

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

There will be a meeting of the Board of the Faculty of Medicine on the 20<sup>th</sup> November 2009 at 1.00pm in room A117 of the Medical School Building.  
*Please note lunch will be provided.*

Jon Baldwin  
Registrar

**Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Dr Michael Glover (ext 73809) or the Assistant Secretary, Lara McCarthy (ext 73111).**

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**AGENDA**

1. Constitution, Membership and Terms of Reference

TO REPORT:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2009/10:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/09-10 (copy attached).
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/09-10 (copy attached).
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM3/09-10 (copy attached).
- (iv) The Admissions Steering Group as set out in paper ASG1/09-10 (copy attached).
- (v) The Phase I and Phase II Boards of Examiners as set out in paper BFM4/09-10 (copy attached).
- (vi) The Academic Progress Group as set out in paper BFM5/09-10 (copy attached).

(b) Terms of Reference

That paragraph 4 of Statute 21 stated 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.
- (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19.
- (vii) To discharge such other functions as the Senate may from time to time determine.

TO REPORT:

The outcome of the postal ballot for the vacant position for a member of the Board of Faculty of Medicine to sit on the University Senate for the academic year 2009/10.

2 Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on the 1<sup>st</sup> June 2009 (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/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4 Governance Review

- (a) That the Constitutional Review Group will report to the Vice-Chancellor by the end of December 2009. A report outlining the conclusions of the Group being presented to the meetings of the Senate and the Council in the Spring Term 2010.
- (b) That the Steering Committee, on behalf of the Senate, resolved in the Spring Term 2009 that Strategic Departmental Reviews (SDR) scheduled for 2009/10 be postponed to allow for a review of the SDR process.
- (c) That the review of the SDR process will take place in the context of the Constitutional Advisory Group. It will consider the aims and objectives of the process as well as determine the structure to be used.

5 Matters Arising

- (a) Life Sciences (minute 30/08-09 refers)

TO RECEIVE:

An update from the Chair following the Extraordinary Meeting of Senate held on the 16<sup>th</sup> November 2009.

- (b) Science City (minute 32/08-09 (b) refers)

TO RECEIVE:

An update from the Chair on the “Science City” bid and monies received.

- (c) MB ChB Prize List (minute 40/08-09 refers)

TO RECEIVE:

That the Pridgeon Medal for Research is awarded to a graduate of the MB ChB degree course for research conducted in their third year of the course.

6 Progress of Decisions

TO RECEIVE:

That revisions to Regulation 8.10 had been recommended to the Council and were approved at the meeting of the Council held in July 2009.

7 Chair’s Business

TO RECEIVE:

- (a) A report from the Acting Dean, Professor Underwood on the progress of the recruitment of WMS Dean.

- (b) Preparations for the REF

8 The Environment

TO RECEIVE:

An update from the secretariat on the “green audit” proposed at the June 2009 (minute 32/08-09 (c) refers)

9 Additional Higher Qualifications

TO RECEIVE:

An oral report from the Associate Dean (Teaching), Professor N Johnson on progress with the proposal to introduce additional higher qualifications to the Medical School.

10. Examination Prizes

TO CONSIDER:

- (a) The Malcolm Harris book Prize BFM6/09-10

- (b) MB ChB list of prizes for graduation 2010 BFM7/09-10

11. Undergraduate Studies Committee Minutes

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee held on the 21<sup>st</sup> October 2009, as set out in paper BFM8/09-10 (copy attached).

12. Curriculum Review

TO REPORT:

On the MB ChB curriculum review, members are asked to note that the current position is set out in paper BFM12/09-10 (copy attached).

13. NSS Undergraduate Response  
TO REPORT:  
On the findings of the NSS 2009 survey as noted in paper BFM13/09-10 (copy attached).
14. Graduate Studies Committee Minutes  
TO RECEIVE:  
An oral report from the Chair of the Graduate Studies Committee due to the deferment of the meeting due to be held on the 28<sup>th</sup> October 2009.
15. Admissions Steering Group Minutes  
TO RECEIVE:  
The minutes from the Admissions Steering Group meeting held on the 4<sup>th</sup> November 2009 as set out in BFM9/09-10 (to follow).
16. Network Project  
TO RECEIVE:  
Information on the ITS network replacement project as set out in paper BFM10/09-10 (copy attached).
17. WM SHA Re-structuring  
TO RECEIVE:  
A paper, for information, from the Strategic Health Authority regarding the restructuring of the West Midlands SHA Foundation School. BFM11/09-10 (copy attached).
18. Items to be brought to the Senate  
TO CONSIDER:  
Whether there are any specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.
19. Date of the Next Meeting  
TO REPORT:  
That the next meeting of the Board of the Faculty of Medicine will be held on Monday 22<sup>nd</sup> February 2010 in room A011 of the Medical School Building.  
The Summer Term meeting of the Board of the Faculty of Medicine will be held on Monday 7<sup>th</sup> June 2010 in room A011 of the Medical School Building.