

Staff Student Liaison Group (years 1 and 2) meeting

10th December 2008

15.00

128, SAFB

South Kensington Campus

Minutes

Present:, Mr M Chamberlain (Chair), Mr A Chopra, Dr M Croucher, Professor N Curtin, Miss R Elmahdi, Dr M Goodier, Ms H Harrington, Professor J Higham, Mr A Hosin, Mr A Janmohamed, Miss K Khan, Professor J Laycock, Professor K Meeran, Mr R Mudannayake, Dr E Muir, Miss K Rajasooriar, Mr P Ratcliffe, Ms M Rodger, Ms J Shiel, Miss R Singh, Miss K Wright

In attendance: Ms J Williams (secretary)

Apologies: Mr R Barnard, Dr M Barrett, Dr C Gregory Evans, Ms M Foot, Professor G Frost, Dr S Gentleman, Ms L Jones, Ms E McGovern, Dr M Morrell, Dr A Raby, Ms J Smith, Dr M Toledano, Mr P Washer

Meeting commenced at 15.00

1. **Welcome & Apologies for Absence**
2. **Terms of Reference**
AGREED: a) that the Terms of Reference and Membership be received and approved [paper SSLG1,20809-01]
3. **Minutes of the Meeting Held on 28th May 2008**
AGREED: a) that the Minutes of the meeting held on 28th May 2008 be received and approved [paper SSLG1,200809-02].
4. **Matters Arising**
 - 4.1 RECEIVED: a) Paper [SSLG1,20809-03]
Minute 4.1.c Review of Skin course
REPORTED: a) that the theme leader had arranged to meet with the Skin course leader with a view to revising the course under the wider curriculum review process.
 - 4.2 **Minute 4.1.e FAQs for PBL exam**
REPORTED: a) that these had been completed and were on the Year 1 Assessment page of the teaching intranet.
 - 4.3 **Minute 4.2.c Diagnostics teaching**
REPORTED: a) that the feedback to the revision of this course had been good and the further student comments would be considered for 2009/10 teaching.
 - 4.4 **Minute 4.2.d Anatomy Flash cards**
REPORTED: a) that use of these would be investigated with the new Head of Anatomy and SU.
Action: Education Rep (Yrs 1 and 2)
- Minute 6.1.d PBL in SOLE**
REPORTED: a) that Year 2 PBL tutors were being evaluated using SOLE and it was hoped this would be extended to include Year 1 tutors.

AGREED: b) that in future students would consult with their Personal tutor and/or Head of Undergraduate Medicine to ensure that their academic progress was not hampered by the uptake of a sabbatical post.

8. **Library**
- NOTED: a) that in January 2009 the Library would be holding an open forum for staff and students and this would be advertised in the New Year.
- b) that students were thanked for their participation in the central library space survey.
- c) that the Year 1 Olivia quiz results would be posted on the web by the end of term.
- d) that Helen Harrington was also the Libraries' Disability Officer and would be happy to help with any issues raised in this area, eg book fetching service.

9. **Non academic issues**

- 9.1 **Welfare**
- NOTED: a) that the College would be running workshops to help students deal with anxiety during exam times in March 2009 and that these would be advertised by the Head of Pastoral Care and Welfare Rep.

- 9.2 **Water Fountain**
- NOTED: a) that a water fountain would be available in SAFB by Christmas.
- AGREED: b) that the Student Services Manager and ICSM SU president would continue to work with Estates to achieve this at the Reynolds Building at Charing Cross.

10. **Dates of Meetings for 2008/9**
4th March and 27th May 2009 at 3pm in 128, SAFB

Meeting Closed at: 16.45

MC/JW
Dec 2008