## Imperial College London

## Undergraduate Medicine Office Faculty of Medicine

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.	AGREED:	<b>Terms of Reference</b> a) that the Terms of Reference and Membership be received and approved [paper SSLG1,20809-01]
3.	AGREED:	Minutes of the Meeting Held on 28 <sup>th</sup> May 2008 a) that the Minutes of the meeting held on 28 <sup>th</sup> 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
4.1	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:	<ul> <li>a) that these had been completed and were on the Year 1</li> <li>Assessment page of the teaching intranet.</li> </ul>
4.3		Minute 4.2.c Diagnostics teaching
	REPORTED:	<ul> <li>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.</li> </ul>
4.4		Minute 4.2.d Anatomy Flash cards
	REPORTED:	<ul> <li>a) that use of these would be investigated with the new Head of Anatomy and SU.</li> </ul>
		Action: Education Rep (Yrs 1 and 2)
	REPORTED:	Minute 6.1.d PBL in SOLE
	KEPUKTED:	a) that Year 2 PBL tutors were being evaluated using SOLE and it

was hoped this would be extended to include Year 1 tuturs.

4.5 Minute 7.1.d Availability of e-books a) that the Library were continuing to catalogue the e-books REPORTED: currently available. 5. **Autumn Term teaching** 5.1 Year 1 and Year 2 RECEIVED: a) that papers [SSLG1,20809-03] and [SSLG1,20809-04] were received and discussed. NOTED: b) that specific course comments would be fed back to relevant course leaders for consideration who in turn would pass on individual comments to their lecturers where appropriate. AGREED: c) that the curriculum administrator would pass comments onto all course leaders and ask them to liaise directly with student year **ACTION: Curriculum Administrator, Course Leaders and Year** 1 and 2 Reps d) that comments would also be fed into the curriculum review process. **ACTION: Curriculum Administrator** d) that students were encouraged to reiterate these points through SOLE. **ACTION: Year 1 and 2 students** e) that areas of overlap identified eg CVS and Haematology should be identified and sent to the Curriculum Administrator for inclusion in the curriculum review process. ACTION: Year 1 and 2 Reps 5.2 **Student noise in Lecture Theatres** NOTED: a) that at times the student body were aware that there was too noise created in certain lectures AGREED: b) that the students were encouraged to attempt to control this themselves and the Year reps agreed to monitor this. c) that the Head of Years 1 and 2 and the ICSM Education Rep would assist if required to reinforce the message that such behaviour was unacceptable. ACTION: Year 1 and 2 Reps and Education Rep (Yrs 1 and 2) 5.3 First Aid Course a) that Year 1 students would welcome a Basic Life Support course NOTED: early on and this would be considered in the curriculum review process. AGREED: b) that the Head of Years 1 and 2 would take this forward to the Curriculum Review Implementation Group. **ACTION: Head of Years 1 and 2** 6. Quality 6.1 SOLE REPORTED: a) that currently the participation rate for Year 1 was low. b) that the departments with the top 3 participation rates would receive a prize, in the form of money for their Student Union. c) that the Education Rep (Years 1 and 2) would speak to the year AGREED: to encourage uptake and was working on further ideas to boost participation. d) that it would be helpful if the Head of Quality could speak to Year 1 students towards the end of term rather than at the beginning and this would be organised for next year. **ACTION: Head of Quality and Curriculum Administrator** 

**Student Sabbaticals** 

a) Paper [SSLG1,20809-06] was received and discussed

**7**.

RECEIVED:

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