

Staff Student Liaison Group (Years 1,2)

Minutes of Meeting held on 29th May 2013

Present: Mr S Vohra (Chair), Dr R Abel, Dr G Barnes, Dr M Barrett, Dr A Belsi, Ms C Brash, Ms R Brazier, Mr D Christmas, Ms M Coates, Dr M Emerson, Ms A George, Dr K Gould, Mr C Harris, Dr S Holzer, Dr P Kemp, Mr K Kulasabanathan, Professor J Laycock, Professor K Meeran, Professor M Morrell, Dr G Murtagh, Ms K Perris, Ms N Raeside, Mr M Riyaz, Ms M Rodger, Ms J Shiel, Dr M Thavarajah, Mr S Tran, Mr J Yoo, Ms J Williams (secretary), Dr M Wilson, Mr K Wu

Apologies: Professor J Higham, Mr M Lupton, Professor S Smith, Professor S Gentleman, Dr E Muir, Dr K Murphy, Dr J Main, Dr M Toro Troconis, Ms S English, Ms E McGovern, Ms M Foot

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| 1. Welcome and apologies for absence | |
| | The Chair thanked members for attending and noted the apologies for absence. |
| 2. Minutes of the meeting held on 13th March (SSLG1,21213-09) | |
| AGREED: | 2.1. that the Minutes were approved, although point 6.1 should read Year 2 SOLE feedback response rate was very poor. |
| 3. Matters arising | |
| | Minute 4.3 Slide provision |
| REPORTED: | 3.1. that the Head of Learning Resources had emailed all course leaders regarding the provision of slides prior to lectures. |
| | Minute 4.5 student PBL feedback |
| REPORTED: | 3.2. that the course leader had clarified the advice and grading criteria for the ICA for next year and amended the template for the assessment. The formative assessment would move before Christmas to be more useful to students. The students thanked the course leader for these improvements. |
| | Minute 4.24 HLC Year 2 |
| REPORTED: | 3.3. that the course leader had provided on line revision material and the students thanked him for this. 3.4. that the Year 1 HLC course review was underway and the course leader would be asked to feedback at an appropriate time. Action: HLC course leader |
| | Minute 4.12 replacement of chairs in computer labs, SAFB |
| REPORTED: | 3.5. that many chairs had been replaced and further refurbishment of the SAFB was awaiting budget confirmation. |
| | Minute 3.5 Exam feedback |
| REPORTED: | 3.6. that College had withdrawn the facility for students to review their papers, although this had always been considered not helpful for students. The FEO Exams team were currently reviewing feedback given and it was hoped that more detailed feedback, especially for resitting students could be introduced |

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| | from this summer. |
| | Minute 4.19 Anatomy Mnemonics |
| REPORTED: | 3.7. that the Chair and ICSMSU Academic Officer had been working on this and it was available on Notebook. |
| | Minute 3.7 Special Exam arrangements |
| REPORTED: | 3.8. that Senior Tutor, Years 1 and 2 had emailed all students regarding this in March and several had since come forward. He was thanked for this prompt response. Students should in future be even more firmly advised to register with the Health Centre on arrival as this would speed up the process for Special Exam arrangements as well as the other benefits. |
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| 4. Yr 1 Student Feedback on course | |
| RECEIVED: | SSLG1,21213-10 |
| | Anatomy of the Abdomen |
| NOTED: | 4.1. that overall students had enjoyed the course and felt the moving around of demonstrators between groups had helped with the inevitable variance amongst the group of demonstrators available. 4.2. that it was pointed out that students should ensure that they do ask tutors if they feel they need further clarification rather than always expect all information to be provided across the board. 4.3. that they felt the Question and Answer sessions to be very useful and the clinical scenarios provided at the end. 4.4. that all slides, including the quiz powerpoints, were now on the intranet as well as in the course guide and this was appreciated. |
| NOTED: | First Clinical Attachment (FCA) 4.5. that students felt that the guidelines for their write-ups should be made broader as some of their patients did not fit into these easily. 4.6. that students were encouraged to consult with their tutors if they had any queries. 4.7. that all scripts were double marked but further training for tutors on aims and feedback would be provided for next year. Action: FCA Course Leader |
| AGREED: | Clinical Communication Skills 4.8. that some students reported difficulties with the tight timing of the assessment. 4.9. that some students reported difficulty in hearing clearly at the back of the Drewe Lecture Theatre. 4.10. that a more visible clock would be provided to help students with their timing 4.11. that the course leader would consider providing a script although he had tested the sound before and during the assessment and that students who had found it difficult should request to be seated at the front of the theatre. Action: Clinical Communication Course Leaders |
| NOTED: | Alimentary System 4.12. that students would welcome some small group teaching and felt that the integration between the science and clinical parts of this course was not always good. |
| AGREED: | 4.13. that this would be fed back to course leaders Action: LSS Theme Chair |

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| <p>NOTED: AGREED:</p> <p>NOTED:</p> | <p>Skin</p> <p>4.14. that students felt that the huge amount of material covered in this course should be more spread out and come earlier in the year.</p> <p>4.15. that this would be reviewed by the Early Years Review team and the Theme leader would consult with the course leader.</p> <p style="text-align: right;">Action: LSS Theme Chair</p> <p>Assessment</p> <p>4.16. that students queried the in course assessments and asked if they could be renamed summative exams.</p> <p>4.17. It was pointed out that the reason for this was because they were part of an ICA package for this paper, this was necessary and all details had been explained in the Exams talk.</p> <p>4.18. that students requested the June Year 1 exams and particularly the LCRS 1 and 2 be more spread out and it was agreed to consider this for 2013/14</p> <p style="text-align: right;">Action: FEO Exams Team</p> |
| | <p>Year 2 student feedback on course</p> |
| <p>RECEIVED:</p> | <p>SSLG1,21213-11</p> |
| | <p>Science and Patient</p> |
| <p>NOTED:</p> <p>AGREED:</p> <p>:</p> <p>AGREED:</p> <p>NOTED:</p> <p>AGREED:</p> | <p>4.19. that the students had found it useful to have the BSc student input in terms of reinforcing the purpose of this course.</p> <p>4.20. that students still felt they could do with more direction on the assessment.</p> <p>4.21. that it was pointed out that there were several mock exams scheduled over the next week which would help clarify further.</p> <p>4.22. that most slides were now uploaded and most lectures had been recorded on put on Panopto. If they were not provided it was because either a technical problem had occurred or the lecturer had not given his consent.</p> <p>4.23. that students requested someway of marking which lectures had been recorded and it was agreed integration between Blackboard and Panopto would need to be investigated further to see if this was possible.</p> <p style="text-align: right;">Action: Head of Learning Resources</p> <p>4.24. that students and staff felt the discussion boards had proved very useful although the Blackboard Learn system was not as user friendly for this as the that theme leaders would discuss this with the e learning team</p> <p style="text-align: right;">Action: DDE (KM) and e learning team</p> <p>4.25. that students would welcome more Statistics training and particularly tutorials.</p> <p>4.26. that the Early Years Review was considering this and an e learning module suggested.</p> <p>4.27. That Theme Chairs and Year Reps would discuss some of these suggestions in more detail after the meeting as the Early Years Review was considering major changes from 2013/14</p> <p style="text-align: right;">Action: Theme Chairs and Year Reps</p> <p>Assessment</p> <p>4.28. that students requested that the timing of the Clinical Communication formative assessment, particularly when it became summative in the future, was moved. It was felt it was too intensive in the week following the other exams.</p> <p>4.29. that the course leaders and FEO Exams Team would liaise with a view to changing timing from 2023/14.</p> <p style="text-align: right;">Action: Course Leaders and FEO Exams team</p> <p>4.30 that students asked for more emphasise to be placed on the detail of feedback to be given to students by the Clinical Communication team and that interviews were being recorded.</p> <p>4.30. that students also requested a longer break between the exams at the start of the Summer term and the start of the Science and Patient course and it was agreed this would be considered in 2013/14</p> <p style="text-align: right;">Action: FEO Exams team and Curriculum Administrator, Years 1 and 2</p> |

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| 5. Quality | |
| RECEIVED: | SSLG1,21213-12 |
| NOTED: | <p>5.1. that a new SOLE system was being discussed at College level and the Head of Quality would keep the group informed, although the timescale for this was uncertain.</p> <p>5.2. that students were encouraged to feedback via SOLE and to use the aide memoir sheets in their guides to help with this in the meantime.</p> |
| 6. Welfare | |
| REPORTED: | <p>6.1. that Year 1 students had all attended a personal tutor session recently looking at exams and how to deal with them.</p> <p>6.2. That they were encouraged to remind all students to contact their Personal Tutors if they felt it would be useful at this stage or were considering Mit Circs applications and that the Senior Tutor was also available.</p> |
| 7. Library | |
| REPORTED: | 7.1. that the work at St Mary's was now finished and work planned for SK Library would mean some systems changed over the summer but that all facilities would be maintained. |
| 8. Student Behaviour and Attendance | |
| REPORTED: | <p>8.1. that attendance had been poor in both years recently and that monitoring of attendance was continuing.</p> <p>8.2. that Year 2 reported a group of students persistently talking in lectures in G16 and it was agreed that course leaders and Head of Year as well as ICSMSU Student President and Academic Officer would try and monitor this and take appropriate action.</p> <p>8.3. Course leaders should remind their lecturers that they were in their rights to ask someone to leave and if so take their name and report them to the FEO. Action: Course Leaders</p> |
| 9. AOB | |
| AGREED: | <p>9.1. that the Year Reps thanked the committee for their commitment over the year.</p> <p>9.2. that the outgoing Chair and Academic Officer were thanked for their contribution through this committee over the year in general.</p> <p>9.3. that the Chair particularly thanked the Head of Years 1 and 2 who would be retiring over the Summer.</p> |
| 10. Dates of 2013/14 | To be circulated over the Summer |