

Staff Student Liaison Group (Years 1 and 2) meeting

8th December 2010

15.00

128, SAFB

South Kensington Campus

Minutes

Present:, Mr D Smith (Chair), Ms J Cousins Dr M Emerson, Professor G Frost, Dr S Gentleman, Dr M Goodier, Dr K Gould, Mr A Hosin, Dr P Kemp, Professor J Laycock, Ms E McGovern, Professor K Meeran, Mr K H Moon, Dr E Muir, Dr G Murtagh, Mr N Patel, Ms A Puri, Mr S Rahim, Mr R Ravindran, Mr Y Reissis, Dr S Smith,, Mr S Tran, Mr C Zhang

In attendance: Ms J Williams (secretary)

Apologies: Dr M Barrett, Ms S English, Ms M Foot, Dr M Goodier, Professor J Higham, Professor M Morrell, Miss G Rajasooriar Mr P Ratcliffe, Ms M Rodger, Ms J Shiel

Meeting commenced at 15.00

1. **Terms of Reference**
RECEIVED: [Paper SSLG1,21011-01]
AGREED: a) that the TOR for 2010/11 were approved.
2. **Minutes from the meeting on 19th May 2010**
RECEIVED: [Paper SSLG1,21011-02]
AGREED: a) that the Minutes were approved as an accurate record.
3. **Matters arising**
 - 3.1 **Minute 2.3 Exam Stress Clinics**
REPORTED: a) that these were well advertised on the ICSM SU Welfare website.
AGREED: b) that any problems regarding attendance at these should be addressed to ICSMSU Welfare Officer.
 - 3.2 **Minute 4.3 Additional Anatomy opportunities**
REPORTED: a) that details of Student Societies offering additional opportunities for anatomy revision had been circulated to all.
4. **Student Feedback**
 - 4.1 **Year 2 reports on Autumn term teaching**
RECEIVED: [Paper SSLG1,21011-03]
NOTED: a) that the new electronic rotation system worked well and was a great improvement on the previous system.
b) that students really appreciated having lecture slides posted prior to the lecture.
AGREED: c) that Theme Leaders would encourage their course leaders to ask lecturers to do this with a proviso that last minute amendments would require the version to be amended on the intranet.
Action: Theme Leaders
d) that in the case of cancelled lectures, students should report this at the FEO student counter or phone the Curriculum Administrator (Years 1 and 2)
NOTED: e) that the Science and Patient course had been well received

- although it was hoped that in future handouts could be included in the guide as well as more direction back to the related EIP lectures in Year 1.
- AGREED: f) that the feedback already provided was useful but it could be further improved with a model answer being provided.
Action: Science and Patient Theme Leaders
- NOTED: g) that students would appreciate a more challenging Endocrinology case on differential diagnosis in one of the tutorials, although overall were very happy with the course.
h) that the pharmacology teaching was mainly well received but that there were requests for example exam style questions and issues regarding the variability of tutors.
i) that the Anatomy of the Head, Neck and Spine was enjoyed although again the variability of demonstrators was also highlighted.
- AGREED: j) that the Head, Neck and Spine images would be put onto the intranet as with the Anatomy of the Limbs course.
Action: Anatomy of Head, Neck and Spine Course Leader
- NOTED: k) that the Clinical Communication course was well received especially the group simulated patient sessions and it was discussed as to whether this format would be useful in year 1 rather than the individual sessions.
- AGREED: l) that students would collect feedback on this and report to the course leaders for consideration.
Action: Year 1 and 2 Student Reps
- NOTED: m) that the PBL was considered less useful in Year 2
- AGREED: n) that the new peer assessment would be reviewed for the next SSLG1,2 meeting.
Action: Year 2 Student Reps
- NOTED: o) that the NMH course was well received
p) that in the diagnostics sessions (MCD) the use of test results would be useful as this would help students when they did their first clinical attachment..
q) that no significant problems with noise in the lecture theatre had been reported in Year 2.
- 4.2**
- Year 1 reports on Autumn term teaching**
[Paper SSLG1,21011-03]
- RECEIVED:
NOTED: a) that students would welcome summaries at the end of each lecture/course.
- AGREED: b) that students queried whether lectures could be recorded and posted on the intranet. There were performance right issues and students should feed back to Head of Learning Resources to see if the complexities could be overcome.
Action: Year 1 Student Reps
- : c) that noise in the Lecture Theatres had sometimes been a problem, particularly in EIP and Sociology. The Head of Year and ICSM SU President had spoken to the year and all lecturers had been informed of action they could take if this persisted. The situation would continue to be monitored.
Action: Year 1 Student Reps and ICSMSU President
- NOTED: d) that the Foundation course, including the Introduction to Anatomy was well received, particularly the new lecture on ethics. Students enjoyed the use of the clickers.
- AGREED: e) that the Introductory IT/Library lectures should be combined.
f) that students should feed back to IT and Library course

leaders specific details.

Action: Year 1 Student Reps

g) that the e portfolio session would be better placed prior to the 2nd FCA tutorial if timetabling allowed for 2011/12.

Action: Curriculum Administrator (Years 1 and 2)

NOTED: h) that MCD was generally enjoyed, particularly the practicals and tutorials, although varying standards of tutors were reported.

AGREED: i) that Year reps would consult the year regarding the advantages of rotating tutors at the expense of providing continuity.

Action: Year 1 Student Reps

j) that the Welcome Letter sent from Director of Education to incoming students should contain a link to the teaching intranet so that timetables and other information could be viewed.

Action: Curriculum Administrator (Years 1 and 2)

k) that SOLE handouts would be better placed in the Handouts guide rather than the timetable guide for MCD

Action: MCD Theme Leader

NOTED: l) that Sociology and EIP would benefit from increased small group teaching

m) that PBL and FCA were both well received

REPORTED: n) that the Clinical Communication introduction was slightly too long and would be reduced to 2 hrs.

Action: Clinical Communication Course Leaders

o) that some of the seating in the Drewe Lecture Theatre required replacing and the Deputy Director of Education (SS) would pursue this with Learning Resources.

Action: Deputy Director of Education (SS)

5. 5.1

Assessment

Science and Patient contribution to BSc

RECEIVED: [Paper SSLG1,21011-04]

AGREED: a) that the proposal to include 5% of the Science and Patient Year 2 exam mark into the BSc mark had been agreed by the Examinations and Assessment committee commencing with the Year 2 2010/11 Examinations

: b) that this information should be conveyed to students in the Science and Patient course guide and on the Year 2 Assessment page of the Intranet

Action: Science and Patient Theme Leaders and Sub Board Chair (Year 2 Assessment)

5.2

Distinction in Medical Science Award

RECEIVED: [Paper SSLG1,21011-05]

NOTED: a) that now Imperial was no longer tied to UCL options to alter the current system could be considered and that this paper was a viable option.

AGREED: b) that the Exams team were working on plans to amend this system and some further consideration was required. A final proposal would be put forward to the Examinations and Assessment meeting in March.

Action: FEO Examinations Manager

6.

Student Agreement

REPORTED: a) that all Year 1 and 2 students (with the exception of one) had signed and returned their agreements.

NOTED: b) that the remaining student was meeting with Head of Years 1

and 2 to discuss.

7. **Student attendance**
REPORTED: a) that students who had missed 3 electronic monitoring swipes this term without a valid reason had been emailed by Head of Year and a copy placed on their files.
8. **SOLE**
REPORTED: a) that SOLE was now opening in batches for the Faculty as requested by students..
b) that ICSMSU president and Year reps would encourage participation.
c) that photos of lecturers next to their SOLE page would be very useful as although they could check on web pages this was very time consuming.
AGREED: d) that the Head of Years 1 and 2 would discuss viability of this with Head of Learning Resources and SOLE team.
Action: Head of Years 1 and 2
9. **Welfare**
REPORTED: a) that students were encouraged to let the Senior tutor (Years 1 and 2) and Years 1 and 2 Curriculum Administrator know if tutors did not turn up for their session
AGREED: b) that clearer instructions would be issued to students
: regarding this, although the Senior Tutor (Years 1 and 2) and FEO should be informed.
Action: Senior Tutor (Years 1 and 2)
10. **Library/IT sessions**
REPORTED: a) that students hoped perhaps the Referencing and Database sessions could be combined.
b) that new equipment was in place in St Marys, Chelsea and Westminster and Hammersmith Libraries and there would be extended opening hours at some campus from January.
c) that all details of opening hours will be on the Library web page.
11. **Any Other Business**
No reports

Meeting closed at 4.40pm

DS/JW
Dec 10

