

**Barts Cancer Institute
Postgraduate Taught Programmes – Semester 2
Student Staff Liaison Committee
Tuesday 10 March 2020**

Minutes

Staff members present

Dr Andrejs Braun (AB)	Chair and Co-Director of Graduate Studies (PGT)
Prof Richard Grose (RG)	Programme Director – MSc Cancer & Molecular and Cellular Biology
Prof Bijen Patel (BP)	Programme Director, MSc Laparoscopic Surgery and Surgical Skills
Dr Alpa Morawala	Teaching Assistant, MSc Laparoscopic Surgery and Surgical Skills
Dr Michael Allen (MA)	Deputy Programme Director MSc Cancer & Molecular Pathology and Genomics
Prof Stephen Duffy	Module Lead – Cancer Prevention and Screening
Prof John Marshall (JM)	Module Lead – Research Methods/Research Lab Skills
Dr Oliver Pearce (OP)	Module Lead – Biological Therapies
Dr Prabhakar Rajan (PR)	Joint Module Lead – Site Specific Tumour Treatment
Ms Kaye Yeung (KY)	Deputy Manager, Barts Cancer Institute
Terry King (TK)	Academic Co-ordinator (Secretary)
Mariann Jakab (MJ)	Academic Co-ordinator

Student members present:

Eric Rucogoza (ER)	MSc Cancer and Therapeutics (FT)
Seynab Ma'Allin (SM)	MSc Cancer and Therapeutics (PT, DL)
Bryna McCarthy	MSc Cancer & Molecular Pathology and Genomics (FT)
Annika Sarapuu (AS)	MSc Cancer & Molecular and Cellular Biology (PT)
Buvanesh Murugesun (BM)	MSc Cancer & Molecular and Cellular Biology (FT)
Louis Boyce (LB)	MSc Laparoscopic Surgery & Surgical Skills (FT)
Rickesh Shah (RS)	MSc Laparoscopic Surgery & Surgical Skills (FT)

Apologies for absence:

Dr Indrani Bhattacharya
Dr Tatjana Crnogorac-Jurcevic
Dr Tony Ford
Dr Gunnel Hallden
Ms Maha Health (student)
Professor Louise Jones
Dr Michelle Lockley
Dr Ivana Sestak

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
	The Chair welcomed everyone to the meeting.
1(b)	Apologies for Absence
	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
	The committee approved the minutes of the meeting held on 21 November 2019. It was noted that Prof John Marshall was attending in his capacity as Module Lead for Research Methods/Research Lab Skills.
1(d)	Report on matters arising and actions taken from the last meeting.
	<p>The committee received a report on matters arising and noted the following:</p> <ul style="list-style-type: none"> i) <u>MSc Coursework Feedback</u> Academic staff had been reminded that under QMUL Regulations, coursework feedback would normally be returned within 20 working days. ii) <u>Notifying Mentors of Student Progress</u> Mentors would continue to be notified about students who were having problems with the course. iii) <u>Induction Arrangements</u> The importance of induction arrangements, and student notification about the talks, was emphasised. iv) <u>Student Access to John Vane</u> Student card access could not be given due to Health and Safety reasons. v) <u>LSSS Equipment</u> Students had been given boxed trainee equipment to take home and practise their skills. Students present confirmed that they were happy with these arrangements. vi) <u>Group Work</u> It was reported that the Teaching Office had already taken action on recommendations that students made about organising group work according to similar time zones and similar courses where possible, to maximise student availability. This particularly affected Distance Learning students.

Part 2 – Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
	<p>i) <u>Examination Timetable</u> AB explained that plans to change the timing of BCI examinations to May was currently being disputed, as BCI MSc Cancer students needed to start their project work at the beginning of May, in order to be able to complete their course in the summer.</p> <p>ii) <u>CANM904 Site Specific Tumour Treatment</u> Minor content changes were expected with the above module.</p>
2(b)	Learning and teaching matters
	<p>i) <u>Duplicate Lecture Content</u> Students reported that lecture content was sometimes being duplicated across modules.</p> <p>Lectures with duplicated slides (and similar content) were reported as follows:</p> <ul style="list-style-type: none"> -CANM940 Genomic Approaches to Cancer week 3 ‘Tumour Evolution’ powerpoint was very similar to: -CANM924 Molecular Pathology of Solid Tumours week 5 ‘Tumour Heterogeneity’ powerpoint -CANM915 Basic Pathology week 6 ‘Renal Cancer’ was very similar to: -CANM924 Molecular Pathology of Solid Tumours week 7 ‘Renal Cancer’ lecture. <p>There were also next generation sequencing lectures close to each other:</p> <ul style="list-style-type: none"> -CANM937 Research Methods -CANM921 Molecular Diagnostics and Therapies, week 1 -CANM940 Genomic Approaches to Cancer week 3 <p>Modules with significantly overlapping content needed to be looked into (via Q Review). Action: Andrejs Braun</p> <p>ii) <u>Student Level</u> Students reported that some lecturers did not appear to know the level at which they were teaching. One lecturer had asked if they were A Level students.</p> <p>It was noted that lecturers often tried to cover all bases in terms of</p>

	<p>learning, but that this would be clarified with guest lecturers in advance. Action: Teaching Office</p> <p>iii) <u>Lecture Length</u> Students reported that some lectures were delivered in very minimal time, and the lecturer subsequently rushed off so that there was very little time to ask questions.</p> <p>One module in particular had been noted to be problematic in this regard, which would be addressed. Action: Andrejs Braun and Teaching Office</p>
2(c)	Assessment and feedback
	<p>i) <u>Formative Coursework Return Dates</u> The turnaround time of formative assessments was raised by students, as they did not always give sufficient time to improve summative work. For one module a 2.5 day gap was reported between return of the formative coursework and submission of the summative coursework.</p> <p>If this situation recurred, students were asked to report this to the Teaching Office and to Director of Graduate Studies (AB).</p> <p>ii) <u>Release of Research Methods Coursework Results</u> CANM937 coursework results were released shortly before the examination, and some students felt that it would have been better to delay this until after the examination period.</p> <p>It was noted that many students continually asked for their coursework results, and so the Teaching Office's approach was to release results as soon as possible. However, some additional thought would be given to the issue; the Module Lead sympathised with the students' position.</p> <p>iii) <u>Release of Semester 1 Examination Results</u> Students were unable to access their examination results on the day that they were released because Mysis crashed. Students did not feel that this was acceptable, causing a lot of unnecessary stress, and should have been anticipated. It was noted that this was a University IT issue, and that student complaints in this regard had been noted.</p> <p>iv) <u>Access to Examination Papers</u> Access to practise examination papers had been problematic for some modules. Practise examination papers needed to be uploaded earlier. Action: Teaching Office in consultation with the Module Leads.</p>

	<p>v) <u>Word Count</u> Students sought clarity on the word count penalty. It was noted that there was a 10% upper limit to the word count of essays, which should be clearly defined in Module Guides.</p> <p>This issue would be discussed at Teaching and Learning Committee to ensure there was consistency across the modules on the MSc Cancer Programmes.</p> <p>Action: Secretary to include in Teaching and Learning Committee agenda.</p>
2(d)	Academic support
	<p>i) <u>Module Discussion Forums</u> Questions on Module Forums were not always responded to.</p> <p>It was noted that Module Leads were subscribed to The Forums and should respond to issues raised. Alternatively, Module Leads could be contacted directly, to draw their attention to unanswered issues that needed to be addressed.</p> <p>ii) <u>Week Ahead Communication</u> Students raised that it would be helpful if the Week Ahead document incorporated a longer perspective, drawing students' attention to course activities across the coming term.</p> <p>It was noted that whilst the document did this in some respects – for example drawing students' attention to the examination period and resit period well in advance - what students really needed was a course 'Road Map', showing them when key activities took place when.</p> <p>Action: Teaching Office (to prepare a Road Map for the next intake).</p> <p>iii) <u>Room Temperature</u> It was reported that Room G.06 was cold.</p> <p>There had been a number of temperature problems with rooms throughout the academic year. If reported to the Teaching Office, Estates would be notified, however, it should be noted that there were no instant solutions to these problems.</p>
2(e)	Organisation and communication
	No issues were raised.

2(f)	Learning resources
	<p>i) <u>Lecture Materials (QMPlus)</u> Whilst it was noted that lectures for LSSS students were not captured via QReview, recorded lecture materials were supplied to students.</p>
2(g)	Student feedback
	<p>i) <u>PTES</u> Members received SSLC Paper 2, analysing PTES results for 2018/19.</p> <p>It was noted that there was a strong correlation between rates of response and scores achieved. Falling student response rates were therefore a big contributing factor to negative scoring trends. More proactivity was required in encouraging as many students as possible to complete PTES, in addition to continuing to address student engagement and support related issues.</p> <p>ii) <u>Module Evaluations</u> In the main, it was noted that scores from semester 1 module evaluations were good.</p> <p>It was a characteristic of responses that students were less complementary about workloads and the difficulty of modules, compared to other teaching and learning areas covered in the evaluations.</p> <p>Greater analysis of trends identified as part of the module evaluation process would be undertaken at Teaching and Learning Committee.</p> <p>Action: Secretary</p>
Part 3 – Any Other Business	
	No issues were raised.
Part 4 – Date of the next meeting	
	The next meeting date was to be arranged.

Terry King (Mr)
Secretary
May 2020

Action Sheet: Staff-Student Liaison Committee (Tuesday, 10 March 2020)

Minute	Action	Responsibility	Timescale	Action Status
2 (b) i)	Modules with significant overlapping content needed to be looked into via Q Review.	Andre Braun	To be actioned before the start of 2020/21.	Actioned.
2 (b) ii)	Teaching Office to remind Guest Lectures that they are teaching Postgraduate Students	Teaching Office	To be actioned for 2020/21	On-going.
2 (b) iii)	Address issues relating to short lectures for some modules.	Teaching Office Andre Braun	To be actioned for 2020/21	Partly actioned module alterations and on-going.
2 (c) iv)	Where possible, students to be given access to mock examination papers.	Teaching Office	April 2020 onwards.	On-going.
2 (c) v)	To review word count policy via TLC	Teaching Office	March 2020	Actioned.
2 (d) ii)	Preparation of a 'Road Map' for MSc students, so that activities across the academic year are more fully understood in advance.	Teaching Office	September 2020	Work to begin in summer 2020.
2 (g) ii)	Semester One Module Evaluations to be considered more fully at TLC.	Secretary	March 2020	Actioned.