

Staff Student Liaison Group (years 1 and 2) meeting

4th March 2009

15.00

128, SAFB

South Kensington Campus

Minutes

Present:, Mr M Chamberlain (Chair), Dr M Barrett, Ms R Brownhill, Mr A Chopra, Dr M Croucher, Professor N Curtin, Miss R Elmahdi, Dr S Gentleman, Dr M Goodier, Dr C Gregory-Evans, Professor J Higham, Mr A Hosin, Mr A Janmohamed, Dr C John, Miss K Khan, Dr W Kong, Professor J Laycock, Dr K MacLeod, Dr M Morrell, Mr R Mudannayake, Dr E Muir, Dr D Murphy, Miss K Rajasooriar, Miss R Singh, Miss K Wright

In attendance: Ms J Williams (secretary)

Apologies: Dr K Meeran, Dr G Frost, Ms J Shiel, Mr P Ratcliffe, Ms E McGovern, Ms J Smith, Ms M Foot

Meeting commenced at 15.00

1. **Welcome & Apologies for Absence**
2. **Minutes of the Meeting Held on 10th December 2008**
AGREED: a) that the Minutes of the meeting held on 10th December 2008 be received and approved [paper SSLG1,200809-07].
3. **Matters Arising**
RECEIVED: a) Paper [SSLG1,20809-08]
3.1 **Minute 4.4.Use of Anatomy Flash cards**
CONSIDERED: a) that these had been tested and proved useful.
4. **Student Attendance and Behaviour**
REPORTED: a) that complaints regarding poor attendance at some sessions had been reported by several course leaders.
b) that behaviour within the Lecture Theatre had also been problematic with some students being noisy, eating and drinking and using computers and phones.
c) that Rag week had exacerbated some of these problems
AGREED: d) that this was unacceptable and disruptive to both staff and fellow students and that the ICSMSU together with staff needed to address these problems urgently.
e) that the Posters on Professionalism being developed by ICSM SU in line with Fitness to Practice protocols would help address this.
f) that close monitoring of the situation together with sanctions for persistent offenders would need to be developed.
g) that the new vertical theme chair for Ethics, Professionalism, Leadership and Management would meet with the ICSMSU to discuss ways of tackling this problem and consider options such as the white coat oath used at other medical schools as part of a

student contract.

h) that in the short term, the Head of Years 1 and 2 and the ICSMSU would speak to both Year 1 and 2 students this term.

Action: Head of Years 1 and 2, ICMSU and Vertical Theme Lead for Ethics, Professionalism, Leadership and Management and QAE Manager.

5.
5.1

**Spring Term teaching
Year 1 and Year 2**

- RECEIVED: a) that paper [SSLG1,20809-09] was received and discussed in detail directly with course and theme leaders.
- NOTED: b) that the information provided by students would also be fed back to course leaders not at the meeting.
- AGREED: c) that all course leaders would consider the comments and where appropriate amend their courses. They would seek clarification where required with Year Reps.

ACTION: Course Leaders and Year 1 and 2 Reps

d) that students were encouraged to reiterate these points through SOLE.

ACTION: Year 1 and 2 students

6.

Assessment

- REPORTED: a) that the Year 1 PMSA session had been well received.
b) that further explanation on the SBA and EMQ questions would be welcomed (in line with what was provided for the SAQs).
- AGREED: c) that the Year 1 (Exam) Sub-Board Chair would discuss with LCRS theme leader for the March session.

Action: Year 1 (Exam) Sub Board Chair

7.
7.1

**Quality
SOLE**

- REPORTED: a) that the Faculty of Medicine autumn term participation rate had been the 3rd highest in the College and students were thanked for this.
- AGREED: b) that the Head of Quality and ICSMSU would encourage participation again for this term, as SOLE was to open shortly.

ACTION: Head of Quality and ICMSU

8.

Library

- NOTED: a) that students and staff were encouraged to use the various forms of training offered, details of which could be found on the Library website.
b) that a new Libraries Disability Officer had been appointed at the South Kensington Central Library.
c) that staffing shortages had resulted in the CX library not being open later on Wednesdays and Saturdays, although it was hoped that longer opening hours towards the busy exam period would still be available.

9.
9.1

**Non academic issues
Welfare**

- NOTED: a) that the College Health Centre would be running sessions dealing with exam stress and the ICSM SU Welfare Officer had circulated dates to all students.
b) that there was now a clear policy on Raising Concerns regarding professionalism issues and this was available on the Faculty Welfare page of the intranet.
c) that all Personal tutors would be reminded of the importance of

confidentiality when dealing with students welfare issues.

10.

Dates of Meetings for 2008/9

27th May 2009 at 3pm in 128, SAFB

Meeting Closed at: 16.45

MC/JW

March 2009