

Staff Student Liaison Group (Years 1 and 2) meeting

16th March 2011

15.00

Room 128, SAFB

South Kensington Campus

Minutes

Present:, Mr D Smith (Chair), Dr P Clark, Dr M Emerson, Dr K Gould, Mr A Hemani, Mr A Hosin, Professor J Laycock, Dr P Kemp, Ms E McGovern, Dr K MacLeod, Professor K Meeran, Mr K H Moon, Prof M Morrell, Dr G Murtagh, Mr N Patel, Ms K Perris, Prof M Pickering, Ms A Puri, Mr S Rahim, Mr R Ravindran, Mr Y Reissis, Ms M Rodger, Dr D Rogers, Dr S Smith, Dr M Thavarajah, Dr T Tierney, Mr S Tran, Dr A Vallance, Mr C Zhang.

In attendance: Ms J Shiel, Ms A Uche (secretary).

Apologies: Ms S English, Dr S Gentleman, Dr C John, Dr M Lowrie, Dr E Muir, Mr P Ratcliffe, Dr P Strutton, Dr M Sullivan, Ms J Williams.

Meeting commenced at 15.10

1. **Welcome & Apologies of Absence**
Apologies for absence noted.
2. **Minutes from the Meeting on 8th December 2010.**
RECEIVED: [Paper SSLG1,21011-06]
AGREED: a) that the Minutes were approved as an accurate record.
3. **Matters arising**
 - 3.1 **Minute 4.1 Year 2 Reports on Autumn Term Teaching.**
REPORTED: a) that students had requested lecture slides be posted prior to the lectures.
b) that in the Clinical Communication course, the group simulated patient sessions were well received. Students wanted to discuss whether the format would be useful in Year 1.
AGREED: c) that students would bring feedback to the next meeting.
ACTION: Year 1 and 2 Student Representatives.
 - 3.2 **Minute 4.2 Year 1 Reports on Autumn Term Teaching.**
REPORTED: a) that students would liaise with the Head of Learning Resources regarding recording of lectures.
AGREED: b) that SOLE handouts would be placed in the handouts guide rather than the timetable guide for MCD from the next academic year.
c) that the Clinical Communication introduction would be reduced to two hours from the next academic year.
d) it was hoped that the seating in the Drewe Lecture theatre would be replaced once the budgets were finalised.
 - 3.3 **Minute 5.2 Distinction in Medical Science Award.**
REPORTED: a) that the proposed distinction in the Medical Science Award was considered at the Examinations and Assessment meeting and was agreed.

3.4

Minute 8 SOLE.
REPORTED: a) that it was not currently possible to upload photos of lecturers to the SOLE page.

4.

Spring Term Teaching.

4.1

Year 1 Courses.
RECEIVED: [Paper SSLG1,21011-07]
REPORTED: a) that in his absence, Dr Mark Sullivan had written a report based on responses to student teaching re: Human Life Cycle teaching.
b) that positive comments about the course were very much appreciated.

Endocrinology.
REPORTED: a) that students really enjoyed Endocrinology teaching. Students also enjoyed the small tutorials.
b) that some lectures did not have the same learning objectives as set out in the course guide.
AGREED: c) that lecturers needed to stick with what was in the course guide in order to avoid confusion.
ACTION: Course Leader to remind all lecturers.

Neuroscience and Mental Health.
REPORTED: a) that the clinical demonstrations provided a good way of learning and the course overall received positive feedback.

Musculoskeletal System.
REPORTED: a) that there were no issues for concern.

Cardiovascular System.
REPORTED: a) that students found this aspect of the course very difficult.
b) that students wanted diagrams to annotate in the course guide.
NOTED: c) that all lectures are put up 2-3 days before hand so students can annotate prior to the lecture.
ACTION: Course Leader to review.

Anatomy of the Thorax.
REPORTED: a) that students found the course very interesting and enjoyed the demonstrations.
b) that there was an issue with the variability of demonstrators.
AGREED: c) that dissatisfaction with demonstrators/lecturers should be reported via SOLE.
NOTED: d) that there was a suggestion for student demonstrators to be used as opposed to only qualified medics.
ACTION: Head of Quality Assurance and Enhancement.

Respiratory System.
REPORTED: a) that the lecturers were well received.

Clinical Communication.
REPORTED: a) that some students found it difficult to access the simulated

interview videos from home as the files were very big and were better accessed from College computers.

b) that students would like model answers and guidelines to the e-portfolio forms distributed.

First Clinical Attachment.

- REPORTED:
- a) that some students found travelling to certain hospitals very difficult due to the distance involved.
 - b) that there were some problems with contacting their patients. Students were told to contact Dr Ros Herbert if there were difficulties.
 - c) that some students had trouble with visit times due to having their FCA's too close together.
 - d) that students would like staff at the hospitals to be aware of their presence and would like more guidance.

ACTION: FCA Course Leader and Administrator.

PBL.

- REPORTED:
- a) that students wanted earlier feedback on the formative session before the summative exams.

ACTION: Doctor and Patient Course Leaders.

4.2

Year 2 Courses.

Anatomy of the Limbs.

- REPORTED:
- a) that students felt that the final session was rushed. Students wanted one more session so that more material could be covered.
 - b) that students requested a video of limb dissection to be made available as in anatomy of Head, Neck and Spine. This was currently being worked on.

- CONSIDERED:
- c) that students wanted to have extended access to half-skeletons and the Anatomy unit agreed to this although it was pointed out that the system for borrowing was well advertised in advance.

ACTION: Anatomy Unit.

REPORTED: **Human Life Cycle.**

- a) that students were pleased with the lectures.
- b) that students wanted clinically orientated lectures and would like more notes included in the course guide.

ACTION: Course Leader to review.

REPORTED: **Musculoskeletal.**

- a) that students enjoyed the Rheumatology sessions but found biomechanics abstract not clinically relevant.

ACTION: Course Leader to review.

REPORTED: **Pharmacology and Therapeutics.**

- a) that students enjoyed the course.
- b) that students felt the pharmacogenetics seminar could have been delivered as a smaller tutorial in smaller groups.
- c) that this would have to be reviewed in the context of the timetable.

AGREED:

ACTION: Course Leader.

- REPORTED: **Psychology.**
a)that the students enjoyed the course.
- REPORTED: **Endocrinology.**
a)that the course was well received amongst students.
- REPORTED: **Molecules, Cells and Disease.**
a)that students wanted a revised timetable with a morning of lectures and an afternoon of practical's. However, it was noted that this was not possible and that groups were deliberately alternated to allow for both lectures and practicals.
b) that students wanted the lectures to have more links clinically and would like further explanations.
ACTION: Course Leader to review.
- REPORTED: **Medical Ethics.**
a)that course was interesting and the small group tutorials were well received.
- REPORTED: **Clinical Communication.**
a) there were no problems reported.
b) that students wanted to be able to practice case presentations prior to the clinical placements, although timetabling constraints made this difficult.
- REPORTED: **PPD.**
a)that there were no issues to be addressed.
- REPORTED: **PBL.**
a)that there were no issues to be addressed.
- REPORTED: **Clinical Placement.**
a) that students enjoyed the course
b) that were issues surrounding students who didn't received their NHS cards. Some sites had issued out the cards whilst others did not.
c)that students wanted attachment feedback to be known earlier. Students also wanted clarification on accommodation e.g. far away hospital sites.
ACTION: Clinical Curriculum Manager/ Year 1 and Year 2 Curriculum Administrator.
- REPORTED: **Feedback.**
a)students wanted feedback from examinations to know which topics they did less well on and what to focus on in the future and this was being reviewed.
ACTION: Sub Board Chair (Year 1) Exams.
b)that Year 2 students wanted the introduction of a formative assessment similar to the peer marked self assessments used in Year 1.
ACTION: Head of Quality Assurance and Enhancement/Head of Years 1 and 2/Examinations Manager.
- REPORTED: **E-portfolio.**

- a) that students still found Pebblepad difficult to navigate.
- b) that it was difficult to make a major change to the system, although they continued to liaise with Pebblepad on this.
- c) that the e-portfolio sessions would be timetabled slightly earlier next year.

ACTION: Lead for E-portfolio.

REPORTED: **Absence Form.**

- a) that students wanted the online absence form to be shortened and this would be reviewed.

ACTION: Student Services Manager/ Year 1 and Year 2 Curriculum Administrator.

REPORTED: **Sites and Services.**

- a) that the students wanted to gain access to a microwave in the Reynolds Building.

ACTION: ICSMSU President.

REPORTED:

SOLE.

- a) that students wished to have access to SOLE to add comments during the term so they could add comments and save the information without submitting it. Students wanted to save the information anonymously without submitting it.

ACTION: Head of Quality Assurance and Enhancement.

**5.
5.1**

RECEIVED: **Assessment.**
REPORTED: **Award Distinction Amendment in Year 1 and 2**

[Paper SSLG1,21011-08]

- a) that the Award distinction was to be amended. This would mean that students would have to achieve at least one distinction and one merit in Years 1 and 2.

AGREED:

- b) that this amendment would allow the award to be given to more students.

6.

REPORTED: **Student Attendance and Assessment.**

- a) that it was disappointing to continually hear examples of bad, unprofessional behaviour and poor attendance. This was unacceptable.
- b) that in terms of sanctions, evidence of poor behaviour and attendance would go on student files.
- c) that students should be aware of the penalties they face for poor attendance.

7.

RECEIVED: **Student Agreement**
REPORTED: [Paper SSLG1,21011-09]

- a) that this was the first year that the student agreement was implemented.
- b) that some students signed the agreement without actually reading or understanding it properly.
- c) that students felt the behaviour of the Year group may have improved as a result of signing the student agreement.
- d) that students should have discussed the student agreement with their personal tutors in their scheduled personal tutor sessions at the beginning of last term.

e) that that staff believed that the student agreement was a good way of holding students accountable for their actions.

8.

REPORTED:

SOLE

a) that students should be encouraged to use SOLE. This tool was an effective way for any changes to courses to be made.

ACTION: ICSMSU President/Student Representatives.

9.

REPORTED:

Welfare.

a) that the timetabled personal tutor sessions went well.

NOTED:

b) that there were students who had requested special exam arrangements.

c) that students in Year 2 wanted to keep the same personal tutor in Year 3 instead of being reallocated to a clinical tutor.

d) that the recruitment of personal tutors was very difficult this year so it would be difficult if all Year 2 students wanted to keep their current tutors.

AGREED:

e) that if students had a strong relationship with their current tutors, then there was nothing wrong in keeping that tutor in Year 3, however, students were encouraged to have a clinical tutor.

10.

REPORTED:

Library.

a) that the central library would be closed during Easter. Dates will be available on the library website.

b) that the central library would have revised opening hours during the bank holidays in April/May.

11.

Any Other Business

No reports.

Meeting closed at 16:50pm

20/3/11
AU

