

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

There will be a meeting of the Board of the Faculty of Medicine on the 8th November 2012 at 10.00am in room A-041 of the Medical School Building.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Wendy Coy, W.E.Coy@warwick.ac.uk, or the Assistant Secretary, Lara McCarthy on Ext 73111, Lara.McCarthy@warwick.ac.uk

Ken Sloan
Registrar and Chief Operating Officer

AGENDA

1 Terms of Reference and Membership

TO REPORT:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2012/13:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/12-13 (copy attached).
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/12-13 (copy attached).
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/12-13 (copy attached).
- (iv) MB ChB Boards of Examiners as set out in paper BFM3/12-13 (copy attached).
- (v) Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM4/12-13 (copy attached).
- (vi) Membership and remit of the Quality Assurance and Enhancement Group as set out in paper QAEG1/11-12 Revised3 and QAEG2/11-12 (copy attached).

(b) Terms of Reference

That paragraph 4 of Statute 21 states that the Board of each Faculty would have the following powers and functions:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
- (ii) To recommend to the Senate examiners for appointment.
- (iii) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty.
- (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
- (v) To delegate to the Sub-Faculties such matters as are deemed appropriate.

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- (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15.
- (vii) To discharge such other functions as the Senate may from time to time determine.

2 Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on the 25th May 2012 (copy attached). (Also available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes>)

3 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at the following web address: <http://www2.warwick.ac.uk/services/gov/atoz/agsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4 Matters Arising

- (a) Review of the School of Health and Social Studies (minute 27 (b) /11-12 refers)

TO RECEIVE:

Information from the Chair and the secretariat following the completion of the review of the School of Health and Social Studies.

- (b) Preparations for the REF (minute 34/11-12 refers)

TO RECEIVE:

Information from the Chair on the continuing preparations for the REF including a report from Professor S Kumar on progress with the review of health service research papers following discussions with Professor S Stewart-Brown.

5 Chair's Business

TO RECEIVE:

An update from the Chair on the following items:

- (a) Liverpool School of Tropical Medicine (LSTM)
- (b) Academic Health Science Network (AHSN)
- (c) Global Research Priorities
- (d) New build and accommodation

(e) Appointment of Pro Vice Chancellors – Professor Andrew Coats (Monash) and Professor Lawrence Young (Research Medicine and Life Sciences).

(f) National Student Survey Results

6 Draft QAA Self Evaluation Document

TO CONSIDER:

The Self Evaluation Document (SED) prepared by the University for submission in December 2012 as set out in paper AQSC.13/12-13 (copy attached).

7 Review of Course Approval Process

TO CONSIDER:

Proposals for consultation from the Academic Quality and Standards Committee (AQSC) to revise the course approval process (paper to follow).

8 Learning and Teaching Strategy

TO RECEIVE:

The updated Learning and Teaching Strategy as approved by Senate on the 3rd October 2012 as set out in papers S.3/12-13 and AQSC.70/11-12 (copy attached).

9 Curriculum Review

TO REPORT:

On progress with the Curriculum Review

Members are asked to note that information is also available on the following web page: <http://www2.warwick.ac.uk/fac/med/about/cr/about>

10 Undergraduate Studies Minutes

TO CONSIDER:

(a) The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 17th September 2012 and the 22nd October 2012 as set out in papers BFM5/12-13 (copy attached).

(b) A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Medicine to revise the constitution and membership of the MB ChB Boards of Examiners (Regulation 9) from the academic year 2013/14 and the MB ChB Assessment Group as set out in papers MUSC12/12-13 and MUSC13/12-13 (copy attached). (Minute 3(b)/12-13 refers)

(c) A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Medicine (minute 3(c)/12-13) to approve paper MUSC14/12-13, (copy attached), "Examination Board Decision Making – a Guidance Proposal" (Minute 3(c)/12-13 refers)

TO RECEIVE:

(d) The GMC report on their visit to the Final Professional Examinations sat in June 2012 and the resulting action plan which has been loaded to the GMC website for public viewing as set out in paper BFM6/12-13 (copy attached).

11 Graduate Studies Minutes

TO RECEIVE:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 24th October 2012 as set out in paper BFM7/10-11 (to follow).

12. The Environment

TO CONSIDER:

Any issues relating to the environment relating to the Faculty and the wider University.

13. Items to be Brought to the Senate

TO CONSIDER:

Any items to be brought to the attention of Senate for consideration.

14. Date of the Next Meeting

TO REPORT:

That the next term meeting of the Board of the Faculty of Medicine will be held on the 18th February 2012 at 2.00pm in room A-042 of the Medical School Building.

The final meeting of the academic year 2012/13 will be held on the 21st May 2013 at 10.00am in room A-117 of the Medical School Building.