

Staff Student Liaison Group meeting (Years 1 and 2)
Wednesday 30th May 2012
15.00
Room 128, SAFB
South Kensington Campus

Agenda			
<u>Agenda item</u>	<u>Lead</u>	<u>Paper</u>	
1. Welcome & Apologies for Absence	Chair		
2. Minutes of meeting held 14th March 2011	Chair	SSLG1,21112-08	
3. Matters arising			
3.1 Min 3.3 student led revision guidance	ICSM SU Academic Officer (Yrs 1, 2, GE)		
3.2 Min 3.5 on line self tests year 2	Year 2 Reps		
3.3 Min 5.1 timetabling Yr 2 Spring term	Learning Resources		
3.4 Min 5.5 anatomy demonstrators	Chair		
4. Summer term teaching			
4.1 Year 1 courses	Year 1 Reps and course leaders	SSLG1,21112-09	
Urinary System, Alimentary System, Skin Anatomy of the Abdomen, FCA			
4.2 Year 2 courses	Year 2 Reps and course leaders	SSLG1,21112-09	
Science and Patient, Ethics and Law			
5. Assessment	LCRS Theme Chair		
5.1 PMSA in Term 2, Year 1			
6. Student attendance and behaviour	Chair and Head of Years 1 and 2		
7. Quality – SOLE	Head of QAE		
8. Welfare	Senior Tutor		
9. Library	Library Rep		
10. Any Other Business	ICSM SU President	SSLG1,21112-10	
Change to RAG dates			
12. 2012/13 meetings			
To be circulated over the summer			

Please send apologies to a.cambrey@imperial.ac.uk

Staff Student Liaison Group (Years 1 and 2) meeting

14th March 2012

15.00

Room 128, SAFB

South Kensington Campus

Minutes

Present: Ms S Rayner(Chair), Dr G Barnes, Dr M Barrett, Ms J Chivinge, Prof N Curtin, Dr M Emerson, Mr N Fauzi, Ms A George, Dr K Gould, Dr C John, Dr P Kemp, Dr M Lowrie, Prof K Meeran, Mr K Moon, Prof M Morrell, Dr E Muir, Dr D Murphy, Dr G Murtagh, Dr J Pease, Ms K Perris, Ms A Puri, Ms M Rodger, Mr K Saleh, Prof S Semple, Dr S Smith, Dr M Sullivan, Mr S Tran

In attendance: Ms J Williams (secretary)

Apologies: Ms S English, Ms M Foot, Prof S Gentleman, Mr J Golden, Mr D Goldsmith, Mr C Harris, Mr A Hemani, Prof J Higham, Mr N Kalra, Prof J Laycock, Ms E McGovern, Dr N Martin, Mr M Lupton, Mr P Ratcliffe, Ms J Shiel, Dr M Wilson

Meeting opened at: 15.00

1. **Welcome & Apologies for Absence**
2. **Minutes of the Meeting Held on 23rd November 2011**
 RECEIVED: [paper SSLG1,21112-05].
 AGREED: a) that the Minutes of the meeting held on 23rd November be received and approved.
3. **Matters Arising**
 - 3.1 **Minute 5.1 Additional haematology teaching**
 AGREED: a) that there would be an additional haematology lecture in Year 2 MCD course from 2012/13.
 b) that it had also been agreed to split the diagnostics teaching over lunch as requested by the students previously.
 - 3.2 **Minute 5.2 Lecturer hand held clickers**
 CONSIDERED: a) that the Head of Learning Resources had investigated options but currently "mobile mice" could not operate reliably in large lecture theatres. Longer term the possibility of using PSR clickers was being investigated.
 - 3.3 **Minute 5.2 Student led revision guidance**
 REPORTED: a) that the ICSMSU Academic Officer was investigating options and looking at producing a booklet with suggestions and tips about methods of revision that had proved useful to students. This could be used in conjunction with the College produced Study Guide. It was thought that this would be an on line resource on the ICSMSU website.
 AGREED: b) that he would follow this up and report back on progress at the Summer term SSLG1,2
ACTION: ICSMSU Academic Officer (Yrs 1, 2 and GE)

- 3.4 **Minute 5.2 FCA costs**
REPORTED: a) that it had been agreed that placements would be sought within London where at all possible. If students were expected to travel further out eg Windsor then they would have less visits so reducing their expenses and the students were happy with this arrangement.
- 3.5 **Minute 6. Increased on line tests**
REPORTED: a) that the Year 1 LAPT self-tests were very useful and the students would welcome more tests, particularly Year 2 students as there were considerably less provided for them currently
AGREED: c) that Year Reps would meet with Prof Curtin and Dr Pease in the Summer term to plan a way forward.
Action: ICSMSU Year 2 Reps
4. **Year 1 courses**
RECEIVED: [SSLG1,21112-06]
- 4.1 **PBL**
NOTED: a) that students would welcome more individual feedback on their formative PBL test.
b) that it was essential that this was a manageable and fair process for all and the Course leaders would consider further options for this next year.
c) that tutor variance had occasionally meant that the individual feedback provided termly was not always particularly useful and it was felt that this should map onto the assessment process better and that ways of combining the two would be investigated further.
Action: Dr and Patient course leaders
- 4.2 **Human Life Cycle**
NOTED: a) that the course leader agreed to review certain aspects of the course ie the Placenta lecture that the students had found difficult.
b) that the course leader would also review the provision of information on the slides.
- 4.3 **Cardiovascular**
NOTED: a) that the course was well received
b) that the students requested the quizzes to be on line rather than provided as a handout and the Theme Chair would liaise with the course leader regarding this.
- 4.4 **Anatomy of the Thorax**
NOTED: a) that the course was well received
b) that demonstrators would be reminded about keeping the faces of the cadavers covered at all times.
Action: ICSMSU President to liaise with Head of Anatomy
- 4.5 **First Clinical Attachment**
NOTED: a) that the students enjoyed the course and the placements but sometimes felt that the timetabling made it difficult regarding getting there on time or requiring them to miss other teaching.
b) that it was pointed out that this should not happen and that they could liaise directly with the doctors to establish travelling time required as there was sufficient time allowed within the half day sessions.
AGREED: c) that it was agreed that Reps would send the course leader details of any specific problems relating to this.
Action: Year 1 Reps
5. **Year 2 courses**

REPORTED: a) that ICSMSU president had written to Mr Unwin regarding the incident in Anatomy earlier in the term.
b) that clearer instructions were now being put into the anatomy guides regarding clothing.
c) that students were asked not to swap small groups without notifying the course leader and could only do so for valid reasons.
d) that Year 1 attendance was fairly good and year 2 less so. Lecture and tutorial monitoring was picking up persistent absentees who were being contacted by Head of Year.

8.

SOLE
REPORTED: a) that students were reminded about the importance of giving constructive criticism in the light of some comments being very unhelpful and even damaging.
b) that students asked if all lecturers could remind them to complete SOLE and course leaders would be asked to do this more regularly.
AGREED: c) that It was not currently possible to post photos on the SOLE page but the templates in the guide should help students record their views as they went along.
c) that the ICSMSU Year Reps would remind students in this final week of term to complete SOLE.

9.

Welfare
REPORTED: a) that it was good that students were engaging well with their tutors and they were reminded that they could talk to tutors about revision and other academic matters as well as welfare support.

10.

Library
REPORTED: a) that the Chelsea and Westminster training rooms were now available for on line booking.
b) that students would be allowed to borrow copies of text books over the Easter break if there were 4 copies of a title available across the central campus libraries.
c) that library opening hours over the Easter break would be circulated in the ICSMSU newsletter.
Action: Library to send details to ICSMSU President for distribution

11.

External Examiners feedback
REPORTED: a) that the high failure rate in Year 1 queried and been discussed and figures were within the national average
b) that the College were satisfied with what was considered a high number of Mit Circs and felt that our system worked well and was fair to students.

12.

Date of Next Meeting
30th May at 3pm in 128, SAFB

Meeting Closed at:16.40
SR/JW
March 2012

To: SSLG 1 & 2
Date: Wednesday 30th May 2012

Presented by: Year 1 and 2 Representatives
Written by: ICSMSU Academic Officer for Years 1, 2 & GE – Steve Tran, Year 1 and 2 Representatives

Year 1 & 2 Feedback

1. Introduction

There are four elected student representatives from both years one and two that have been given feedback from their respective years. All the feedback was collected up until the Monday 21th May.

2. Recommendations

The committee is invited to:

- a. Consider and discuss the issues raised in the paper and relay appropriately to the course leaders.
- b. Note for information the feedback located in the appendix.

3. Feedback from Year 1

General

- Students feel that the teaching of the course in this term so far feels very rushed. Some have suggested that it would be slightly better if perhaps some of the material could be covered in the previous term as they thought there was plenty of spare time and continued in the next.
- Some students felt like they were either unaware of it or they are still rather unsure of the services that this service can provide to them. Although Year Reps are trying to get the word around, would it be possible for an email to go around explaining it more?

Life Support Systems (LSS)

a. Alimentary System

- This is well taught course. A few students have commented that some lectures could potentially be condensed, e.g. liver function and failure.

b. Urinary System

- Overall positive response so far, as students have enjoyed the scheduled practicals and have found term extremely helpful as they've been great reinforcement tools.

c. Anatomy of the Abdomen

- Students thought the session on applied anatomy on clinical cases extremely enjoyable as it gave insight on the application of anatomy.

- Students felt as if they should have been given the choice of attending the memorial for the cadavers as there were lectures scheduled during the memorial.
- Students feel that the ratio of students to body is slightly impairing their ability to learn as some students are unable to see anything and most sessions are normally rushed to ensure everybody gets a good look in order to end in time. Someone made the suggestion that we could try using bird-eye view cameras on a big screen so that all students could use them to follow the sessions.

Foundation of Clinical Practice

a. First Clinical Attachment

- Students feel that FCA should be condensed and potentially be completed within the previous term as there seemed to be more 'empty space' to accommodate these sessions in the previous term.

4. Feedback from Year 2

Molecules, Cells & Diseases

- Students have generally enjoyed this course. Some have wondered whether it would be possible to break down some of the larger lectures into two, especially in the Microbiology course.

Science and the Patient

- Students appreciate the difficulty of integrating the different aspects of human physiology into one theme, and some have suggested that it would be helpful to have a simple explanation of a clinical case in Prof. Meeran's introductory lecture. This could be used to show how the main themes covered in the course (physiology of infections, cardio-respiratory performance, water and electrolyte balance etc.) work together.
- Students have asked for clearer learning objectives in the course guide.
- Many students have also been annoyed about the many cancelled lectures that we have had recently, and whilst we understand that this is out of the control of the course leader it would be possible to know which lectures will be rescheduled?

General Feedback

- The Drewe LT has become increasingly warm over the past few weeks and whilst we have tried talking to people in the security and tech offices no one has turned on the air conditioning. The environment is not conducive for working in and as a result of this some students have left lectures. Would it be possible for this to be resolved?
- Some students wondered whether it would be possible to have a break after the first set of exams.

To: Staff Student Liaison Group (Years 1 and 2) Meeting
Date: 30 May 2012

Presented by: Ms Suzie Rayner, ICSMSU President
Written by: Ms Suzie Rayner, ICSMSU President

Proposed Changes to dates in the RAG Calendar

1. Introduction

Due to changes that have been made to the structure of final year, we would like to make a few changes to the social calendar in order to enable students in this year to continue to participate in the events, as per tradition. We would like to move some of the event forward to earlier on in the year, and hopefully we can find a way to do so without any repercussions on the current course structure.

The dates we are hoping to change are those for events in the Spring term, including RAG Dash (usually early February), and RAG Week and Circle Line (usually 3rd week of February).

2. Recommendations

The committee is invited to:

- i. Consider the following changes:

2012/2013

The dates have now been finalized for the 2012/13 academic year, with Friday the 1st and Thursday 21st February being kept free of teaching for 1st and 2nd years. We would like to move RAG week to the last week of January to include the Friday off for Circle Line, and then move RAG Dash to another weekend.

2013/2014 onwards:

We would like to move RAG week to the first week of Spring term (starting after the Year 1 Formative Exam). Although this week is primarily geared towards 1st years, we would hope that other years would also be given the Thursday off to be able to participate in Circle Line on the Thursday.

RAG Dash would then be scheduled for a weekend later on January or early February.