

Staff Student Liaison Group (Years 1 and 2) meeting

9th December 2009

15.00

128, SAFB

South Kensington Campus

Minutes

Present:, Mr A Chopra (Chair), Dr M Barrett, Ms R Campbell, Ms L Chow, Ms J Cousins, Dr M Emerson, Professor G Frost, Dr M Goodier, Mr A Hermani, Mr A Hosin, Dr C John, Dr P Kemp, Professor J Laycock, Dr M Lowrie, Dr M Morrell, Dr E Muir, Dr G Murtagh, Miss G Rajasooriar, Ms R Ramjan, Mr P Ratcliffe, Mr R Ravindran, Mr V Sounderajah, Mr D Thakker, Mr S Tran, Ms M Toro-Troconis,

In attendance: Ms J Williams (secretary)

Apologies: Professor J Higham, Professor K Meeran, Ms S English, Ms M Foot, Ms J Shiel, Ms E McGovern, Ms M Rodger

Meeting commenced at 15.00

1. **Terms of Reference**
RECEIVED: [Paper SSLG1,20910-01]
AGREED: a) that the TOR and membership for 2009/10 were approved
2. **Minutes of the Meeting Held on 27th May 2009**
RECEIVED: [paper SSLG1,2910-02].
AGREED: a) that the Minutes of the meeting held on 27th May 2009 were approved.
3. **Year 1 courses - student feedback**
RECEIVED: [paper SSLG1,20910-03] had been circulated to all course leaders
REPORTED: that points relating to specific lectures would be dealt with by course leaders although students were encouraged to ensure that these comments were also fed back via SOLE.
NOTED a) that students were unhappy with the varying standard of tutors which had been apparent amongst MCD tutors/practical demonstrators and in PBL.
b) that they felt that course guides were also of varying standard and would welcome consistency.
c) that the slides and lecture handouts would be preferred in non pdf format. Page numbers and dates would also help.
d) that they were unhappy when lecture slides were late in being posted on the intranet and in some cases did not materialise at all.
e) that they would welcome lectures being recorded and web streamed
f) that they would welcome reminders regarding changes to the timetable and when deadlines for work were required eg with schedule changes to MCD and deadlines for PCC essays.

g) that students found the rotation timetables difficult to follow as some were in course guides, some on the intranet and some on blackboard. They would welcome having one place where all rotation timetables could be found.

h) that the EIP course would greatly benefit from more clinical input to illustrate its relevance in general and not just related to research.

AGREED:

h) that the continual staffing shortages was often to blame for varying standards of tutors though course leaders would endeavour to improve training and therefore consistency.

Action: Course leaders

i) that there were clear guidelines for producing course guides and lecture handouts and course leaders would be reminded of these, although it was pointed out that information provided would continue to be at the lecturer/course leaders discretion.

Action: Head of Learning Resources

j) that students should email lecturers directly if their slides were not posted on the intranet within a few days of the lecture and if this failed to alert the course leader and Head of Year.

Action: Student Year 1 Reps

k) that all course leaders would be asked if they had any objection to their lectures being web streamed and possibly having mp3 files on the intranet which could be downloaded.

Action: Year 1 and 2 Curriculum Administrator

l) that plans were being developed to simplify the presentation of the timetables for the rotations for 2010/11

Action: Year 1 and 2 Curriculum Administrator and Learning Resources Administrator

4.

Year 2 courses – student feedback

RECEIVED:

[paper SSLG1,20910-03] had been circulated to all course leaders

REPORTED:

a) that points relating to specific lectures would be dealt with by course leaders although students were encouraged to ensure that these comments were also fed back via SOLE.

NOTED:

b) that the PBL course was considered by some students not to be useful in Year 2, partly as it was not assessed.

c) that there was a lot of feedback on the new Science and Patient course and that a meeting between Year 2 student reps and the Science and Patient theme leaders would be useful.

AGREED:

d) that the PBL Theme Chair emphasised that it was the skills nature of PBL in Year 2 which was particularly useful and would consider ways of assessing this.

Action: PBL Theme Chair

e) that the Science and Patient Theme Chairs would meet with Year reps in the Spring term. They would also speak to Year 2 to address common misconceptions about the course and to give them more detail about the summer term course and the assessment.

Action: Science and Patient Theme Chairs and Student Year 2 reps

5.
5.1

Assessment
Year 1

- NOTED: a) that students would welcome additional on line self tests
b) that students would welcome end of topic tests or quizzes in MCD
- AGREED: c) that students would be encouraged to write their own questions as in previous years and submit to the Year 1 Sub Board Chair who would ensure that they were modified by relevant staff and then make available to the Year.
- d) that the MCD theme chair would discuss with course leaders.

Action: Year reps

Action: MCD Theme Chair

5.2

Year 2

- NOTED: a) that there were now on line sample questions which had been compiled by students and moderated by staff on the intranet and more would be forthcoming next term
b) that some form of formative assessment and PMSA sessions would be very welcome
- AGREED: c) that Sub board Chair and Exams team to consider

Action: Year 2 Sub Board Chair (yr 2)

6.

Learning Resources – e portfolio

- REPORTED: a) that some students felt that they were unsure as to the purpose of e portfolio and also questioned its safety as regards confidentiality
- AGREED: b) that input from later year students emphasising its relevance throughout training would be useful.
c) that this new project would become more useful to students as they progressed through the course. Additional training would be given to tutors and a full evaluation would be undertaken at the end of the year.

Action: e portfolio team

7.
7.1

Quality
SOLE

- NOTED: a) that Autumn term SOLE was now open and students were encouraged to participate.
b) that students requested that more feedback on changes produced by SOLE be supplied.
- AGREED: c) that the QAE Manager already undertook to post this feedback but would ensure that this was up to date.

Action: QAE Manager

8.

Library

- REPORTED: a) that the Library sessions had been well received and attended

- AGREED:
- b) that a further session on the use of Refworks would be appreciated earlier in the course.
 - c) that the Hammondsith Campus library would offer extended opening hours and details were on the Library web page.
 - d) that the Library staff would consider these comments.
- Action: Library staff**

9.
9.1

- NOTED:
- Non academic issues**
Welfare
- a) that the new personal tutoring system in Year 1 was well received, although there was some comments that there were too many scheduled sessions..

9.2

- Attendance and behaviour**
- a) that the electronic monitoring of lecture attendance was working to identify those who regularly did not attend and might have problems that could be referred to the welfare team.
 - b) that some students felt the current process was unfair and felt that the monitoring should take place more often or not at all.
 - c) that ways of correlating attendance rates and pass marks would really help students see the benefits
 - d) that unruly behaviour in the Lecture theatres would not be tolerated and that the ICSM SU President would speak to students and the Head of Years 1 and 2 would be kept informed.
 - e) that the emails sent to non-attenders would be reviewed.

Action: Head of Years 1 and 2

10.

- RECEIVED:
NOTED:
- Student Agreement**
[paper SSLG1,20910-04]
- a) that the students and staff were supportive of the proposal to introduce this from 2010
 - b) that the Senior Tutor (Years 1 and 2) had been in discussions with those working as it was not thought appropriate for the personal tutors to be the signatory on behalf of the College.
- AGREED:
- It was likely that these would not be rolled out until 2010 intake and the Senior Tutor would remain involved.

11.

- NOTED:
- Any Other Business**
- a) that issues raised concerning facilities in SAFB should be addressed through the SU.

Meeting Closed at: 17.30

AC/JW
Dec 2009