

Phase 2 (BSc) Staff Student Liaison Group

Unconfirmed Minutes of Meeting held on Wednesday 18th November 2020

Present: Muntaha Naeem (Chair), Richard Abel, Katherine Addy, Ana Baptista, Nicole Barnes, Ingrid Bekono-Nessah, Fran Bertolini, Emma Blyth, Hetty Breed, Bob Brown, Trish Brown, Shyam Budhathoki, Lisa Carrier, Uzma Chaudhary, Alexander Conway, Fiona Culley, Giskin Day, Louise Donnelly, Joana Dos Santos, Robson Dos Santos, Olivia Dupere, Andrew Edwards, Charis Eleftheriou, Letizia Foroni, Nicole George, Shubham Gupta, Emily Hall, Chris Harris, Schery Hashmi, Robert Ingram, Hanya Irfan, James Jensen-Martin, Rebecca Jones, Alyeisha Joseph, Rachel Kwok, Steve Ley, Carly Line, Dhanya Mahadevan, Abi Mahendran, Julian Marchesi, Alex Marsh, Alison McGregor, Ameya Mhaisalkar, Celeste Miles, Ecem Mimoglu, Ambreen Muhammed, Emer Mulholland, Kevin Murphy, Rabiah Neerahoo, Sandra Newton, Prabha Parthasarathy, Iason Pastroudis, Roshni Patel (student), Ursula Pendower, Rahul Penumaka, Mark Perry, Dorrit Pollard-Davey, Mabel Prendergast, Katya Qiao, Soban Sadiq, Sohag Saleh, Amir Sam, Magdalena Sastre, Rahul Senan, Rebecca Sie, Graciaa Singhal, Andrew Smith, Harry Stikas, Mark Sullivan, Olive Thomas, Toby Thomas, Linda van Keimpema, Nikhil Vanukuru, Tania Varshney, Lorenzo Verani, Claire Wade, Mike Wilson, Alexandra Wright

Apologies: Richard Pinder, Daniella Soussi, William Wallace

1. Welcome and apologies for absence	
	1.1 The Chair thanked members for attending and noted apologies for absence.
2. Phase 2 (BSc) SSLG Terms of Reference	
CONSIDERED:	BSc-SSLG 20-21 01
NOTED:	2.1 The names for ICSMSU roles needed to be updated. ACTION: BSc Programme Office to update SSLG Terms of Reference
3. Unconfirmed Minutes of the last Phase 2 (BSc) SSLG	
CONSIDERED:	BSc-SSLG 20-21 02
NOTED:	3.1 All actions were complete. 3.2 The Library support web pages and online literature searching tutorial had been updated and improved for 2020-21. 3.3 BSc Library masterclasses will run in January and March to coincide with modules 2 and 3.
AGREED:	3.4 The minutes of the meeting held on Wednesday 22 nd April 2020 were approved.
4. Phase 2 (BSc) Wellbeing Report	
CONSIDERED:	BSc-SSLG 20-21 03
REPORTED:	4.1 Student feedback about online learning was positive. 4.2 Students appreciated being encouraged to turn their cameras on during remote teaching. ACTION: BSc teaching staff to encourage students to turn their camera on at the beginning of each teaching session. 4.3 Students would like more guidance on how their module 2 group work will run remotely and whether they will require student accommodation. 4.4 Students felt that the guidance on the logistics of on-campus teaching (for example, on-way systems) could be improved.

DISCUSSED:	<p>BSc Module 2</p> <p>4.5 It was noted that since the Wellbeing Survey was conducted, students had been told that module 2 will run remotely. Students therefore would not require accommodation near campus in January.</p> <p>4.6 The College could provide support for finding short-term accommodation. Students should speak to the FEO Welfare Team if they have any queries.</p> <p>4.7 Guidance sessions on the Module 2 group work will be run by BSc Teaching Fellows in the coming weeks. The ICSMSU would also could also collate and share tips on group work.</p> <p>4.8 Rebecca Jones, the Medicine Liaison Librarian, reported that the libraries were open for individual study space and the PBL rooms at Charing Cross could be used by groups as long as they are socially distanced.</p> <p>4.9 It was noted that the students had not yet been added to the Module 2 page on Blackboard Learn because enrolments were now managed by Registry. Enrolment was due to happen in the week/commencing November 17th.</p> <p>ACTION: BSc Programme Officer to feed back to Registry that students should be added to the Module 2 Blackboard page earlier in the academic year.</p>
<p>5. BSc Pathway Student Rep Reports</p>	
CONSIDERED:	<p>SSLG-BSc 20-21 04-18</p>
NOTED:	<p>5.1 Students had positive feedback about their BSc Pathways, generally finding the teaching interesting and engaging.</p> <p>5.2 Many students had met their Course Director or Module Lead prior to the SSLG and resolved any Pathway-specific concerns.</p> <p>BSc Teaching</p> <p>5.3 Group tasks had split opinion so BSc pathways were encouraged not to have an over-reliance on group work and to vary the style of work being done in groups.</p> <p>5.4 Students especially enjoyed interactive teaching such as flipped classroom and quizzes.</p> <p>Formative Assessments</p> <p>5.5 Students from many BSc pathways commented on how helpful their formative assessments had been.</p> <p>5.6 Professor Amir Sam, the Head of the School of Medicine, was keen to learn more and asked the student reps from BSc Immunity and Infection to meet the Head of BSc Assessment, Dr Fiona Cully.</p> <p>ACTION: BSc Immunity and Infection Student Reps to discuss formative assessment with Dr Fiona Culley.</p> <p>5.7 Students would like to receive a grade for their formative assessment. Professor McGregor responded that formative assessments should not be grade-driven.</p> <p>The Pre-BSc Course</p> <p>5.8 Students had positive feedback about the pre-BSc course but would have liked it to include more guidance certain topics, such as how to read a paper.</p> <p>5.9 Joana dos Santos, BSc Teaching Fellow, confirmed that some topics had been omitted from the Pre-BSc Course because 2019-20 students fed back that they would prefer a tailored session run by their BSc pathway.</p> <p>5.10 The Pre-BSc Course would be available to students earlier in future.</p> <p>5.11 Students would prefer the statistics module to be released at the same time as the Pre-BSc Course.</p> <p>External Intercalating Students</p> <p>5.12 External intercalating students would like a staff-led induction to Imperial.</p> <p>5.13 It was noted that this normally happens but was missed this year due to COVID. The BSc Team will ensure that this session takes place in future.</p>

	<p>5.14 The BSc Global Health Student Reps suggested that Course Leads run a follow-up session with external students to check that they were settling in well.</p> <p>Personal Tutoring and Welfare Support</p> <p>5.15 Some students had not been contacted by their Personal Tutor and had queried what training personal tutors receive.</p> <p>5.16 The Head of Academic Tutoring, Dr Sandra Newton, reported that a training session had recently taken place for BSc tutors to teach them about the course.</p> <p>5.17 Students who had not heard from their Personal Tutor were advised to contact their tutor or report the lack of communication to the FEO Welfare Team.</p> <p>5.18 There is a lot of Welfare information on MedLearn and on the left of each BSc Bulletin is a button where students can anonymously report concerns about their personal tutor.</p> <p>5.19 Some external intercalating students felt that they had not received sufficient information about the welfare system at Imperial. It was agreed that Dr Sandra Newton would provide further information in the next BSc Bulletin.</p> <p>ACTION: Dr Sandra Newton to include an article about tutoring in the next BSc Bulletin.</p> <p>5.20 Students requested signposting to mental health support around the time of in-course assessments.</p> <p>5.21 It was noted that there are links to welfare support on every BSc Blackboard Learn page and in the BSc and Welfare Bulletins. Students could also access the Student Support Zone on the Imperial College website.</p> <p>5.22 It was agreed that a link to the Welfare MedLearn site would be added to the BSc Key Information page.</p> <p>ACTION: BSc Programme Officer to add a link to the School of Medicine Welfare pages to the BSc Key Information page on MedLearn.</p>
6 Change to BSc Humanities, Philosophy and Law assignment weightings	
CONSIDERED:	SSLG-BSc 20-21 19
REPORTED:	<p>6.1 In response to student feedback, BSc Humanities, Philosophy and Law (HPL) would like to change the weighting of their module 1 assessment so all four pieces are weighted equally.</p> <p>6.2 This would better reflect the amount of effort and time invested by students.</p> <p>6.3 The HPL student reps expressed their support for this proposal.</p>
AGREED:	6.4 The group approved the proposal.
7 Update on progress to adopt the BMA Charter to address racism in medical education	
CONSIDERED:	SSLG-BSc 20-21 20
REPORTED:	<p>7.1 Imperial have formally signed up to the BMA Charter, which has been released to tackle racial harassment and discrimination in medical schools.</p> <p>7.2 The School of Medicine plan to ensure that they have robust processes for handling such complaints. This will include training for students and staff on reporting and handling these complaints.</p> <p>7.3 Dr Chioma Izzi-Engbeaya is overseeing the development of an action plan and will lead focus groups with representation from across the School of Medicine.</p> <p>7.4 Anybody interested in participating should contact the Head of the School of Medicine Secretariat, Trish Brown.</p>
8 Any other business	
NOTED:	8.1 Students with any queries about library resources were advised to contact Rebecca Jones , the Medicine Liaison Librarian.
9 Date of the next meeting - Wednesday 24th February 2021, 14:00, MS Teams	