

Staff Student Liaison Group (Years 1 and 2) meeting

1st June 2011

15.00

Room 128, SAFB

South Kensington Campus

Minutes

Present:, Mr D Smith (Chair), Dr G Barnes, Dr M Emerson, Prof G Frost, Dr K Gould, Professor J Laycock, Dr P Kemp, Ms E McGovern, Professor K Meeran, Mr K H Moon, Prof M Morrell, Dr E Muir Mr N Patel, Ms K Perris, Ms A Puri, Mr S Rahim, Mr R Ravindran, Mr Y Reissis, Ms J Shiel, Dr M Thavarajah, Dr T Tierney, Mr S Tran, Mr C Zhang.

In attendance: Ms J Williams (secretary).

Apologies: Ms S English, Ms M Foot, Mr A Hemani, Prof J Higham, Mr A Hosin, Dr M Lupton, Mr P Ratcliffe, Ms M Rodger

Meeting commenced at 15.00

1. Welcome & Apologies of Absence

Apologies for absence noted.

2. Minutes from the Meeting on 16th March 2011.

RECEIVED:

[Paper SSLG1,21011-06]

AGREED:

a) that the following amendments be noted:

Minute 3.1 should read students rather than Theme Leaders

Minute 4.2 clarified that the Anatomy unit would give as long a period as possible for students to have the half skeletons and that this minute should not relate to the times of day when skeletons were distributed.

b) that Minutes would be amended accordingly

Action: Curriculum Administrator, Years 1 and 2

3. Matters arising

3.1 Format of Clinical Communication.

AGREED:

a) that after consultation with students it had been agreed that the Year 1 format would remain as currently ie 1:1 rather than group based in the simulated patient sessions.

3.2 Use of students as Anatomy demonstrators

REPORTED:

b) that after discussion between Head of QAE and Head of Anatomy, this was not a strategy that could be usefully employed due to timetabling of Year 6 and risk of increasing variability of tutors..

3.3 PBL feedback timing

REPORTED:

c) that it was agreed that this would be done more speedily in future.

3.4 Year 2 Clinical Placement information

REPORTED:

d) that this information was dependent on resit information and having a confirmed list of students but would continue to be

- 3.5
AGREED: issued as early as possible.
Increased feedback for Year 1 and introduction of formative assessment for Year 2
e) that all Year 1 students would be given a full breakdown after both summative and formative results are issued but it was unlikely that formative papers would be released. Year 2 formative assessment was discussed and it was pointed out that PMSAs had not been well attended in Year 1 and that timetabling meant it was difficult to envisage this being possible. It was hoped that in time more on line assessment would be available in the future.
- 3.6
REPORTED: **Amendment of Electronic Absence Forms**
f) that the administrators involved had considered changes but that the form needed to be able to be used for all courses and years and no major change was envisaged.
- 3.7
REPORTED: **Microwave in Reynolds Building at Charing Cross**
g) that ICSM SU President reported that funding was being sought to provide a meeting room in the Reynolds Building and that a microwave could be installed here.
- 3.8
REPORTED: **SOLE changes**
h) that it was not possible to keep SOLE anonymous which was a College wide policy, and have students fill in and save as they went along.
4.
RECEIVED: **Summer Term Teaching.**
Paper SSLG1,21011-11
- 4.1
NOTED: **Year 1 Courses**
Alimentary System
a) that the timetable had changed slightly due to clinical commitments of some staff, but that all the information was in the guide.
b) that the course leaders would review the comments and would consider moving the liver function lecture to later in the course..
- NOTED: **Anatomy of the Abdomen**
a) that the ratio of demonstrators to students was not poor but that students needed to be proactive in getting demonstrators to move around in living anatomy sessions.
b) that course leaders would consider having separate sessions for male and female anatomy but that this would require further teaching time.
Action: Head of Anatomy and Abdomen Course Leader
- NOTED:: **Urinary System**
a) that students requested more tutorial time but timetabling and staffing were constraining factors.
AGREED: b) that further CAL or other on line self directed study would be considered,
Action: US Course Leader
- NOTED:: **Skin**
a) that students considered there were too many lectures in this short course.
AGREED: b) that students were encouraged to complete SOLE and the Theme Leader would consult with Head of Year to see what action could be taken to improve this course.
Action: Students and Theme Leader

First Clinical Attachment (FCA)
NOTED: a) that students reported challenges in tutor variation and that
: there was a lot of work in an exam driven term.
b) that they were encouraged to feedback to the course leader
specific issues with tutors

Recording of Lectures
: REPTED: a) that there was a College review underway regarding this but
currently permission needed to be sought from individual
lecturers.

Eportfolio/IT
REPORTED: a) that the timing of the introductory sessions were discussed and
the possibility of combining with the IT sessions in the Foundation
course raised..
AGREED: b) that the timing of the sessions were planned to be immediately
prior to when students started to use the system and considered
therefore more beneficial.

4.2

Year 2 courses
Science and Patient
NOTED: a) that students reported some confusing about the course and
the assessment, although enjoyed the teaching and appreciated
the mock exams and the hands on involvement of Professor
Meeran.
b) that they had some concerns relating to the running of the
practicals
c) that they felt some of the slides were not uploaded onto the
intranet quickly enough.
REPORTED: d) that the Theme Leader emphasised that the aim of this course
was to encourage self directed learning and as such was taught
in a different way to previous courses.
AGREED: e) that the Theme Leader agreed to clarify concerns over
assessment verbally this year and in the future to relieve stress
f) that the running of the practicals would be amended for next
year and that paperwork detailing information would be sent to
the Learning Resources team in advance.

Action: Theme Leaders

Slides on the Intranet
AGREED: g) that to encourage lecturers to upload their slides promptly, all
course leaders would be emailed with details of how to do this
whilst lecturing by placing work on the desktop of the lecture
theatre computer. The technicians did try and also reinforce this
and Head of Learning Resources would also ensure that a clear
note reminding staff how to do this would be put on the
equipment.

**Action: Head of Learning Resources and Curriculum
Administrator, Years 1and 2.**

5.

Assessment
REPORTED: a) that students felt that the weighting of exam questions did not
always represent the amount of teaching on that subject eg
diagnostics vs cancer in MCD.
b) It was pointed out that this was not always possible if all
courses – especially shorter ones – were to be assessed.
c) that all exams were pass/fail and that approximately the top 10-
20% were awarded merit/distinctions.

d) that students requested that the Medical Ethics and Law exam now in Year 3 be held earlier than June as this meant that it was at the same time as all the other assessment and occurred a long time after the Ethics teaching in the Spring term of Year 2.

e) that it was pointed out that having an exam mid year in Year 3 would disrupt the learning of the clinical year as students would then be likely to miss clinical teaching to concentrate on the exam.

AGREED: f) that the Exams team pointed out that the timing lay with the Exams Chair for Year 3 and would be based on the most appropriate decision educationally.

6. SOLE

REPORTED: a) that students requested that Spring term SOLE remain open after their exams in April/May

b) that The Head of QAE would consider but that in reality extending the deadline for completion did not add much to participation rates.

7. Personal Tutor system and welfare support

REPORTED: a) that some students felt there was too great a variability of tutors and that there was on occasion too much information that was covered in the sessions..

b) that students were reminded that the scheduled sessions were important in terms of building a relationship between students and tutors and that the sessions had been planned to ensure that all students received adequate information about important issues such as Fitness to Practice, Study techniques and dealing with Exam pressures.

c) that students welcomed the introduction of the FEO run drop in sessions for Year 1 and supported them continuing in the Autumn term.

8. Any other business

Seats in the Drewe and LT1, SAFB

REPORTED: a) that the seats in LT1 had been repaired and a major refurb was planned for the Drewe Lecture Theatre over the summer.

b) that The Year Reps thanked the staff for the excellent teaching and support over the year. The Year Reps, Academic Officer and President were thanked for their support over the year.

9. Meeting Dates 2011/12

CONFIRMED: Wed 23rd November 2011 at 3pm in Room 128, SAFB

Wed 14th March 2012 at 3pm in 128, SAFB

Wed 30th May 2012 at 3pm in 128, SAFB.

Meeting closed
at 16.30

DS/JW
June 2011