**Staff Student Liaison Group (Years 1 and 2) meeting**

30 May 2012

15.00

Room 128, SAFB

South Kensington Campus

**Minutes**

Present: Ms S Rayner(Chair), Dr G Barnes, Dr M Barrett, Ms J Chivinge, Dr M Emerson, S English, Mr N Fauzi, Prof S Gentleman, Ms A George, Dr K Gould, Mr C Harris , Dr R Herbert, Prof J Laycock, Prof K Meeran, Mr K Moon, Prof M Morrell, Dr K Murphy, Dr G Murtagh, Ms K Perris, Ms A Puri, Ms M Rodger, Mr K Saleh, Prof S Semple, Ms J Shiel, Dr S Smith, Mr S Tran

In attendance: Ms A Cambrey (secretary)

Apologies: Dr J Currie, Dr WM Kong, Dr J Main, Dr N Martin, Dr E Muir, Dr A Raby, Ms M Foot, Mr J Golden, Mr D Goldsmith, Mr A Hemani, Prof J Higham, Mr N Kalra, Dr N Martin, Mr M Lupton, Mr P Ratcliffe, Dr M Wilson, Ms J Williams

Meeting opened at: 15.00

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| **1.** |  | **Welcome & Apologies for Absence** |
| **2.** |  | **Minutes of the Meeting Held on 14th March 2012** |
|  | RECEIVED:AGREED: | [paper SSLG1,21112-08].a) that the Minutes of the meeting held on 14th March be received and approved. |
| **3.** |  | **Matters Arising** |
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| **3.1** |  | **Minute 3.3 Student led revision guidance** |
|  | REPORTED: | a) that work on this was on-going  |
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| **3.2** |  | **Minute 3.5 On line self tests – Year 2** |
|  | REPORTED: | a) that work on these was on-going.  |
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| **3.3** |  | **Minute 5.1 Timetabling Yr 2 Spring term** |
|  | REPORTED: | a) that the introduction of co-curricular teaching was impacting on the timetabling process and other considerations would be considered once co-curricular issues resolved. It was likely further changes could not be implemented until 2013/14. |
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| **3.4** |  | **Minute 5.5 Anatomy demonstrators** |
|  | REPORTED: | a) that staff would be encouraged to wear their name badges in a visible place. b) that students were encouraged to prepare for the sessions thoroughly and that demonstrators were there for referral only.c) that students requested longer anatomy slots (as with GE) although it was pointed out that this was not possible within the timetable currently, although again would be considered for 2013/14.  |
| **4.** |  | **Year 2 courses** |
|  | RECEIVED: | [SSLG1,21112-09] |
| **4.1****4.2****4.3** | NOTED:NOTED:AGREED:NOTED: | **MCD** a) that students requested that Microbiology 1 and 2 be split with a break in-between and the Theme Chair agreed to consider this and accommodate if timetabling allowed.**Science and Patient**a) that students found it difficult to combine all elements so would welcome a detailed introductory lecture, although it was pointed out that in the past this had not proved useful to students.b) that the cancellations and rescheduling had been a problem but that the Theme Leaders had worked hard to reschedule and let the Year know.c) that students would welcome Learning Objectives in the guide and the guide grouped with lectures and relevant practicals/tutorials together rather than chronologically and agreed that work to improve the guide would be done for next year.d) that it was agreed that a session concentrating on the exam examples at the beginning of the course would help with signposting.**General Feedback**a) that the Drewe Lecture theatre was very hot and plans were in hand to remedy this over the summer.b) that students had repeatedly requested repairs to the Men’s room near the Library at CX; advised to report defect online through the Facilities Management Customer Service Centre. To keep FEO informed if no action taken by Facilities and it could then be escalated. c) that students would welcome a break after the main exams in April and this would be considered although again the timetable might not allow more than an additional day. |
| **5.** |  | **Year 1 courses** |
|  | RECEIVED: | [SSLG1,21112-09] |
| **5.1****5.2****5.3****5.4****5.5** | NOTED:NOTED:NOTED:NOTED:NOTED: | **Skin**a) that it was requested that this course be moved to the Spring term and would be considered by the LSS group and those organising the timetables.**Alimentary**a) that the teaching had been well received.b) that some of the longer lectures be condensed and the course leader agreed to look at this for next year.c) that specifics of discrepancies between Learning Objectives and lectures should be sent to course leader to investigate**Urinary**a) that the teaching – lectures and practicals well received**Anatomy of the Abdomen**a) that the course has been well received.b) that the students would like time put aside to allow them to attend the memorial service for cadavers. It was pointed out that this was difficult as the medical school does not receive sufficient notification ahead of timetabling. However when it is the turn of Imperial College to organise the memorial service, anticipate that students would be able to attend.c) that as the number of cadavers was limited it was suggested that the lead demonstrator had a Birds Eye camera which would mean all could see. There were financial and technical implications for this but the ICSMSU President thought that student funds might be able to support this and would liaise with Head of Anatomy.d) that students would prefer a 15 min break between anatomy lectures and practical demonstrations, and this would be considered for 2012/13 where changes to the Thorax course needed to be made to accommodate the co curricular teaching.**FCA**a) that it was a well taught and enjoyable courseb) that they would prefer the tutorials all be moved earlier in the term; although course leader explained that this was not possible due to other commitments by the clinicians involvedc) that students would like the assessment moved to earlier in the term; course leader agreed that this was a possibility and also agreed to move the poster session to the start of the Summer term |
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| **6** |  | **Assessment** |
|  | RECEIVED: | [SSLG1,21112-10] |
| **6.1** | AGREED: | a) that a new in-course assessment package will be introduced for FoCP, having previously undergone a successful trial with A101 Year 1 students. b) that each section will account for 25% of the available marks and that each section must be passed in its own right  |
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|  | RECEIVED: | [SSLG1,21112-11] |
| **6.2** | NOTED: | a) that a new stand-alone summative exam paper be introduced to assess Clinical Communication as this is not appropriately assessed at present in Year 2.b) that students requested that the exam be set at the end of December /January and Examinations Manager agreed to take request into consideration.c) that students requested that consideration be given to permitting Merits/Distinctions to be awarded d) that should the examination prove problematic in its first year of introduction, the examination board will have discretion on progression point issues. |
|  | AGREED: | e) that this should be presented to the EC1, for approval**Action: Course Leader and Exams Team** |
|  | RECEIVED: | [SSLG1,21112-11] |
| **6.3** | NOTED:AGREED: | a) that a new in-course assessment be introduced for medical ethics (part of FoCP); a two component system to assess incourse learning and group work.b) that students were concerned about bias, at the introduction of peer assessment as part of this.c) that students felt that there was currently insufficient detail about the mechanism of assessment and would appreciate additional information.c) that the students agreed to review and feedback to ICSMSU President for ESC1,2 and to Dr Adrian Raby**Action: ICSMU** |
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| **6.4** | AGREED: | a) that students agreed that the PMSA in the Spring term would be replaced by an on line test from 2012/13.**Action: LCRS Theme Leader** |
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| **7** |  | **Attendance and Behaviour** |
|  | NOTED: | a) that attendance had been variable over the year and Year 1 particularly poor recently. b) that problems with students wearing the wrong footwear in the anatomy dissection room was raised again. |
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| **8** |  | **Quality** |
|  | NOTED: | a) that the rate of return overall for Years 1 and 2 SOLE was 38% which was disappointing.b) that students preferred the current system of it being rolled out in blocks and not for the whole course.c) that students wished to know if the FEO planned to offer prizes for SOLE completion, as on occasion College-wide SOLE offer IPads. QAE Manager noted that there were no plans to do this.d) that staff would be encouraged to remind students to update SOLE at the end of lectures**Action: Curriculum Administrator to remind Course Leaders to tell their staff** |
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| **9** |  | **Welfare** |
|  | NOTED: | a) that the Senior Tutor reported that many students had been offered support over the year.b) that all timetabled personal tutor sessions had been completedc) that students are to be reminded that official requests for information and notifications, would be made via their College email accounts; students who fail to respond to such emails will have a note attached to their student file as this was a professionalism issue. |
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| **10** |  | **Library** |
|  |  | a) that the library at South Kensington campus will continue 24hr opening over the Summer breakb) that Charing Cross library will open 10:00 – 17:00 (Bank Holidays).c) that all libraries will be closed on 19 July for staff trainingd) that the library at St Mary’s campus will be undergoing refurbishment over the Summer of 2013 |
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| **11** |  | **Any Other Business** |
|  | NOTED:AGREED:NOTED: | a) that from 2012 -13 onwards, the course leader has agreed that PBL tutors will give verbal feedback on the formative PBL case.b) that Co-curricular teaching would be introduced to Years 1 and 2 students in 2012-13, and that this may become compulsory in 2013-14. Students wished to see some evidence that medical students would benefit from this teaching since some of it already forms part of the medicine course.c) that students would like humanities teaching to be offered at Charing Cross campus since they were sometimes unable to attend South Kensington lunchtime sessions due to timetabling issues.d) that the RAG Chair raised the issue of moving RAG week and the RAG Dash to earlier in the year [paper SSLG1,21112-13].. It was agreed subject to timetabling issue being resolved and that the proposed dates not clashing with RAG events at other London medical schools this would be considered for 2013/14.**Action: Curriculum Administrator Years 1 & 2 and Learning Resources to discuss further with Rag Chair**e) that the FEO run Drop-in Sessions needed to be advertised more widely as most students seemed unaware of existence. It was suggested that on the day of each session, lecturers be asked to remind students that a session will take place that day and also that they be flagged in the mitigating circumstances email notifications posted by the Exams team **Action: Curriculum Administrator Years 1 & 2**f) that Mr Shiv Vohra will become the new ICSMSU President; Thanks to all the academic representatives for all their hard work throughout the year and to Suzie Rayner as outgoing President. |
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| **12** |  | **Date of Meetings 2012/13** |
|  |  | Wednesday 21st November 2012, Wednesday 13th March 2013, Wednesday 29th May 2013 – at 3pm in Room 128, SAFB at South Kensington Campus |
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Meeting closed at 16:55

*SR/ADC/JW*

*June 2012*