

Staff Student Liaison Group – Year 1 and 2

Terms of reference and Membership

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 Timothy Wills
Head of Year 1 and 2 and LSS Theme leader	Professor Jenny Higham
MCD Theme leader	Professor Tony Firth
FOCP Theme leader and Dr & Patient lead	Professor Mike Ferenczi
LCRS Theme leader	Dr Elizabeth Muir
IBFD Theme leader	Professor John Laycock
Head of Learning resources	Dr Liz Lightstone
Head of Pastoral care	Dr Mike Barrett
Head of Quality Assurance	Dr Martin Croucher
Sub board chair (Year 1 assessment)	Professor Karim Meeran
Sub board chair (Year 2 assessment)	Professor Nancy Curtin
Student Union Education Rep (yrs 1 and 2)	Dr Richard Aspinall
Student Union representatives from year 1 and 2	Mr Sukhpreet Dubb
	Mr Anil Chopra
	Mr Omair Shariq
	Mr Osayuki Nehikhare
	Miss Kimmee Khan
	Mr David Smith
	Miss Krishna Gayathri Rajasooriar
Library Representative (Years 1 and 2)	Ms Bethan Adams
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.

Clinical Curriculum Manager	Ms Justine Smith
Quality Assurance and Enhancement Manager	Mr Paul Ratcliffe
UMO Manager	Mr Richard Barnard
Student Services Manager	Ms Janette Shiel
Examinations Manager	Ms Erika McGovern
Senior Learning Technologist	Ms Maria Toro
Learning Resources Administrator	Mr Phil Munro
Other UMO staff as appropriate	

Frequency of Meetings Once per term

Staff Student Liaison Group – Year 1 and 2

Wednesday 23rd May 2007

3.00pm

158, SAFB

South Kensington Campus

Minutes

Present: Mr S Chopra (Chair), Ms B Adams, Ms E Barry, Mr A Chopra, Dr M Croucher, Dr N Curtin, Mr S Dubb, Prof T Firth, Dr M Hickson, Mr S Hindocha, Dr C John, Dr P Kemp, Prof J Laycock, Mr A Mohammed, Dr K Murphy, Ms S Raghuvanshi, Mr O Shariq,

In attendance: Mr S Armstrong, Ms J Williams (secretary)

Apologies: Miss J Higham, Mr R Barnard, Dr M Barrett, Prof M Ferenczi, Dr L Lightstone, Dr E Muir, Dr K Meeran

1. Welcome & Apologies for Absence

2. Minutes of the Meeting Held on 14th March 2007

AGREED: a) that the Minutes of the meeting held on 14th March 2007 be received and approved [SSLG1,20607-04].

3. Matters Arising

3.1 Minute 4.11 PPD course

REPORTED: a) that the ICSM SU President had approached the BMA and the MDU regarding an additional session and would liaise with the Dr and Patient lead to take this forward.

Action: ICSM SU President and Dr and Patient Lead

4. Summer term teaching

4.1 Year 1 – Alimentary System

REPORTED: a) that the course had been well received although some students queried the need for the long breaks between lectures.
b) that some small group teaching would be welcomed although this was currently unlikely due to staffing levels.

AGREED: c) that the course leaders would discuss and see if a way of linking clinical cases with the science (as Endocrinology currently did) could be achieved.

Action: AS course leader

4.2 Year 1 – Urinary System

REPORTED: a) that some of the lecture notes were not available in the course guide.

NOTED: b) that this was due to some new lecturers but all information was now on the intranet and would be included in the guide next year.

- 4.3
- Year 1 - Anatomy**
- REPORTED: a) that some students felt that there was insufficient information on some of the slides.
b) that they would welcome some opportunity to give feedback on the demonstrators
- AGREED: c) that the Head of Anatomy felt the slides contained sufficient detail and should be complemented by the various text books recommended.
d) that the Head of Anatomy would discuss the possibility of using the new SOLE system to get student feedback on demonstrators.
- Action: Head of Anatomy and Head of QAE**
- 4.4
- Year 1 – Patient Contact Course**
- REPORTED: a) that students would welcome the deadline for the module 3 assignment being brought forward in the term to relieve pressure during the build up to the summative exams.
- AGREED: b) that the course leader would investigate options within the boundaries of the rotational timetabling for the following year.
- Action: Course Leader and Yrs 1 and 2 Administrator**
- 4.5
- Spring Term Teaching – Year 1 Human Life Cycle**
- REPORTED: a) that the course was conceptually difficult and students would welcome a summary revision session at the end.
- NOTED: b) that the Embryonic Disc contained useful details and could be used to check day to day embryonic development.
- AGREED: c) that students should check this, link on the web and remaining problems should be addressed to Theme Chair for LCRS
- Action: Student Reps and LCRS Chair**
- 4.6
- Year 1 – Problem Based Learning**
- REPORTED: a) that the students had prepared feedback which would be sent to the Head of Years 1 and 2 and the Dr and Patient Academic Lead to feed into the Curriculum Review process.
- AGREED: b) that the content could be discussed at the upcoming PBL tutor workshops.
- Action: Student Reps and Dr and Patient Lead**
- 4.7
- Year 1 Guides**
- REPORTED: a) that students found a mismatch between some of the learning objectives provided in the guides and those on the lectures slides which could cause confusion.
- NOTED: b) it was pointed out that learning objectives were provided for general guidance only and as an indicator of level required.
- AGREED: c) that Year reps would send individual course leaders details of where they felt their learning objectives were mismatched.
- Action: Year 1 student reps**
- 4.8
- Year 2 – Integrated Body Function and Dysfunction (IBFD) Nutrition**
- REPORTED: a) that the course was running well.
b) that some students felt that the huge amount of information provided on the slides were affecting attendance at lectures and would welcome some more interactive format.
- NOTED: c) that the technical problem with the differing formats was now resolved and handouts had been distributed as a back up.
- AGREED: d) that feedback would be appreciated for the rest of the Nutrition

course and the Drugs and Hospitalised Patient course which began next week.

Action: Year 2 student reps to encourage feedback

Physiology of Infection

- REPORTED: a) that the course was enjoyed.
b) that students felt that the lecture topics could be made to form a more cohesive programme to help provide focus.
c) that students appreciated the summary provided for the cases.

Exercise

- REPORTED: a) that the course had been enjoyed
b) that some of the slides contained too many graphs and some had unlabeled axis.
c) that there was some problem with a shortage of equipment eg BP monitors.

- AGREED: d) that these comments would be fed back to the course leader

Water and Electrolytes

- REPORTED: a) that the course had been enjoyed
b) that students would welcome a break between all lectures and cases.
c) that resources for the water handling practical could be improved.

- AGREED: d) that these comments would be fed back to the course leader

**5.
5.1**

**Assessment
Year 1**

- REPORTED: a) that students requested the web based self tests to remain open during the Easter holidays to aid revision
b) that they felt additional study time before the June summative exams would be very welcome.

- NOTED: c) that results needed to be issued before the end of term which meant that time for marking and examiners meetings did not allow much study time, although attempts were made to maximize this.

5.2

Year 2

- REPORTED: a) that there was some student concern regarding a particular anatomy question in the LCRS paper, although on the whole it was considered a fair paper.
b) that the MCD paper had been considered challenging and students raised some issues regarding the phrasing of questions.
c) that the MEL exam had been considered fair although most students felt that insufficient time had been allowed for this exam.

- AGREED: c) that comments would be considered by Theme/course leaders, although students were reminded about the vigorous checks all papers went through and how overall pass/fail rates would be carefully examined to see if any action was required.

Action: Theme Chairs and Sub Board Chairs (Exams)

6.

Learning Resources

- REPORTED: a) that webct had not been used hugely in the Summer term. Students and staff were encouraged to use this rather than email to raise issues.

- b) that the issue of creating FAQs from the discussion board questions were raised and this would be considered by course leaders and the web-ct team.

7. **Library**
REPORTED: a) that the SK site would be closed from 23-30 June for refurbishments but would re-open for the Summer with some slight reduction in service on 2 July.
b) that planning permission to solve the overheating on 5th floor had been refused, although would be reapplied for in the next round.
AGREED: c) that students were encouraged to consult the library web page for opening hours over the summer period.
8. **Quality Assurance**
REPORTED: a) that new SOLE for the Spring term had a 60% response rate and all teachers had now received their feedback.
b) that Summer term SOLE was now open and students were encouraged to complete this.
c) that ways of incorporating small group teaching feedback through SOLE were being investigated.
9. **Non-academic issues**
REPORTED: a) that students were encouraged to check the Policy relating to extenuating circumstances on the web and submit to their personal tutors and UMO accordingly.
10. **Any Other Business**
REPORTED: a) that anatomy demonstrators could no longer be found from the body of trainee surgeons and the head of Anatomy was investigating other options but would ensure that the quality of anatomy teaching, if not the format, did not affect students adversely.
b) that the Committee together with the Year reps and Chair were thanked for their hard work this year.
7. **Dates of Next Meeting**
To be agreed with next ICSM SU President and circulated

Meeting Closed at: 4.50pm

SC/JW
June 2007