

University of Warwick
Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on the 22nd May 2006.

Present: Professor Y Carter (Chair), Ms C Blackburn, Dr H Bradby, Professor J Davey, Dr A Dolan, Professor G Hundt, Dr J Kidd, Professor S Kumar, Dr P O'Hare, Dr C Marguerie, Dr C MacDougall, Professor E Oliver-Jones, Professor I Lauder, Professor E Peile, Dr C Rodgers, Dr A Stokes, Professor V Zammit

Apologies: Professor T Bugg, Professor H Marland, Professor D Singer, Professor S Stewart-Brown, Professor S Thornton, Professor M Thorogood

In Attendance: Dr M Glover and Mrs L McCarthy

MINUTES

31/05-06 Minutes

RESOLVED:

- (i) That the minutes of the meeting of the Board of the Faculty of Medicine held on the 6th February 2006 be approved.
- (ii) That minutes of the meeting of the Extraordinary Board of the Faculty of Medicine held on the 12th April 2006 be approved.

32/05-06 Matters Arising on the Minutes

- (a) Medical Student Expansion (minute 22/05-06 b. refers)

CONSIDERED:

How Warwick Medical School might best prepare a future strategy regarding additional student numbers in preparation for any further expansion of undergraduate numbers by the government, it being noted that no feedback had been given to any Medical School regarding previous bids.

RESOLVED:

- (i) That discussions with several other potential Trusts should continue regardless of further calls for additional student numbers in order to further enhance the variety and quality within the current placement allocations and as preparation for any future expansion bid.
 - (ii) That accommodation for undergraduate education and the Medical School as a whole remains an urgent issue.
 - (iii) That the WMS SIFT Steering Group be asked to be increasingly proactive in helping partner Trusts determining how their SIFT monies could be allocated for maximum educational benefit.
- (b) Accommodation Matters (minute 22/05-06 c. ii. refers)

RECEIVED:

An oral report from the School Secretary regarding the negotiations between Leicester Medical School and Warwick Medical School to establish a service level agreement that will secure Dissection Room facilities for the 4 year MB ChB students based at Warwick for the academic year 2006/07.

RESOLVED:

- (i) That the School Secretary be asked to continue discussions with Leicester Medical School regarding the use of the Dissection Room it being noted that full economic costing would be applied which would result in a probable cost increase and that a 3 year contract would be signed in the first instance.
- (ii) That any external sources of funding that could be used to develop the UHCW facility should be notified to the Chair in order that discussions could take place as soon as possible.

- (c) Systems Biology (minute 22/05-06 d. refers)

RECEIVED:

An oral report from the Chair regarding the Electoral Board for the position of Chair of Systems Biology linked to WMS, it being noted that the search committee would be meeting to short list candidates on Friday 26th May 2006.

- (d) Chair's Business (minute 22/05-06 e. refers)

RECEIVED:

An oral report from the Chair regarding the unsuccessful full MRC discipline bridging bid between WMS and WMG, it being noted that in the light of the MRC bid both WMG and WMS now had bids in for RCUK Fellowships.

- (e) Teaching Evaluation Report (minute 22/05-06 f. refers)

RECEIVED:

An oral report from the Dean (WMS) and the Associate Dean (Teaching) regarding progress made with the Deanery on the funding possibilities of 2 year teaching appointments for clinical staff, it being noted that as from August 2006 the MB ChB programme would only have 3 SHO grade staff plus 2 SpRs.

RESOLVED:

- (i) That Dr Rodgers be asked to contact any interested parties to ensure continuity of teaching in the small group work associated with the MB ChB.
- (ii) That Dr P O'Hare be asked to keep Dr Marguerie and Ms Markham informed as to the progress with the appointment of any educational fellows as Warwick Hospital was keen to be involved with any such appointments.

- (iii) That Dr P O'Hare be asked to contact Professor S Field, the Postgraduate Dean, regarding the adverts relating to the Walport posts and the Educational Fellows.
 - (iv) That the issue of Walport posts and Educational Fellows be an agenda item at the next WMS Executive meeting.
 - (v) That all WMS members of the Foundation Committee be asked to attend the next Foundation Committee meeting due to be held on the 8th June 2006 at WMS.
- (f) Medical School Restructuring (minute 22/05-06 g. and 23/05-06 (c) refer)

RECEIVED:

An oral report from the Chair regarding the appointments of the following:

- (i) Dr Neil Johnson as the Director of the Partnerships and Short Courses Directorate,
- (ii) Ms Emma Rivers-Fletcher to the new Medical School Business Development and Marketing post.

RESOLVED:

- (a) That as GEH do not have sufficient funds for the Reader in Inter-Professional Learning that UHCW be formally approached through their Board.
- (b) That Professor Peile be asked to contact the candidate for the Reader in Inter-Professional Learning and appraise her of the current situation.
- (c) That Professor Peile be asked to contact Professor S Kumar with details of the Reader in Inter-Professional Learning post.

- (g) Singapore (minute 23/05-06 d. refers)

RECEIVED:

An update from the Chair regarding further visits made to Singapore and discussions held since the last meeting of the Board in February 2006, it being noted that there is still a possibility of an inter-disciplinary research base including WMS, Biological Sciences, Chemistry and Warwick HRI.

RESOLVED:

That Professor Peile be asked to contact the Director of the Institute of Education, Professor A Harris, regarding the proposed Memorandum of Understanding between the Education Development Board (Singapore) and the Warwick Institute of Education.

- (h) School Management Team (minute 23/05-06 f. refers)

RECEIVED:

An oral report from the Chair regarding the WMS School Management Team half away day that discussed the future teaching and research strategy of the Medical School in order to produce a statement of intent for the incoming Vice Chancellor.

RESOLVED:

- (i) That a strategy for WMS would be essential for presentation to the new Vice Chancellor in July 2006.
 - (ii) That internal dissemination and ownership of the strategy by all staff was important.
 - (iii) That Service Level Agreements between WMS Institutes should be finalised as soon as possible in order that all teaching and research activities can be efficiently recorded and recognised.
- (i) Graduate Studies Committee (minute 24/05-06 (i) refers)

RECEIVED:

An oral report from the School Secretary regarding discussions with the central university regarding the full implementation of SITS for postgraduate courses as noted in minute GSC 14/b/05-06, it being noted that at the present time not all course coding accurately reflects where the activity is taking place. It was also noted that in future PhD students would be coded as HEFCE funded.

- (j) Curriculum Committee (minute 25/05-06 (iii) refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) regarding contact with the GMC and the admission of qualified dentists to Phase II of the MB ChB, it being noted that five schools currently admit qualified dentists directly into Phase II of their curriculum, only one of these with GMC approval.

RESOLVED:

That the Assistant Registrar be asked to check University of Warwick regulations regarding the admission of dentists.

33/05-06

Chair's Business

- (a) New VC

REPORTED:

By the Chair that the new Vice Chancellor Professor Nigel Thrift would be on campus as from 12th June 2006 and that he would be visited WMS on 3rd July 2006.

- (b) GMC

REPORTED:

- (i) By the Chair that the GMC QABME team had visited for a fourth time on the 16th May 2006 to observe the Final Professional

Examination Clinical Examinations. Pleased with what they had seen.

- (ii) By the Chair that a positive report was expected from the QABME that would recommend autonomy for WMS and the MB ChB with effect from September 2006.
- (iii) By the Associate Dean (Teaching) that Phase 1 Semester 3 students will remain under LWMS governance and school systems until March 2007.
- (iv) By the Associate Dean (Teaching) that all Examination Boards, Academic Progress Committee and Appeals Procedures for the 2006 cohort would be governed by University of Warwick Codes of Practice, Regulations and Ordinances.
- (v) By the Associate Dean (Teaching) that LWMS regulations would be used for the 2002 cohort requiring re-sit Final Professional Examinations in November 2006.
- (vi) That all students would be written to after the final QAMBE visit 22nd June 2006 to explain the regulatory situation and the degree awarding institution that would apply to them.

RESOLVED:

That the Associate Dean (Teaching) be asked to précis, for each cohort, the Codes of Practice and set of regulations that would apply for presentation to the Chair and the Academic and Quality Standards Committee.

- (c) Alumni Event

REPORTED:

That on the 22nd June 2006 that Mr G Maggs has organised an alumni event to coincide with the University outdoor concert.

- (d) Graduation

REPORTED:

By the Chair that the WMS graduation ceremony would take place on the afternoon of the 12th July 2006, with celebrations continuing on the lawn in between the Medical Teaching Centre and the Medical School Building.

- (e) WMS Inaugural Lectures

REPORTED:

By the Chair that the newly introduced WMS Inaugural Lectures would commence with Professor J Dale. Professor S Thornton and Professor E Peile had dates in their diaries. It was noted that the plan would be to provide a mix of institute staff so that a varied programme could be provided.

- (f) Digital Laboratory

REPORTED:

That an initiative is being led by Professor Lord Bhattacharya that will potentially include the Department of Psychology, WMS and WMG, it being noted that a core facility is envisaged for cross departmental use but that the split between education and research has yet to be determined.

(g) Science City Initiative

REPORTED:

That a meeting between WMS and University Birmingham colleagues is due to take place this week.

(h) F1 Applications

REPORTED:

- (i) By the Chair that the F1 application process is still unclear for the coming academic year and that the Dean and Associate Dean (Teaching) were due to meet with student BMA representatives on Tuesday 23rd May 2006.
- (ii) By the Chair that the management of the process is likely to be different with 60% of the application weighting being given over to academic capability (with quartile rankings being done by the local Medical School) and 40% to personal statements. Exams/personal statement.

34/05-06

Volume of Course Proposals

CONSIDERED:

That at the meeting of the Board of Graduate Studies held on 16th February 2006 (minute BGS 52/05-06 refers) that Faculty Boards be asked to consider mechanisms to streamline course and module proposal approval through the establishment of a sub-committee of the Faculty Boards and Board of Graduate Studies to consider course proposals with a view to giving the Faculties more time to discuss matters of policy, it being noted that at the Board of the Faculty of Medicine Graduate Studies Committee it was resolved that the Committee wished to retain the function of overseeing course proposals (minute GSC32 (i) / 05-06 refers).

RESOLVED:

- (a) That the Board of the Faculty of Medicine wished to keep the status quo regarding the scrutiny of course and module proposals by Faculty Graduate Studies Committees.
- (b) That should Faculty Graduate Studies Committee consider that the amount of time dedicated to the scrutiny of course and module proposals is too large for a single meeting then the frequency of such meetings should be increased.

35/05-06

AQSC – Amendments to Statutes and Ordinances

CONSIDERED:

Recommendations for amendments to papers approved at the Extraordinary Board of the Faculty of Medicine held on the 12th April 2006 as set out in the Academic Standards and Quality Committee May 11th 2006 minutes 96/05-06 (a) – (i).

RESOLVED:

That the School Secretary be asked to liaise with the Academic Quality and standards Secretary regarding any outstanding Committee membership issues.

36/05-06

Faculty Board Elections

CONSIDERED:

Membership of the Board of the Faculty of Medicine for the academic year 2006/07 as set out in paper BFM33/05-06, it being noted that proposed membership is based upon papers EBFM1revised/05-06, EBFM2revised/05-06 and EBFM5/05-06 as considered by the Academic Quality and Standards Committee at its May 11th 2006 meeting.

RESOLVED:

- (i) That the membership of the Board of the Faculty of Medicine as set out in paper BFM33/05-06 be approved subject to the following amendments and additions:
 - (a) That Professor S Stewart Brown be asked to propose a member of staff from the Health Sciences Research Institute to serve as a member of staff elected by and from WMS.
 - (b) That Professor E Peile be asked to propose a member of staff from the Institute of Clinical Education to serve as a member of staff elected by and from WMS.
 - (c) That Dr Hannah Bradby be included on the membership as the permanent member of academic staff elected by and from the Board of the Faculty of Social Studies.
 - (d) That Professor H Marland be included on the membership as the permanent member of academic staff elected by and from the Board of the Faculty of Arts.
 - (e) That the Secretary of the Board of the Faculty of Science be contacted regarding their member of academic staff
- (ii) That Professor V Zammit be elected to sit on the Board of the Faculty of Science.
- (iii) That Professor S Stewart Brown be elected to sit on the Board of the Faculty of Social Studies.
- (iv) That Dr H Bradby be elected to sit on the Board of the Faculty of Arts.
- (v) That Professor S Kumar be elected to serve on the University Academic Staff Committee.

- (vi) That Professor E Peile be asked to consider a further nomination to serve on the Academic Staff Committee and inform the School Secretary of his decision as soon as possible.
- (vii) That Dr N Johnson and Dr J Kidd be elected to serve on the University Board of Undergraduate Studies.
- (viii) That Ms C Blackburn be elected to serve on the WMS Undergraduate Studies Committee for the academic year 2006/07.
- (ix) That the School Secretary be asked to contact Professor R Freedman regarding a biological science member of academic staff to serve on the WMS Undergraduate Studies Committee.
- (x) That Professor R Freedman be asked if he wished to continue serving on the Graduate Studies Committee of the Board of the Faculty of Medicine for the academic year 2006/07.
- (xi) That Professor F Cappuccio be asked to serve on the Graduate Studies Committee of the Board of the Faculty of Medicine for the academic year 2006/07.
- (xii) That Professor S Stewart Brown be asked to nominate an academic member of staff from the Health Sciences Research Institute to serve on the Graduate Studies Committee of the Board of the Faculty of Medicine for the academic year 2006/07.
- (xiii) That Dr C Rodgers be elected to serve on the University Campus Life Committee for the academic year 2006/07.
- (xiv) That Professor S Singh, Professor A Szczepura and Dr A Gumba be asked if they would be interested in serving on the University Equality and Diversity Committee.

37/05-06 Graduate Studies Committee

RECEIVED:

The minutes of the Graduate Studies Committee meeting held on the 9th May 2006 as set out in paper BFM34/05-06.

38/05-06 Curriculum Committee

REPORTED:

That the next meeting of the Curriculum Committee would be held on the 12th June 2006.

39/05-06 Quality Assurance and Enhancement Group

RECEIVED:

The minutes of the Quality Assurance and Enhancement Group meeting held on the 21st March 2006 as set out in paper BFM35/05-06.

40/05-06 Admission Steering Group

CONSIDERED:

The minutes of the Admissions Steering Group meeting held on the 7th April 2006 as set out in paper BFM36/05-06.

RESOLVED:

- (a) That the minutes of the Admissions Steering Group meeting held on the 7th April 2006 as set out in paper BFM36/05-06 be approved.
- (b) That congratulations to all staff involved in the selection centre be noted.

41/05-06 Information Group

RECEIVED:

The minutes of the meeting of the Information Group held on the 13th January 2006, 10th March 2006 and the 12th May 2006 as set out in papers BFM37/05-06, BFM3805/06 and BFM39/05-06.

42/05-06 Staff Student Liaison Committee

RECEIVED:

The minutes of the MB ChB SSLC meeting held on the 8th March 2006 as set out in paper BFM40/05-06.

43/05-06 Terms and Conditions of Research Staff

CONSIDERED:

The contractual arrangements of WMS research staff regarding teaching on undergraduate and postgraduate programmes within WMS.

RESOLVED:

That members of the Faculty Medicine should not be paid for teaching over and above their basic salary.

44/05-06 Examiners

CONSIDERED:

The route for the approval of examiners for research degrees.

RESOLVED:

That all nominations for examiners relating to Institute of Clinical Education research degrees should be approved by Professor Margaret Thorogood or Professor E Peile before being sent to the Dean for ratification.

45/05-06 Date of Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine, if required, would be confirmed by the Assistant Secretary to the Board in the first week of July 2006.