback

RECEIVED: Paper outlining new proposals for more in depth formative feedback for students [SSLG1,20708-06]

AGREED: a) that this was considered an excellent proposal and the Sub Board Chair (Year 1) was thanked for her efforts to improve the feedback procedure for students.

6.

Quality

6.1

SOLE

NOTED: a) that the QAE Manager was reviewing the process for encouraging further student participation

b) that students requested that SOLE could be open throughout the term, which was not currently possible.

c) that students requested a more prominent link to SOLE via the teaching intranet and more email reminders regarding completion.

AGREED: c) that these points would be fed back to the QAE Manager

7.

Library

7.1

NOTED: a) that the Anatomy TV resource was available and students encouraged to use this excellent learning tool.

b) that the building work was completed at Charing Cross.

c) that students were encouraged to check Easter opening times on the Library website.

d) that a new Learning Development Team Leader had been

- appointed and she would be invited to attend this meeting in future.
- e) that students would welcome additional time allowed for overnight loans to allow travel to the correct campus
- f) that a direct intranet link to Anatomy TV would be posted to encourage use.
- ACTION: Head of Learning Resources**
- g) that feedback was sought from the students regarding the information sessions held at the beginning of Year.
- ACTION: Year 1 Student Reps**
- h) that the Library Representative would feed back the comments relating to library loans to consider.
- ACTION: Library Rep**

8.
8.1

**Non academic issues
Welfare**

- NOTED: a) that students had found difficulty in booking GP appointments at the Health Centre
- b) that a Personal tutor seminar had been organised to help tutors support their tutees during exam periods. Students were asked to send their views on this to ICSM SU President to feed into this process.
- c) the remit of the Student Welfare Committee was being reviewed and it was likely that all student welfare issues would in future be dealt with by the Student Welfare Committee rather than through the SSLG1,2.
- AGREED: d) that the Head of Pastoral Care would contact the Health Centre
- ACTION: Head of Pastoral Care**

9.

- NOTED: **Any Other Business**
- a) that students were reminded about the Lord Winston lecture on Thursday 6th March.

7.

Date of Next Meeting
28th May at 3pm in 128, SAFB at South Kensington campus

Meeting Closed at: 17.10

*TW/JW
March 2008*