

Staff Student Liaison Group (Years 1,2)

Minutes of Meeting held on 21st November 2012

Present: Mr S Vohra (Chair), Dr P Aylin, Dr M Barrett, Dr A Belsi, Ms C Brash, Mr D Christmas, Ms M Coates, Dr M Emerson, Ms S English, Professor S Gentleman, Ms A George, Dr K Gould, Mr C Harris, Dr C John, Dr P Kemp, Mr K Kulasabanathan, Professor J Laycock, Professor K Meeran, Professor M Morrell, Dr E Muir, Dr G Murtagh, Dr J Pease, Ms K Perris, Mr M Riyaz, Professor S Smith, Dr M Toro-Troconis, Mr S Tran, Mr J Yoo, Ms J Williams (secretary), Dr M Wilson, Mr K Wu

Apologies: Professor J Higham, Mr M Lupton, Professor M Partridge, Ms E McGovern, Ms M Rodger, Ms M Foot, Ms J Shiel, Dr G Barnes, Ms N Raeside, Dr M Sbaiti, Dr P Strutton

1. Welcome and apologies for absence	
	The Chair thanked members for attending and noted the apologies for absence.
2. Terms of Reference (SSLG1,21213-01)	
AGREED:	That the TOR and membership were approved.
3. Minutes of the meeting held on 30th May 2012 (SSLG1,21213-02)	
AGREED:	That the Minutes were approved
4. Matters arising	
	Minute 6.2 Clinical Communication in Year 2
REPORTED:	4.1. That clarification of the proposed assessment was required to go through the EC1,2 for implementation in 2013/14, although it was hoped that a pilot could be run this year.
	Minute 6.2 In course assessment - Ethics
REPORTED:	4.2. that this was on going and would be discussed at the January 2013 meeting.
	Minute 11.1 Rag week changes
REPORTED:	4.3. that ICSMSU, Curriculum Administrator and Learning Resources team had changed the days given to students as free time for Rag activities earlier in the term as requested and Rag week was confirmed as 28 Jan – 1 Feb 2013. This was greatly appreciated by the ICSMSU.
	Minute 11.2 FEO drop in sessions
REPORTED:	4.4. that it was still felt that these were not well advertised and the Year 1 Reps agreed to inform students after the lecture on Friday and encourage students with queries relating to the course to attend from 12-2pm in 279, MDL2 any Friday up until 14 th December 2012. Dates for the Spring term would be published shortly.
5. Yr 2 Student Feedback on course	
RECEIVED:	SSLG1,21213-03
NOTED:	5.1. that hand out answers would not be appropriate for the Endocrinology tutorials as the purpose was to discuss issues relating to the facts which had already been covered in the lectures.
AGREED	5.2. that the purpose of the tutorials would be clarified in the course guide next year.

	Action Endocrinology Course Leaders
NOTED:	<p>5.3. that the Pharmacology teaching was spread over two terms and the gaps between some of the teaching no more than 2 weeks which was considered reasonable.</p> <p>5.4. that the Neuroscience course had proved difficult and the Early Years Review was looking at ways to integrate this more fully with the relevant anatomy to make the course more practically based.</p> <p>5.5. that some of the slides (particularly in Neuroscience course) contained a lot of information and students would welcome all lecturers using the notes section of Microsoft Powerpoint to help them synchronise their notes.</p> <p>5.6. that they would also welcome all slides being posted in advance of the lectures and it was confirmed that this was being monitored by the FEO as part of the Quality Metrics, although students were still encouraged to speak to lecturers at the time of delivery to remind them</p> <p>5.7. that the Anatomy of the Head, Neck and Spine course was generally well received.</p> <p>5.8. that the MCD course was well received although as there was a huge amount of information provided they would again welcome a notes section on the bottom of each slide.</p>
AGREED:	<p>5.9. that the Theme Chair confirmed the level of statistical knowledge required would be clarified fully on the assessment page.</p> <p style="text-align: right;">Action: MCD Theme Chair</p>
NOTED:	<p>5.10. that students would welcome more reminders regarding the deadlines for Science and Patient course submissions.</p> <p>5.11. that Year 2 PBL had received mixed reviews but would welcome clarification on the e portfolio session and peer evaluation.</p>
AGREED:	<p>5.12. that the PBL course leader would email all students reminding them, although the detail was in their guide and on the intranet.</p> <p style="text-align: right;">Action: Dr and Patient Theme Chair</p>
NOTED:	<p>5.13. that students found the sound in G16 less clear than in the Drewe due to different microphones being used.</p> <p>5.14. that this was being looked into but it was also felt that it was also possibly a training issue for staff to ensure that they understood the acoustics of each lecture theatre and which microphone to use for best affect.</p> <p>5.15. that the recordings of lectures would help students revisit lectures and they would be made available to students shortly.</p>
AGREED:	<p>5.16. that the production of course guides with staples that were very sharp was discussed and the easiest solution in the short term would be to purchase multiple staple removers and treasury tags as an alternative which would be kept at the FEO student counters.</p> <p style="text-align: right;">Action: FEO Manager and Curriculum Administrator</p>
NOTED:	<p>5.17. that using split screens in the lecture theatre was discussed although it was thought that this was difficult technically and more consistency in slides with prompts and/or note sections would help with this.</p> <p>5.18. that students requested that course leaders considered making video tutorials to aid learning and could provide a list of useful topics to be considered.</p>
AGREED:	<p>5.19. that this was an idea that should be discussed further in the Early Years Review that was currently underway and which student input was being sought.</p> <p style="text-align: right;">Action DDE, Head of Year and Student Reps</p>
NOTED:	<p>5.20. that students would welcome more careers advice and it was confirmed that a lead to develop the strategy for this was in the process of being appointed. A booklet was being developed and an ICSMSU Careers society was in the process of being formed.</p> <p>5.21. that students would welcome the Year 3 clinical allocations being available earlier even if it meant that there were some inevitable changes after resit results and the Chair would discuss this further with the Clinical Curriculum Manager.</p>

	Action: ICSMSU President
	Year 1 student feedback on course
RECEIVED:	SSLG1,21213-04
NOTED:	5.22. that the Reps thanked the Academics present for what they considered a very good course to date.
	5.23. that students requested that the MCD Metabolism quiz could be left on the intranet for longer and it was agreed that it would go back onto the intranet over the Christmas break to help with Revision. Students were reminded that there were many other self test questions on the intranet that they should be using.
AGREED:	5.24. that course leaders should be reminded to check the Blackboard Discussion Boards regularly Action: Curriculum Administrator
NOTED:	5.25. that some of the EIP slides had been very slow to be uploaded and the course leader would be reminded to check with the lecturers
	5.26. that the clinical communication course was well received.
	5.27. that students were reminded about the UK Council e learning module which was on line and that they might find useful to see practical examples of clinicians at work.
	5.28. that some students felt that the Society and Health course lacked clear objectives. They were also confused regarding the assessment though it was pointed out that this would be clarified at the Exams talk in December.
AGREED:	5.29. that the course leader would be asked to liaise directly with the Year reps to try and address these issues in the future Action Society and Health course leader
NOTED:	5.30. That travel expenses were still an issue occasionally in FCA and when students were expected to travel across multiple sites within a day due to the Imperial Horizons programme.
AGREED:	5.31. That the Senior Welfare Tutor would take forward the travelling to more distant Halls eg Paragon in West London and the students agreed to liaise with him directly.
	5.32. That students felt that there should be more help with accommodation during the resit period and they were advised to liaise with the Accommodation office and in the case of overseas students the International Student Office. The Chair and Senior Tutor again agreed to liaise over this and feedback at the next meeting. Action: Senior Welfare Tutor and ICSMSU
6. Assessment	
REPORTED:	<u>External Examiners Report</u>
	6.1. that a verbal report would be made at the January meeting. <u>Year 1</u>
	6.2. that there had been some anxiety over the PBL in course assessment although all details were on the Assessment and Examinations page on the intranet and further detail would be issued at the December Exams talk.
	6.3. that feedback would be provided for the PBL formative this year via Blackboard. <u>Year 2</u>
	6.4. that students were unhappy about the lack of space between the LCRS papers this year. It was pointed out that there had been problems with finding the correct space required this year but that there is only ever 1 exam per day as recommended by College.
AGREED:	6.5. that the Head of Exams would consult with the Exams team to see if there was the possibility of spreading these exams out this year. Action Head of Exams

7. National Student Survey Results	
REPORTED:	<p>7.1. that there had been a disappointing drop in overall student satisfaction and the Faculty were keen to address this.</p> <p>7.2. that 3 Town Hall events had been organised to gather student views and all students were encouraged to attend. Findings would be fed back and addressed.</p>
8. Imperial Horizons	
REPORTED:	<p>8.1. that students reported the initial uptake of medical students had been good but that there had also been a high drop out rate which was largely due to cross campus travel, high workload and the fact that the evening sessions ate into the Clubs and Societies time.</p> <p>8.2. that there was no immediate plan to make these courses compulsory but that from 2013/14 sessions would be rolled out for Year 2 on Monday and Year 1 on Tuesday.</p> <p>8.3. that there was uncertainty about the assessment of this course and concern about how it would be indicated on their transcripts. ICSMSU were in discussions with the organisers and would keep the group informed.</p> <p style="text-align: right;">Action: ICSMSU President and Academic Officer (Years 1, 2 and GE)</p>
9. Quality	
	SOLE
REPORTED:	<p>9.1. that in Year 1 the use of specific timetabled sessions had greatly increased participation rates.</p> <p>9.2. that Year 2 had been emailed and reminded to complete SOLE</p> <p>9.3. that SOLE would be replaced by a more flexible system next year which might even contain lecturers' images to aid accurate responses.</p>
	GMC Visit
REPORTED:	<p>9.4. that 10 students were required for a discussion with the GMC on their visit and the Reps were encouraged to attend.</p> <p>9.5. that the ICSMSU Academic Officer would coordinate this and liaise with the QAE Manager</p>
AGREED:	Action ICSMSU Academic Officer
10. Welfare	
REPORTED:	<p>10.1. that all Year 1 and 2 students had now met with their Personal Tutors at least once.</p> <p>10.2. that students could in addition approach the Senior Welfare Tutor (Years 1 and 2), ICSMSU Welfare Officer and the FEO as additional sources of advice.</p> <p>10.3. that PTs could be useful for academic advice but students were also encouraged to contact lecturers, course and theme leaders directly if they had queries.</p>
11. Library	
REPORTED:	11.1. that The St Mary's Library closed early at 18.00 for five week nights from Monday 19 th Nov – Friday 23 rd Nov, it was also closed all day on Saturday 1 st Dec.
12. AOB	
REPORTED:	<p>12.1. that students were in negotiations with CX regarding the possibility of a high speed lift in the Lab Block.</p> <p>12.2. that ICSMSU would also take up student requests re: provision of lactose free and vegan food in the SAFB cafe.</p> <p style="text-align: right;">Action: ICSMSU</p>
13. Dates of next mtgs	Wednesday 13th March at 3pm in 128, SAFB, SK

Wednesday 29th May at 3pm in 128, SAFB, SK