

University of Warwick  
Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on the 12<sup>th</sup> February 2007.

Present: Dr P O'Hare (Chair), Dr C Blackburn, Dr N Johnson, Dr J Kidd, Dr C Macdougall, Prof E Oliver-Jones, Prof S Stewart-Brown, Dr A Stokes, Prof M Thorogood

Apologies: Dr H Bradby, Prof Y Carter, Prof J Davey, Dr R Earle, Prof R Freedman, Dr M Glover, Dr N Johnson, Dr C Marguerie, Prof E Peile, Dr C Rodgers, Prof S Thornton, Prof V Zammit

In Attendance: Mrs L McCarthy

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**MINUTES**

16/06-07 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 6<sup>th</sup> November 2006 be approved subject to the inclusion of Professor R Freedman having given his apologies prior to the meeting.

17/06-07 Matters Arising

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

RECEIVED:

- (A) A report from the Assistant Registrar that Prof Sarah Stewart Brown would be the representative on the Board of the Faculty of Medicine for the Health Sciences Research Institute.
- (B) A report from the Assistant Registrar that the School Secretary had yet to receive confirmation that Dr N Manek would be able to attend future Board of the Faculty of Medicine meetings due to her other work commitments.
- (C) A report from the Assistant Registrar that the first meeting of the newly formed Warwick Partnership Trust will be organised shortly and that a nomination to serve on the Board of the Faculty of Medicine for the academic year 2006/07 will be an agenda item.
- (D) A report from the Assistant Registrar that the School Secretary has yet to contact the following 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 Assistant Registrar that the School Secretary has confirmed that the Science nomination to serve on the Board

of the Faculty of Medicine for the academic year 2006/07 is Dr E Hines.

- (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, it being noted that Tahla Syed had been elected.

RESOLVED:

- (i) That Dr Paul O'Hare be asked to contact GEH to seek a nomination to represent the Trust at the Board of the Faculty of Medicine.
- (ii) That the School Secretary and Profesor Scott Weich be asked to seek a nomination, to serve on the Board of the Faculty of Medicine, from the newly formed Warwick Partnership Trust at its first meeting.
- (iii) That the Dean be asked to contact Professor Sadler to invite him to be a member of the Board of the Faculty of Medicine.
- (iv) That the School Secretary be asked to contact WHRI to invite a member of their academic staff to serve on the Board of the Faculty of Medicine.
- (v) That a letter be sent to all absent colleagues, who did not tender their apologies prior to the meeting, stressing the importance of attending Board of the Faculty of Medicine meetings.

- (b) Accommodation Matters (minute 3/06-07 (II) refers)

RECEIVED:

An oral report from the Assistant Secretary regarding the agreed formal 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)

CONSIDERED:

- (i) A summary paper, from the Director of Quality Assurance, as set out in paper BFM10/06-07, 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.

RESOLVED:

- (ii) That the summary paper, from the Director of Quality Assurance, as set out in paper BFM10/06-07 be approved.
- (iii) That a follow on paper on round 2 Walport posts be presented to the May meeting of the Board of the Faculty of Medicine.

(iv) That a formal group be established from the Board of the Faculty of Medicine to oversee Clinical Academic Training as well as F1 and F2 training.

(v) That the Director of Quality Assurance be asked to investigate whether Walport matching posts may be allocated to non-clinical staff.

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

CONSIDERED:

An oral report from the Director of the MB ChB and the Director Masters and Accredited Programmes regarding the finalisation of the Service Level Agreements between WMS Institutes, it being noted that an on-line teaching survey had been launched with a closing date of 28<sup>th</sup> February 2007.

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

CONSIDERED:

An oral report from the Director of the MB ChB on the emergency plan, should the number of MB ChB students exceed 190 students due to re sit students and the new 2007 cohort.

RESOLVED:

(i) That the Director of the MB ChB and the Assistant Registrar be asked to circulate details of what is required to all MB ChB teaching and administrative staff, with a deadline of 2 weeks for information to be returned.

(ii) That accommodation issues be discussed with the Department of Biological Sciences..

(iii) That the plan be sent to the WMS Senior Management Team meeting for consideration.

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

RECEIVED:

An oral report from the Assistant Registrar regarding confirmation by School Secretary as to whether the University Chaplain had agreed to serve as the lay member on ASG.

RESOLVED:

That the Assistant Registrar be asked to contact the University Chaplain regarding lay membership of ASG.

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

CONSIDERED:

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 and the 17<sup>th</sup>

November 2006 as set out in paper BFM23/06-07 (tabled at the meeting), it being noted that

- (i) The final version of the Periodic Review has yet to be formally presented to the Medical School.
- (ii) The collaborative provision of the Medical School will be potentially reviewed by the QAA in 2008.

RESOLVED:

- (a) That minute 4.5/06-07 of the November QAEG November 2006 minutes be re-wording to make it clear that only the processing methods are being changed and that a fundamental review of the Phase 2 feedback mechanisms is not being undertaken.

18/06-07 Graduate Studies Committee Minutes

RECEIVED:

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.

19/06-07 Undergraduate Studies Committee Minutes

CONSIDERED:

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.

RESOLVED:

That the following be inserted into the terms of reference of the Undergraduate Studies Committee of the Board of the Faculty of Medicine:

“To be responsible to the Board of the Faculty of Medicine for the provision of advise on matters pertaining to undergraduate affairs including aspects of pastoral care including personal tutoring and educational supervision.” (minute USC 1 (a) (v) refers)

20/06-07 ASG Minutes

REPORTED:

- (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.

CONSIDERED:

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

RESOLVED:

- (i) 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)
- (ii) That a WMS representative should be identified to attend the next UKCAT meeting in 2007.
- (iii) That the minutes of the Admissions Steering Group held on the 15<sup>th</sup> November 2006 as set out in paper BFM15/06-07 be approved.
- (iv) That the ASG be asked to report back to the Board of the Faculty of Medicine on the correlation between MSAT scores and examination grades once resource had been established within the MB ChB Directorate for the analysis to be completed.

21/06-07 Centre for Primary Health Care Studies

CONSIDERED:

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

RECOMMENDED (to Senate):

That the formal dissolution of the Centre for Primary Health Care Studies as set out in paper BFM16/06-07 be approved.

22/06-07 Student Staff Liaison Committee (MB ChB)

RECEIVED:

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.

23/06-07 Student Staff Liaison Committee (DMAP)

CONSIDERED:

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.

RESOLVED:

- (i) That Dr A Stokes be commended for the increased numbers of postgraduate students attending DMAP SSLCs.
- (ii) That turn around times for postgraduate module work need to be further reduced in order that they fall in line with standard University policy.

24/06-07 Information Group Minutes

RECEIVED:

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.

25/06-07

Date of Next Meeting

REPORTED:

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.

RESOLVED:

- (i) That in future Faculty lunches should be organised to be on different days of the week in order to permit part time and clinical staff to attend more frequently.
- (ii) That clarity of who may attend a Faculty Lunch should be sought by the School Secretary.