

Staff Student Liaison Group (Years 1 and 2) meeting

Wednesday 17 March 2010

15:00

Room 128, Sir Alexander Fleming Building,
South Kensington Campus

Minutes

Present: Mr Anil Chopra (Chair), Dr Mike Barrett, Ms Renee Campbell, Ms LiYan Chow, Ms Sue English, Professor Gary Frost, Dr Steve Gentlemen, Dr Martin Goodier, Dr Keith Gould, Mr Ali Hosin, Dr Chris John, Dr Paul Kemp, Dr wing may Kong, Professor John Laycock, Dr Ken Macleod, Dr Mary Morrell, Dr Ged Murtagh, Ms Kate Perris, Ms Gayathri Rajasooriar, Ms Rubeena Ramjan, Mr Rahul Ravindran, Ms Margaret Roger, Ms Janette Shiel, Dr Sue Smith, Mr Viknesh Sounderajah, Dr Tanya Tierney, Mr Steven Tran, Ms Katherine Wright

In attendance: Dr Alison Cambrey (Secretary)

Apologies: Dr Peter Clark, Ms Michele Foot, Professor Jenny Higham, Dr Ros Herbert, Dr Maggie Lowrie, Ms Liz Mayhew, Ms Erika McGovern, Dr Elizabeth Muir, Mr Paul Ratcliffe, Dr Paul Strutton, Ms M Toro, Ms Jo Williams.

Meeting opened at: 15:00

1. **Welcome & Apologies for Absence.**
2. **Minutes of the Meeting Held on 9 December 2009**
AGREED: a) that the Minutes of the meeting held on 9 December 2009 be received and approved [paperSSLG1,2 0910-05].
3. **Matters Arising.**
 - 3.1 **Minute 5.1 Student question writing.**
REPORTED: a) that the questions submitted are awaiting checking by course leaders prior to uploading.
 - 3.2 **Minute 5.2 Year 2 formative assessment.**
REPORTED: a) that this will be discussed at the next SSLG.
 - 3.3 **Minute 9.2 student attendance.**
REPORTED: a) that there has been a marked improvement in attendance and professional behaviour as a result of monitoring; and it is generally agreed that the identification of students with attendance problems is beneficial.
 - 3.4 **Availability of slides on the Teaching Intranet**
REPORTED: a) that Mr Paul Booton would be approached to provide the slides, which accompany the Sociology course, to be uploaded onto the Teaching Intranet.

ACTION: Year 1 and 2 Curriculum Administrator

3.5

Timetabling

a) that the Teaching Intranet would be undergoing some changes in preparation for the next academic year where the rotation format of timetables would be simplified.

b) that the availability of web-streamed video/audio lecture content would be discussed at the next ESC1,2; students agreed to accept audio-only content.

ACTION: Year 1 and 2 Curriculum Administrator

4.

4.1

Year 1 Feedback

Cardiovascular System

REPORTED: a) that the students enjoyed the majority of the lectures, tutorials and quizzes.

AGREED: b) that the course guide would be reviewed
c) that the "Heart & Circulation" and "Thrombosis Infarction & Embolism" lectures were hard to follow.
d) that the "ECG" lecture may be presented as a tutorial, if staffing issues allow.

ACTION: CVS Course Leader (Ken Macleod)

4.2

REPORTED:

Respiratory System

a) that there were a lack of demonstrators in the histology classes, and that the slides accompanying the "Lung Cell Biology" tutorial should be made available on-line.

ACTION: LSS Theme Chair

4.3

REPORTED:

Anatomy of the Thorax

a) that any dissatisfaction with lecturers should be reported via SOLE

AGREED:

b) that the demonstrators should be briefed prior to the session to enable them to provide the students with correct information.

ACTION: Anatomy Course Leader

c) that the Senior Welfare Tutor would prompt personal tutors that some students are experiencing difficulties with anatomy sessions and would arrange for a welfare session to deal with "care and handling of dead bodies" for Year 1 students 2009-10.

ACTION: Senior Welfare Tutor (Years 1,2)

4.4

AGREED:

Musculoskeletal

a) that the "Molecules of Movement" lecture would be split into two lectures due to the complexity of the subject, if staffing and timetabling considerations could be addressed.

ACTION: LCRS Theme Chair

4.5

REPORTED:

Endocrinology

a) that the students enjoyed the course structure.

b) that students could access MCQs via on-line self-tests

4.6.

REPORTED:

Human Life Cycle

a) that that complexity of the subject requires more lecture time.

AGREED:

b) that the inactive electronic links provided would be rectified

ACTION: Learning Resources

c) that the last urinary & reproductive organ lectures should be split into two.

d) that the students would appreciate end of course quizzes

ACTION: HLC Course Leader

4.7

AGREED:

Neuroscience

a) that the students would provide additional information on the practical sessions in order for the course leader to amend if necessary.

ACTION: Student Representatives

- 4.8**
REPORTED: **PCC** a) that students had agreed to Imperial College policy and therefore would be required to attend placements regardless of location.
AGREED: b) that PCC tutors would adhere to the deadlines set by the course leader.
ACTION: PCC Course Leader/ FOCF Theme Chair
- 4.9**
REPORTED: **PBL** a) that students would prefer PBL cases to tie in better with current course material.
AGREED: b) that case feedback to students should be improved.
c) that cases be discussed again following student presentations to summarise and re-enforce findings, if resources and staff are available to do so.
ACTION: FOCF Theme Chair
- 4.10**
REPORTED: **General** a) that students would prefer more self tests – issue now resolved.
AGREED: b) that SOLE should be used to address concerns over particular lecturers or lecture content.
c) that whilst the ICSMSU Welfare Rep had petitioned for more IC Exam Stress Clinics to be scheduled; clinics aimed at medical students should be requested since they sit examinations at different times of the year to most of the College. Students are requested to contact their personal tutors/Senior Welfare Tutor
ACTION: Students
- 5.1**
REPORTED: **Year 2 Feedback** a) that the course is well structured however students prefer the tutorials to be scheduled closer to the lecture topic on which they will be based.
AGREED: **MCD** b) that where possible the practical demonstrations would be scheduled on a single day.
ACTION: MCD Theme Chair
- 5.2**
REPORTED: **Anatomy** a) that the anatomy of limbs – living anatomy sessions would be better self-taught.
b) that if the timetable allows, consideration would be given to scheduling the lecture just prior to the dissection for better consolidation of knowledge. In addition, a greater number of pictorial descriptions to accompany the course guide notes would be welcomed.
ACTION: Anatomy Course Leader
- 5.3**
AGREED: **Musculoskeletal** a) that where possible, supplementary material would be included alongside the learning objectives in the course guide and that repetition of lecture material e.g. rheumatoid arthritis, would be avoided.
ACTION: Musculoskeletal Course Leader
- 5.4**
REPORTED: **Psychology** a) that if possible students would prefer more tutorials and that the tutorial cases be uploaded to the Teaching Intranet.
ACTION: Psychology Course Leader
- 5.5**
Human Life Cycle a) that where possible, supplementary material would be included alongside the learning objectives in the course guide and that repetition of lecture material e.g. rheumatoid HRT be avoided.
b) that difficulties with the concepts and structure of lectures taught by Dr Lyons are being addressed.

ACTION: HLC Course Leader

- 5.6** **Science and the Patient**
NOTED: a) that this point has now been addressed.
- 5.7** **PBL**
AGREED: a) that there is a lack of feedback on presentations and critical appraisals, delivered at the appropriate time.
b) that cases could be made more relevant to the existing course material; in addition collaboration with Medical Ethics and law for better FoCP exam preparation.
ACTION: FOCP Theme Chair & Medical Ethics and Law course leader
- 5.8** **Medical Ethics**
NOTED: a) that most of the points had been already been addressed.
REPORTED: b) that a sample Paper was available on Blackboard.
- 5.9** **Clinical Communication**
NOTED: a) that the course had undergone changes as a result of student feedback from previous academic years; further changes are soon to be implemented for the next academic year.
- 5.10** **PPD**
REPORTED: a) that sessions could be condensed and that recommended weblinks were not active.
ACTION: FOCP Theme Chair & Webmaster
- 5.11** **General**
AGREED: a) that students would receive feedback on changes implemented as a result of SOLE.
ACTION: Quality Assurance Manager
b) that Learning Resources would assess wireless connectivity issues in the Drewe Lecture Theatre.
ACTION: Head of Learning Resources
c) that International students were not given sufficient warning by the College when fees were raised; individual student comments to be sent to the Head of Year who will pass them onto the College Policy Advisors.
ACTION: Head of Year 1 / 2 and students
- 6.** **Assessment**
REPORTED: a) that Papers SSLG1,20910-7,/08/09 were discussed
b) that the proposals were approved with effect from 2010/11
AGREED: c) that UMO Exams team would consult with Registry regarding What detail appeared on Degree certificate
Action: UMO Exams Team
- 7.** **Quality**
REPORTED: a) that there were no issue to be addressed.
- 8.** **Welfare**
REPORTED: a) that there were no issue to be addressed.
- 9.** **Library**
REPORTED: a) that the Library now offers: 5 free inter-library loans per student; 24 hour access to the Hammersmith Campus library (excluding access to book stock).
AGREED: b) that similar access to quiet study areas would be negotiated at Charing cross campus

ACTION: ICSMSU President

- REPORTED: c) that some books may be temporarily unavailable over the Summer break due to stock re-location (completion 10 September).
NOTED: d) that the students appreciate the extension of library services.

10.

**Any Other Business
Imperial Health Centre**

- NOTED: a) that students had reported that both the administrative and medical staff were rude and offhand.
AGREED: b) that the ICSMSU would provide specific examples to Senior Tutor to take forward.

**ACTION: ICSMSU President, Welfare
Representative/Senior Tutor Welfare (MS)**

- c) that cancelled/missed lectures would be reported to the UMO for re-scheduling.

ACTION: Student Representatives

11.

Date of the next meeting

- NOTED: Wednesday 19 May 2010 at 13:00, Room 128, Sir Alexander Fleming Building, South Kensington campus

Meeting Closed at: 16:45

*AC/ADC
31 March 2010*