

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

AGREED: website.
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
REPORTED: **Minute 5.2 FCA costs**
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
REPORTED: **Minute 6. Increased on line tests**
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.
RECEIVED: **Year 1 courses**
[SSLG1,21112-06]

4.1
NOTED: **PBL**
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
NOTED: **Human Life Cycle**
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
NOTED: **Cardiovascular**
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
NOTED: **Anatomy of the Thorax**
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
NOTED: **First Clinical Attachment**
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

5.1 **Year 2 courses**
5.1 **Timetabling**

NOTED: a) that students felt that the lectures could be spread out more in the Spring term.

AGREED: b) that the Learning Resources team would look at this to see if possible for 2012/13.

Action: Learning Resources and Curriculum Administrator

5.2 **Musculoskeletal**

NOTED: a) that it was felt that the lecture on biomechanics was too advanced and should either be amended or moved to later in the course.

AGREED: b) that the course leader would review this for next year

5.3 **Human Life Cycle**

NOTED: a) that the course leader apologised for the various problems with the delivery of the course

AGREED: b) that the course leader agreed to ensure that all slides were posted before the end of term and confirmed that the exam paper would only contain questions relating to the taught material.

5.4 **Pharmacology**

NOTED: a) that the students suggested having 'take home sheets' following the tutorials, as with MCD and there followed a discussion relating to the purpose and structure of the tutorials in Year 2.

AGREED: b) that it was agreed that the open forum of the tutorials worked best in terms of encouraging participation and that understanding concepts rather than providing answers was their main purpose.

5.5 **Anatomy of the Limbs**

NOTED: a) that the course was well received and that demonstrators would just be reminded regarding ensuring that their name badges were visible. This would assist student feedback on their performance.

b) that students felt that it would be helpful if the lead demonstrator could go through demonstration before the students did it and this would be fed back to the Head of Anatomy.

Action: ICSMSU President to liaise with Head of Anatomy

5.6 **PPD**

NOTED: a) that students reported that the instructions regarding the work on the clinical placement required for the spring term PPD session could have been clearer.

AGREED: b) that the system would be reviewed for next year but that the quality of work had overall been excellent.

6. **Discussion on BSc awarding and differences between courses.**
RECEIVED: [Paper SSLG1,21112-07]
that a useful discussion outlining the benefits and drawbacks to students of the proposed alternative systems were outlined.
7. **Student Attendance and behaviour**
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