

University of Warwick  
Board of the Faculty of Medicine

There will be a meeting of the Board of the Faculty of Medicine on the 12<sup>th</sup> February 2007 at 2.00pm in room A-041 of the Medical School Building.

Ms C E Charlton  
University Secretary

**Note questions on agendum items or apologies for this meeting should be directed to the Secretary to the Board Dr Michael Glover ([Michael.Glover@warwick.ac.uk](mailto:Michael.Glover@warwick.ac.uk)) or the Assistant Secretary Lara McCarthy ([Lara.McCarthy@warwick.ac.uk](mailto:Lara.McCarthy@warwick.ac.uk))**

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**AGENDA**

1 Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Medicine held on the 6<sup>th</sup> November 2006. (copy attached)

2 Matters Arising

(a) Remit and Membership of the Board of the Faculty of Medicine (minute 1/06-07 refers)

TO RECEIVE:

- (A) A report from the School Secretary confirming the nomination from the Health Sciences Research Institute.
  - (B) A report from the School Secretary confirming that Dr N Manek is able to attend future Board of the Faculty of Medicine meetings due to her other work commitments.
  - (C) A report from the School Secretary on his approach to the newly formed Warwick Partnership Trust for a nomination to serve on the Board of the Faculty of Medicine for the academic year 2006/07.
  - (D) A report from the School Secretary the following contact with Departments to ascertain if they would be willing to nominate a permanent member of staff to sit on the Board of the Faculty of Medicine: Chemistry and Warwick HRI.
  - (E) A report from the School Secretary confirming the Science nomination to serve on the Board of the Faculty of Medicine for the academic year 2006/07.
  - (F) A report from the Assistant Registrar regarding the election of the student Faculty representatives in order to fill the student member nomination on the Board of the Faculty of Medicine.
- (b) Accommodation Matters (minute 3/06-07 (II) refers)

TO RECEIVE:

An oral report from the School Secretary regarding the written agreement with Leicester Medical School for the use of the Dissection Room facilities for the 4 year MB ChB students based at Warwick for the next three years.

- (c) Teaching Evaluation Report (minute 3/0607 (iii) – (v) refers)

TO CONSIDER:

(i) A summary paper, from the Director of Quality Assurance, as set out in paper BFM10/06-07, (to follow), on all round 1 Walport posts including applicable deadlines, it being noted that a further updates paper for round 2 Walport posts including applicable deadlines will be presented at the May meeting of the Board of the Faculty of Medicine.

- (d) School Management Team (minute 3/05-06 e (v) refers)

TO CONSIDER:

A report from the Director of the Institute of Clinical Education, as set out in paper BFM11/06-07, (to follow), regarding the finalisation of the Service Level Agreements between WMS Institutes, it being noted that a suggested model for collecting and analysing the received data has previously been circulated.

- (e) Undergraduate and Postgraduate Enrolments (minute 4/06-07 (a) (iv) refers)

TO CONSIDER:

An emergency plan, as set out in paper BFM12/06-07, (to follow), from the Associate Dean (Teaching) should the number of MB ChB students exceed 190 students due to re sit students.

- (f) Admission Steering Group (minute 7/06-07

TO RECEIVE:

A report from the School Secretary as to whether the University Chaplain has agreed to serve as the lay member on ASG.

- (g) Quality Assurance and Enhancement Group (minute 9/06-07)

TO CONSIDER:

The minutes of the Quality Assurance and Enhancement Group meeting held on the 14<sup>th</sup> June 2006 as set out in paper BFM6/06-07 (to follow).

3. Graduate Studies Committee Minutes

TO CONSIDER:

The minutes of the Graduate Studies Committee meeting held on the 30<sup>th</sup> January 2007 as set out in paper BFM13/06-07. (to follow)

4. Undergraduate Studies Committee Minutes

TO CONSIDER:

The minutes of the Undergraduate Studies Committee meeting held on the 24<sup>th</sup> January 2007 as set out in paper BFM14/06-07. (copy attached)

5. ASG Minutes

TO REPORT:

- (a) That the Admissions Group meeting held on the 15<sup>th</sup> November 2006 recommended to the Board of the Faculty of Medicine that the current guidelines for academic entry to the MB ChB were sufficiently broad as to permit the admissions tutor and selectors to use their discretion when considering any non-standard qualifications of candidates. (minute ASG 1/06-07 (A) refers)
- (b) That the Admissions Group meeting held on the 15<sup>th</sup> November 2006 recommended to the Board of the Faculty of Medicine that a WMS representative should be identified to attend the UKCAT AGM on the 9<sup>th</sup> December 2006.

TO CONSIDER:

The minutes of the Admissions Steering Group held on the 15<sup>th</sup> November 2006 as set out in paper BFM15/06-07 (copy attached).

6. Centre for Primary Health Care Studies

TO CONSIDER:

The formal dissolution of the Centre for Primary Health Care Studies as set out in paper BFM16/06-07 (to follow).

7. Student Staff Liaison Committee (MB ChB)

TO CONSIDER:

The minutes of the SSLC (MB ChB) meeting held on the 4<sup>th</sup> December 2006 as set out in paper BFM17/06-07.

8. Student Staff Liaison Committee (DMAP)

TO CONSIDER:

The minutes of the DMAP SSLC meetings held on the 20<sup>th</sup> November 2006 and the 17<sup>th</sup> January 2007 as set out in papers BFM18/06-07 and BFM19/06-07 (copies attached).

9. Information Group Minutes

TO CONSIDER:

The minutes of the meeting of the Information Group held on the 24<sup>th</sup> November 2006 as set out in paper BFM20/06-07 (copy attached).

10. Date of Next Meeting

TO REPORT:

That the meetings for the Board of the Faculty of Medicine for the academic year 2006/07 will be as follows:

29<sup>th</sup> May 2007 2.00pm in room A.011 of the Medical School Building

Faculty of Medicine Lunches will be held as follows:

Wednesday 21<sup>st</sup> February 2007 12 noon in A112 of the Medical School Building – Admissions for the MB ChB Warwick Medical School.

Wednesday 6<sup>th</sup> June 2007 12 noon in A042 of the Medical School Building.