

Staff Student Liaison Group (Years 1 and 2) meeting

23rd November 2011

15.00

Room R1, Reynolds Building

Charing Cross Campus

Minutes

Present:, Ms S Rayner (Chair), Dr G Barnes, Dr M Barrett, Ms J Chivinge, Dr J Currie, Dr M Emerson, Ms S English, Mr N Fauzi, Professor S Gentleman, Ms A George, Mr J Golden, Mr D Goldsmith, Dr K Gould, Mr C Harris, Dr P Kemp, Professor J Laycock, Professor K Meeran, Mr K Moon, Prof M Morrell, Dr E Muir, Dr G Murtagh, Ms K Perris, Ms A Puri, Mr P Ratcliffe, Mr M Rodger, Mr K Saleh, Ms J Shiel, Dr M Toledano, Mr S Tran.

In attendance: Ms J Williams (secretary).

Apologies: Dr N Martin, Prof J Higham, Mr M Lupton, Dr M Wilson, Ms M Foot, Mr A Hemani, Mr A Hosin, Mr N Kalra, Ms E McGovern,

Meeting commenced at 15.00

1. Welcome & Apologies of Absence

2. Terms of Reference

RECEIVED: [Paper SSLG1,21112-01]

AGREED: a) that these were agreed

3. Minutes from the Meeting on 1st June 2011.

RECEIVED: [Paper SSLG1,21112-02]

AGREED: a) that the Minutes were approved as an accurate record:

4. Matters arising

- 4.1 REPORTED: a) that the LSS Theme Leader was liaising with the Skin course leader regarding amending the content of the course.
b) that plans for the Science and Patient course practical were underway for the summer term.
c) that the Learning Resources team had already ensured signage was available in both lecture theatres and on the intranet. Technicians would continue to remind staff.

AGREED: d) that the course leaders would be reminded of this system

Action: Curriculum Administrator, Years 1 and 2

5. Summer Term Teaching.

RECEIVED: [Paper SSLG1,21112-03]

5.1 Year 2 Feedback

General

NOTED: a) that the number of students in the year meant that the overflow room (MDL1D) was not required and had since been booked for other teaching.

b) that staff were all asked to ensure that they submitted slides to the intranet as soon as possible, but students were encouraged to email lecturers direct regarding missing lecture slides, copying in the course/theme leader.

MCD

NOTED: a) that some of the haematology content was felt to be very heavy and could be better delivered by being broken up with additional tutorials.

AGREED: b) that the theme leader would discuss with module leader

Action: MCD Theme Leader

Neuroscience and Mental Health

NOTED: a) that specific issues should be sent to the course leader

b) that the purpose of the tutorials was to help students understand concepts and it would not be useful to have summary notes distributed. Queries could be raised via the Blackboard Discussion boards.

AGREED: c) that the Curriculum Administrator would remind the year about the use of discussion boards on blackberry.

Action: Curriculum Administrator, Years 1 and 2

Anatomy of the Head, Neck and Spine

NOTED: a) that the Anatomy team accepted that the quality of some of the specimens was poor and that they would be replaced.

b) that the videos were useful

c) that tutor variability was to some extent inevitable and that tutors were asked to rotate around tables to ease this.

AGREED: d) that all demonstrators would have name badges so that any specific problems could then be addressed by the course leader.

e) that due to Health and Safety issues, students were not allowed to bring notepads into the dissection rooms.

Pharmacology

NOTED: a) that students raised the issue of the structure of the course and that it did not work as well for them as the Endocrinology course for some groups who had their tutorials before the relevant lecture.

b) that it was pointed out that the course leaders aimed to give students continuity of tutors which meant that for some students this could mean the order was not ideal.

NOTED: c) that the course leader would consider timetabling for 2012/13

Action: Pharmacology course leader

Clinical Communication

NOTED: a) that this course was very popular

b) that the videos had in some cases taken a long time to upload but that any problems relating to this should be sent to the Head of Learning Resources.

Dr and Patient

NOTED: a) that the PBL peer feedback was compulsory

b) that any specific problems should be addressed to the course leader

c) that feedback regarding PBL tutors could be given on SOLE.

d) that if students felt any teaching in other themes could be well supported by PBL cases they should let the course leader know.

e) that the PPD sessions were well received.

Science and Patient

NOTED: a) that further integration was planned between the Year 1 EIP course and Science and Patient course.

b) that it was felt that there was sufficient small group teaching

within this course.

5.2

Year 1 feedback

General

- NOTED: a) that the electronic timetable system was appreciated and it was anticipated that any teething glitches would be eased, although last minute changes to the curriculum were occasionally inevitable and students would be emailed if this occurred.
b) that students suggested providing lecturers with handheld clicker devices and it was agreed that the Head of Learning Resources would look into this.

Action: Head of Learning Resources

- c) that students would welcome some of the IT/library/e portfolio teaching being delivered via e learning.
d) that How to study techniques would be examined during the February Personal Tutor session and that students should review the guide they were given in their welcome pack *The Imperial Study Guide* (also on the intranet)
AGREED: e) that the SU was also producing some guidance on this subject based on successful case studies.

Action: Academic Officer ICSMSU

MCD

- NOTED: a) that the tutorials were designed to help students to consolidate their learning across all modules.
b) that specific issues relating to content should be fed back to Theme Leader and on SOLE

Society and Health

- NOTED: a) that this newly designed course would benefit from some tutorial teaching and in some instances clearer objectives.
b) that the course leader was exploring this

Action: Society and Health course leader

Problem Based Learning

- NOTED: a) that a session to explain the in course assessment for this was scheduled for December and would be posted on the intranet.
b) that timetabling issues meant that some groups did have their PBL sessions prior to the relevant lectures but this was not seen as a problem in terms of PBL teaching.

First Clinical Attachment

- REPORTED: a) that there were some issues with students needing to travel very long distances eg Windsor to visit patients and the cost implications.

- AGREED: b) that the scale of this would be investigated and a solution sought.

Action: FOCP Theme Chair, FCA Course Leader and Curriculum administrator, Years 1 and 2

6.

Assessment

- REPORTED: a) that Year 2 students thought the feedback they received post exams in Year 1 was very useful and this would be continued.
b) that a year 1 Examinations lecture was to be given on 13th December.

- AGREED: c) that students would appreciate having the self tests running for longer and this would be fed back to those coordinating this.

Action: Sub Board Chair (Exams), Year 1

7. **Student Attendance and Behaviour**
REPORTED: a) that the Head of Years 1 and 2 reinforced the need for students to attend and behave appropriately at lectures and other teaching.
 b) that College ID cards should be carried at all times and that if lost, should be immediately replaced. This was a College requirement.
8. **Quality**
REPORTED: a) that the newly appointed QAE Manager was working to present students with details of changes made to the course as a consequence of SOLE or SSLG1,2 feedback so participation by students was key.

Action: QAE Manager
9. **Welfare**
REPORTED: a) that students should alert the FEO or Senior Tutor, Years 1 and 2 if their tutor was absent from a session
 b) that students should all contact their PT or the Senior Tutor with any problems they wished to discuss.
10. **Library**
REPORTED: a) that study space in the Computer Cluster at Charing Cross was now available.
11. **Any Other Business**
REPORTED: a) that students should always use their College accounts rather than hotmail addresses as this was both more secure and professional.
12. **Meeting Dates 2011/12**
Wed 14th March 2012 at 3pm in 128, SAFB
Wed 30th May 2012 at 3pm in 128, SAFB.

Meeting closed
at 16.30

SR/JW
Nov 2011