

University of Warwick

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on the 29th May 2007.

Present: Professor E Peile (Chair), Prof J Davey, Dr R Earle, Prof R Freedman, Dr P O'Hare (Chair), Dr C Macdougall, Prof E Oliver-Jones, Dr C Rodgers, Prof S Stewart-Brown, Prof V Zammit.

Apologies: Dr C Blackburn, Dr H Bradby, Prof Y Carter, Dr A Dolan, Dr R Earle, Dr M Glover, Professor G Hundt, Dr N Johnson, Dr J Kidd, Dr C Marguerie, Prof E Peile, Dr A Stokes, Prof M Thorogood, Prof S Thornton.

In Attendance: Dr M Glover

MINUTES

26/06-07 Minutes.

RESOLVED:

The minutes of the meeting of the Board of the Faculty of Medicine on the 12th February 2007 be approved.

27/06-07 Teaching Evaluation Report.

a. Walport Fellows.

REPORTED:

- i. That guidance has not yet been produced detailing new career structures for junior doctors.
- ii. That the third round of clinical fellows was likely to be targeted at highly specific areas although these have not yet been published.

b. Clinical Academic Training Group.

REPORTED:

That a group could not be established until guidance is issued by the Department of Health.

c. Non Clinical Fellows

REPORTED:

That non-clinical fellows could not be used to match to Walport clinical academic fellowships.

28/06-07 Chair's Business.

REPORTED:

- a. That the Privy council had now approved the addition of Warwick to the Medical Act, this would become effective at the end of June.
- b. That the GMC had returned to visit final exams and the feedback was positive, visits will also be made to the Academic Progress Group and to the Finals Examination Board.
- c. That OSCE examinations were now being run as part of the new Warwick integrated assessment regime.
- d. That students would be offered a University of Warwick degree (rather than LWMS) and it was anticipated that most students would chose this option.
- e. That a periodic review of postgraduate courses would take place in July as recommended in the Departmental Strategic Review.
- f. That the School awaited decisions from the central RAE planning team before being able to develop the RA5 narrative further.
- g. That the planning for the new Clinical Trials Building would be progressed to RIBA stage D over the summer which would support a formal planning application.
- h. That a recommendation was going to the Senate that the Dean be appointed as a Pro-Vice-Chancellor by the University.

RESOLVED:

That Professor Freedman be thanked for his contribution to the Faculty during his tenure as Head of the Department of Biological Sciences.

29/06-07 Membership of the Faculty Board and Sub-Committees 2007/08

RESOLVED:

- a. That the membership of the Board of the Faculty of Medicine for 2007/08 would be as follows:

Dean WMS (Chair)	Professor Y Carter
Associate Dean (Education)	Professor E Peile

Associate Dean (Research)	Professor S Thornton
Director of the Health Sciences Research Institute	Professor S Stewart Brown
Director of the Clinical Sciences Research Institute	Professor V Zammit
Four Academic Directors from the Institute of Clinical Education	Dr J Kidd Dr A Stokes
	Dr N Johnson
	Professor M Thorogood
Five members of academic staff elected by and from Warwick Medical School:	Professor S Kumar Dr JP O'Hare Dr C Rodgers Dr C MacDougall Professor N Stallard
The Chair of Department of Biological Sciences plus two members of academic staff elected by and from the Department:	Professor A Easton Professor J Davey Dr E Oliver-Jones
The Chair of the Department of Health and Social Studies plus two members of staff elected by and from the Department.	Dr C Harrison Ms C Blackburn Dr A Dolan
The Chair of the Department of Sociology plus one member of academic staff elected by and from the Department:	Professor N Whiteside Dr M Carpenter
Up to three co-opted members, being permanent full-time members of staff at the University of Warwick subject to the approval of the Senate.	tbc tbc tbc
Up to five co-opted members, external to the University and subject to the approval of the Senate:	Mr I Fraser Dr C Marguerie tbc tbc tbc
One member of academic staff elected by and from the Board of the Faculty of Arts	Dr R Earle
One member of academic staff elected by and from the Board of the Faculty of Science	tbc
One member of academic staff elected by	tbc

and from the Board of Social Studies	

- b. That the membership of the Faculty of Medicine Graduate Studies Committee for 2007/08 be as follows:

Chair (Associate Dean for Education)	Professor E Peile
Director of Quality Assurance	Dr P O'Hare
Director of Masters Programmes	Dr A Stokes
Director of Partnerships and Short Courses	Dr N Johnson
Director of Research Degrees	Professor M Thorogood
Three members of Academic staff in Warwick Medical School	Professor D Grammatopoulos Dr V Patel tbc
A representative of the social sciences	Dr W Markham
A representative of the Department of Biological Sciences	Professor C Dowson
A representative of the West Midlands Deanery	tbc
A User Representative	tbc
Student Representative	tbc

- c. That the membership of the Faculty of Medicine Undergraduate Studies Committee for 2007/08 be as follows:

Chair	Professor E Peile
The Dean (WMS)	Professor Y Carter
The Director of the MB ChB	Dr J Kidd
Phase 1 Coordinator	tbc
Phase 2 Coordinator	Dr C MacDougall
Examinations Coordinator	Dr M Doshi
2 Members of Academic Staff from Warwick Medical School	Dr N Johnson Dr C Rodgers
Member of Staff from the Department of Biological Sciences	Prof P Stanfield

Member of staff from the School of Health and Social Studies	Ms C Blackburn
External Member	tbc
User Representative	Mr A Entwistle
Student Representative	tbc

30/06-07 Representation of the Faculty on the Senate

RESOLVED:

That the following representatives of the Board of the Faculty of Medicine be elected to serve as representatives on the Senate:

Professor J Davey (2009), Dr J Kidd (2009), Professor S Kumar (2009), Professor E Peile (2010), Professor S Thornton (2010), Professor V Zammit (2009)

31/06-07 Faculty Board Elections

RESOLVED:

That the following representatives of the Board of the Faculty of Medicine serve on the University Committees as indicated:

Board of Graduate Studies	Professor E Peile (as chair of the Graduate Studies Committee) Dr A Stokes Professor M Thorogood
Collaborative, Flexible, Distance Learning Sub-Committee	Dr N Johnson Dr A Stokes
Campus Life Committee	Dr C Rodgers
Information Policy and Strategy Committee	Professor Y Carter (as Chair of the Faculty) Professor D Singer
Board of the Faculty of Arts	Professor P Abrahams
Board of the Faculty of Science	Professor V Zammit
Board of the Faculty of Social Studies	Dr F Griffiths

RECOMMENDED: (to the Senate)

(a) That the following individuals be appointed as two of the up to three permanent full-time members of staff at the University of Warwick co-opted on the Board of the Faculty of Medicine:

Professor P Abrahams
Dr F Griffiths

(b) That Dr M Walzman be appointed as one of the up to five co-opted members, external to the University on the Board of the Faculty of Medicine.

(c) That the representatives of the Faculty of Medicine on the membership of the Equality and Diversity Committee be as follows:

Ms D Markham
Professor S Singh

(d) That the representatives of the Faculty of Medicine on the membership of the Graduate Appeals Committee Panel for 2007/08 be as follows:

Dr P O'Hare
Dr D Simkiss
Professor D Singer
Dr A Stokes
TBC

(e) That the representatives of the Faculty of Medicine on the membership of the Investigating Committee into Cases of Suspected Cheating Panel for 2007/08 be as follows:

Dr J Kidd
Dr N Johnson
Professor E Peile
Dr C Rodgers
Dr H Randeva

32/06-07 Critical Incident Review – Phase 1 Examinations.

CONSIDERED:

The Executive Summary of the Critical Incident Report following the 2007 Phase 1 Qualifying Examination Results as set out in paper BFM27/06-07.

REPORTED:

- a. That there had been an exceptionally high failure rate in the recent Phase 1 examinations.
- b. That a critical event review had been conducted chaired by Professor Peter Cantillon with Dr Paul O'Hare and Ms Naomi Brown.
- c. That it was anticipated that the new examinations processes would ensure that students were better prepared for high stakes integrated assessments.
- d. That the School had already implemented a system to provide much richer feedback to students following assessments.
- e. That the School planned to develop a significantly larger question bank which could then be shared with students.
- f. That the Academic Progress Group would monitor the progress of students where problems had been identified.

33/06-07 Restructuring of the Partnerships and Short Courses Directorate.

REPORTED:

That a review of the Directorate had been conducted and that the recommendation was that the activities in the Partnerships and Short Courses Directorate should be merged with the Directorate of Masters Accredited Programmes.

34/06-07 AQSC Assessment Conventions Working Group

CONSIDERED:

The Final Report of the AQSC Working Group on Assessment Conventions as set out in paper AQSC 78/06-07.

REPORTED:

That the Assessment conventions did not apply to the programmes in the Faculty of Medicine.

35/06-07 Module Restructuring

CONSIDERED:

A memo regarding module re-structuring from the Senior Assistant Registrar – Planning and Management Information as set out in paper BFM28/06-07.

RESOLVED:

That Dr Glover would convene a meeting with the academic office to revise

the module weightings for MB ChB modules.

36/06-07 MTAS Ranking Paper

CONSIDERED:

A paper from the Associate Dean regarding ranking and transcripts for the 2006_cohort, as set out in paper BFM29/06-07.

RESOLVED:

That the year 1 results should be given the same weighting as the semester 3 results from the end of phase 1 examinations for the purpose of MTAS ranking.

37/06-07 Graduate Studies Committee Minutes

CONSIDERED:

The minutes of the Graduate Studies Committee meeting held on the 15th May 2007 as set out in paper BFM30/06-07.

REPORTED:

- a. That regulations had been revised so that clinical staff studying for a PhD would be able to submit their thesis in less than 5 years.
- b. That the Department of Biological Sciences and the Medical School would need to hold strategic discussions regarding a proposal to establish a Renal Centre.

38/06-07 Undergraduate Studies Committee Minutes

CONSIDERED:

The minutes of the Undergraduate Studies Committee meeting held on the 9th May 2007 as set out in paper BFM31/06-07.

39/06-07 Admissions Steering Group

CONSIDERED:

The minutes of the meeting of the Admissions Steering Group held on the 4th April 2007 as set out in paper BFM32/06-07.

REPORTED:

That the School had now adopted the UKCAT admissions test in common with the majority of other UK medical schools.

40/06-07 Student Staff Liaison Committee (MB ChB)

CONSIDERED:

The minutes of the SSLC (MB ChB) meeting held on the 24th April 2007 as set out in paper BFM33/06-07.

REPORTED:

That the issue of the timing of the ESA 2 paper and the introduction of a reading week for examination preparation was discussed.

41/06-07 Information Group Minutes

CONSIDERED:

The minutes of the meeting of the Information Group held on the 23 May 2007 as set out in paper BFM34/06-07.

42/06-07 Date of Next Meeting

TO REPORTED:

That the final Faculty Lunch will be held on Wednesday 6th June 2007 12 noon in A042 of the Medical School Building.