

**Staff Student Liaison Group (Years 1,2)**

**Minutes of Meeting held on 13<sup>th</sup> March 2013**

**Present:** Mr S Vohra (Chair), Dr R Abel, Dr M Barrett, Ms C Brash, Dr P Clark, Ms M Coates, Professor C Davies, Dr M Emerson, Ms A George, Dr K Gould, Mr C Harris, Dr R Herbert, Dr C John, Professor K Meeran, Professor M Morrell, Dr D Murphy, Ms K Perris, Mr R Pryce-Davies, Mr M Riyaz, Ms M Rodger, Dr J Saffell, Dr A Sam, Ms J Shiel, Professor S Smith, Dr P Strutton, Dr M Thavarajah, Mr J Yoo, Ms J Williams (secretary), Dr M Wilson, Mr K Wu

**Apologies:** Professor J Higham, Mr M Lupton, Professor M Partridge, Professor J Laycock, Dr P Kemp, Professor S Gentleman, Mr S Tran, Dr E Muir, Dr G Murtagh, Dr A Belsi, Ms E McGovern, Ms J Shiel, Dr C MacLeod, Dr G Barnes, Ms N Raeside, Mr K Kulasabanathan, Mr D Christmas, Dr M Sbaiti, Dr P Strutton

<b>1. Welcome and apologies for absence</b>	
	The Chair thanked members for attending and noted the apologies for absence.
<b>2. Minutes of the meeting held on 21<sup>st</sup> November 2012 (SSLG1,21213-05)</b>	
AGREED:	2.1. that the Minutes were approved, although point 5.9 should read numerical rather than statistical knowledge required.
<b>3. Matters arising</b>	
<b>Minute 4.2 Ethics in course assessment</b>	
REPORTED:	3.1. that the EC1,2 and EC3,5&6 had agreed the proposal to swap an Ethics with a Law session to give ease the gap between the teaching and assessment for students.
<b>Minute 5.9 MCD and clarification of numerical knowledge required</b>	
REPORTED:	3.2. that the intranet had been updated so that students knew that normal ranges for any questions requiring calculations in an MCD exam would be provided.
<b>Minute 5.16 Staples in guides</b>	
REPORTED:	3.3. that staple removers and treasury tags had been provided at all counter areas and that students had been informed.
<b>Minute 5.18 Use of video tutorials</b>	
REPORTED:	3.4. that Year reps had been in touch with key members of staff to discuss this further and it would be looked at further in the Early Years Review.
<b>Minute 5.29 Society and Health Course review</b>	
REPORTED:	3.5. that the course leader had been in touch with the Chair and Academic Officer and was planning to revise the course. She would feed back progress to the group in due course.
<b>Minute 5.32 Accommodation during resits</b>	
REPORTED:	3.6. that the Senior Tutor had established that some accommodation would be available during the resit period and the Chair agreed to feed this back to students at the relevant point in time.

	<b>Minute 6.5 Spreading out of Year 2 Exams in May</b>
REPORTED:	3.7. that this was not possible for this year due to shortage of exam venue space but would be considered for future years.
	<b>Minute 12.2 Vegan food in the campus Cafes</b>
	3.8. that the Chair was pleased to report that there was now a shelf of halal, lactose-free and vegan food available in the SAFB café.
<b>4. Year 1 Student Feedback on course</b>	
RECEIVED:	SSLG1,21213-06
NOTED:	4.1. that students were pleased with the recorded lectures on Panopto. It was pointed out that not all lectures would be available for reasons of consent or technical issues and that they were still an adjunct rather than replacement for attending lectures.
AGREED:	4.2. that some lecture slides were still not being uploaded in a timely fashion and that lectures were uploaded in mixed formats. 4.3. that course leaders would be asked to remind their staff to submit slides on time and in both PDF and Powerpoint format if possible to ensure that they could be read and annotated easily on all devices <b>Action: Head of Learning Resources to email course leaders</b>
NOTED:	4.4. that there had been some confusion over the PBL assessment by both students and tutors.
AGREED:	4.5. that the course leader proposed to make instructions clearer and give a briefing session at the start of term 1 for new students. He agreed to meet separately with Year reps and feed back at the next SSLG1,2. <b>Action: PBL Course Leader</b>
NOTED:	4.6. that students reported variation in the standards of Anatomy demonstrators and due to the tightness of time felt some groups suffered. 4.7. that the course leader encouraged them to ask at the time if there was uncertainty.
AGREED:	4.8. that the CVS quizzes were popular and other courses should be encouraged to run similar quizzes. 4.9. that the HLC guide had lacked detail and the course leader was requested to review this for next year, although it was pointed out that guides were to be used together with the lectures and slides to give the whole picture. <b>Action: HLC course leader to review</b>
NOTED:	4.10. that FCA problems with GP surgery visits had mostly been sorted out but that students should continue to let the course leader know of any problems. 4.11. that students reported many of the chairs were broken in the computer lab and that at times these areas could become very noisy.
AGREED:	4.12. that the Head of Learning Resources was currently budgeting to replace chairs, but students were advised to monitor the noise levels themselves. <b>Action: Head of Learning Resources</b>
	<b>Year 2 student feedback on course</b>
RECEIVED:	SSLG1,21213-07
NOTED:	4.13. that generally students felt that there was not sufficient feedback over the Year and requested some form of formative assessments prior to the main exams in May (PMSA, in course or on line assessments were all suggested) 4.14. that students queried the viewing of their papers and it was noted that there was a College system whereby students could pay to see their papers but it was generally thought that this was not particularly useful or practical. 4.15. that a more useful system should be considered, particularly for resit students.

AGREED:	<b>Action FEO Exams team to consider options and publicise</b>
NOTED:	4.16. that students asked if the results of the May exams could be released earlier, although it was explained that the Exam Board needed to meet and this was all done as one exercise after the final exam and before results were released. In addition, failure in any of these examinations may impact on performance during the Science & Patient course if results were released during this.
AGREED:	4.17. that students would prefer not to move sites within a teaching day as sometimes happened with PBL and it was explained that this was sometimes unavoidable due to a shortage of suitable rooms for small group teaching.
AGREED:	4.18. that in Anatomy it would be useful to have a list of mnemonics for revision
NOTED:	4.19. that Chair and Academic officer agreed to write this and post on their website. <b>Action: ICSMSU President and Academic Officer, Years 1,2 and GE</b>
AGREED:	4.20. that students particularly enjoyed the tutorials in Pharmacology and Neuroscience and mental health and the clinical context of the Molecules, cells and disease and Musculoskeletal teaching.
AGREED:	4.21. that students particularly enjoyed the Human life cycle lectures given by Prof Higham and the Neuroscience and mental health lectures given by Prof Gentleman.
AGREED:	4.22. that they would like the HLC course more spread out or taught earlier in the term.
AGREED:	4.23. that they requested an HLC revision session to help with the embryology teaching.
AGREED:	4.24. that the course leader would review the timing of the course and produce an on line revision aid to help students with revision over the Easter break. <b>Action: HLC course leader</b>
NOTED:	4.25. that the PPD was considered very useful in relation to the introductory attachment.

## 5. Imperial Horizons report

RECEIVED: SSLG1,21213-08

- NOTED:
- 5.1. that it had been agreed that students who failed this course would not have this indicated on their transcripts. A Pass or Distinction would be recorded.
  - 5.2. that resulting was currently being undertaken by the Horizons team but would in the longer term require a system supported by Registry and departments.
  - 5.3. that some courses were currently able to be taken for credit but this was a departmental decision and was not an option with medicine currently for Year 1 students.
  - 5.4. that the course would remain voluntary for the time being and that students could either do a course in the Autumn or Spring terms or both.
  - 5.5. In 2013/14 courses would run on Mondays for Year 2 and Tuesday for Year 1 students from 4-6pm.
  - 5.6. that the main reason for withdrawals from medics was due to workload or a clash with student extra-curricular activities (e.g. clubs and societies).
  - 5.7. that the courses would be reviewed at the end of this year and some replaced or amended.
  - 5.8. that the FEO Learning Resources team were thanked for their assistance in providing suitable rooms and rearranging timetabling as necessary.

## 6. Quality

- REPORTED:
- 6.1. that Year 2 SOLE feedback was currently very poor.
  - 6.2. that students suggested a tick box to indicate if slides had been provided and requested that SOLE be instant and available via an App.
- AGREED:
- 6.3. that the system was being reviewed and the Quality Assurance and Enhancement Manager would include students in the testing stage.  
**Action: QAE Manager**
  - 6.4. that the GMC visit had gone well and students were thanked for their input.

REPORTED:	Both main suggestions for improvement – developing and rolling out a clear Assessment Strategy and developing a curriculum map over the six years – were being implemented.
<b>7. Welfare</b>	
REPORTED:	7.1. that students needed to be made aware of the importance of coming forward if they were experiencing difficulties or required Special Exam Requirements.
AGREED:	7.2. that they were reminded to ensure they obtained the relevant medical evidence at the time of treatment as it was often difficult to get retrospectively. 7.3. that the Senior Tutor, Years 1 and 2 would email both years emphasising these points. <b>Action: Senior Tutor, Years 1 and 2</b>
<b>8. Library</b>	
REPORTED:	8.1. that the work at St Mary's Library was complete and the official opening would be on 14 <sup>th</sup> May. 8.2. That Charing Cross Library would be open over the Easter holiday but there were no further plans to extend opening times. Students should consult the Library information on the intranet.
<b>9. AOB</b>	
AGREED:	9.1. that student shout outs at the start or end of a lecture were to be cleared with the relevant lecturer at least 24 hours in advance. Videos should come at the end of lectures to avoid being too intrusive. <b>Action: ICSMSU Academic Officer, Years 1, 2 and GE to remind students</b>
<b>10. Dates of next mtgs</b>	<b>Wednesday 29<sup>th</sup> May at 3pm in 128, SAFB, SK</b>