

UNIVERSITY OF WARWICK  
BOARD OF THE FACULTY OF MEDICINE

Minutes of the Board of the Faculty of Medicine held on the 2nd June 2008.

Present: Prof E Peile (Chair), Prof A Easton, Dr N Johnson, Dr J Kidd, Dr P O'Hare, Dr C Macdougall, Prof E Oliver-Jones, Prof N Stallard, Dr A Stokes, Dr M Walzman

Apologies: Dr C Blackburn, Dr M Carpenter, Prof J Davey, Dr R Earle, Mr I Fraser, Dr F Griffiths, Prof C Harrison, Dr C Hughes, Prof S Kumar, Dr C Marguerie, Dr C Rodgers, Prof S Stewart-Brown, Prof S Thornton, Prof M Thorogood, Prof M Underwood

In Attendance: Dr M Glover, Mrs L McCarthy, Ms S Shalgosky (min 28/07-08)

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**MINUTES**

26/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 18<sup>th</sup> February 2008 be approved subject to the addition of Dr M Walzman as being present.

27/07-08 Matters Arising

(i) Student Use of the Title Doctor (minute 15/07-08 (iii) refers)

RECEIVED:

An update from the Assistant Registrar on the production of medical student cards.

RESOLVED:

That the Assistant Registrar be asked to discuss progress with the Deputy Registrar, stressing the importance of the issue for the Medical School.

(ii) Science City (minute 17/07-08 (ii) refers)

RECEIVED:

An update from the Secretary on the WMS bid submitted to Advantage West Midlands (AWM) in mid January 2008, it being noted that AWM had asked for further information with the deadline being 2<sup>nd</sup> June 2008. Funds would be due July 2008.

(iii) Wolfson Foundation Bid (minute 17/07-08 (iii) refers)

RECEIVED:

An update from the Secretary on the request for an extension until October 2008 from the Wolfson Foundation in order to spend the required funds on the building of the new Clinical Trials Unit, it being noted that the capitol funds would need to be spent by March 2009.

(iv) Development Executive (minute 17/07-08 (v) refers)

RECEIVED:

An update from the School Secretary on the replacement for the WMS Development Executive, it being noted that no appointment was made for the second time therefore leading to a re-think on the post, in consultation with the central Warwick Alumni Office.

- (v) Pulse Staff Survey (minute 17/07-08 (vii) refers)

REPORTED:

On the work being done by the Medical School in response to the feedback received from the Pulse Survey as set out in paper BFM27/07-08, tabled at the meeting.

RESOLVED:

That the Medical School is actively seeking to make improvements, based on the Pulse Survey outcomes, and that all staff should be made aware of this.

- (vi) Proposed Amendments to the University's Credit and Module Framework (minute 18/07-08 refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) on the meeting with the International Medical University, Malaysia it being noted that the meeting was successful and that the Medical School will be seeking to proceed with a formal relationship with the IMU in order to recruit Malaysian students direct into Phase II of the MB ChB; they will have a BMedSci as an entry qualification.

RESOLVED:

That potential students must be made aware of the possibility of not being able to practice medicine in the United Kingdom after they have graduated.

- (vii) Graduate Studies Committee (minute 24/07-08 (ii) refers)

REPORTED:

That Dr Neil Johnson, Director of Community Education would be presenting a proposal for the introduction of an MB PhD in the Autumn term of the academic year 2008/09.

28/07-08

Chair's Business

- (i) Environmental Sustainability

REPORTED:

That following a request from the Pro Vice-Chancellor Campus & Community and Chair of the Environment & Amenities' Committee a standing agenda item entitled "The environment" would be added to future Board of the Faculty of Medicine meetings.

RESOLVED:

- (a) That the appropriate University Committee be advised that whilst Board members were in support of improved transport links to and from campus that the introduction of the car share scheme was not helping the parking situation on campus. It was noted that for staff who work unsocialable hours it would not be possible to take part in the scheme and that no consultation had taken place with any of the Gibbet Hill departments prior to the implementation of the scheme.
- (b) That the recycling bins currently in use at the Gibbet Hill site were unsightly and give a bad impression of the campus to visitors.

- (ii) University Art Collection

RECEIVED:

Information from the Curator of the Mead Gallery, Sarah Shalgosky on the University Art Collection. It was noted that:

- (a) Warwick has always had art and that initially staff bought works as interior decoration.
- (b) The University had previously applied for Lottery Funding and were able to buy 4 major works of art including the Ramphal Building – “Cosmic wallpaper” (2002) depicting the major works of the band Deep Purple.
- (c) Work could potentially be commissioned for the new Warwick Medical School building if desired
- (d) Further discussions can be held with Sarah Shalgosky if members have ideas/thoughts on projects.

RESOLVED:

- (A) That the Medical School be asked to publicise the Warwick art collection with the student body and staff.
- (B) That the Medical School should consider how art can be incorporated in the new Medical School Building.

29/07-08

Membership of University Committees 2008/09

- (i) Amendment to Ordinance 7 – Constitution of the Boards of Faculties

REPORTED:

(a) That the Department of Sociology had decided to withdraw from teaching on the MB ChB programme.

(b) That the Constitution of the Faculty Board did not reflect the recent establishment of the Vice-Dean (WMS) and the Associate Dean (External Affairs).

RESOLVED:

That the Constitution of the Board of the Faculty of Medicine be amended to remove the representation of the Department of Sociology and to include the Vice-Dean (WMS) and the Associate Dean (External Affairs) in the membership *ex officio* as set out in paper BFM 27/07-08.

- (ii) Board of the Faculty of Medicine

CONSIDERED:

Elections to the membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2008-09, as set out in paper BFM19/07-08.

RESOLVED:

That the following amendments be made to paper BFM19/07-08:

- (a) Professor G Hundt to replace Dr A Dolan on the Board of the Faculty of Medicine.

- (b) That Liz Hughes be offered the West Midlands Deanery membership position on the Graduate Studies Committee on the Board of the Faculty of Medicine.
- (c) That the user representative be kept on the Graduate Studies Committee of the Board of the Faculty of Medicine.
- (d) That Dr F Griffiths be asked to recruit a research student for the position of Student Representative on the Graduate Studies Committee of the Board of the Faculty of Medicine.
- (e) That the proposal to have the Chair of the Warwick Assessment Group (WAG) on the Undergraduate Studies Committee of the Board of the Faculty of Medicine replaced with a “representative” of the WAG.
- (f) That the Director of Nursing, Ms Chris Halek, be asked to represent the External member on the Undergraduate Studies Committee of the Board of the Faculty of Medicine.

(iii) Other Committees

CONSIDERED:

Nominations to membership of Senate Committees and other committees for the 2008/09 academic year as set out in paper BFM20/07-08.

RESOLVED:

- (a) That Professor M Thorogood be asked by the School Secretary if she still wishes to represent the Medical School on the Board of Graduate Studies.
- (b) That Dr Ann Adams be asked to represent the Board of the Faculty of Medicine on the Board of the Faculty of Social Studies.
- (c) That Dr N Johnson be replaced by Dr A Quinn on the Collaborative, Flexible and Distance Learning Committee.

(iv) Election of Board Members to the Senate

REPORTED:

- (a) That there was one vacancy for a member of the Board of the Faculty of Medicine to represent the Board on the Senate for the period 1 August 2008 to 31 July 2011 arising from the retirement, in September 2008, of Professor Ed Peile.
- (b) That the continuing members of the Senate appointed by the Board of the Faculty of Medicine were as follows:  
Professor J Davey (2009), Dr J Kidd (2009), Professor S Kumar (2009), Professor S Thornton (2010), Professor V Zammit (2009)

CONSIDERED:

- (c) In accordance with University Regulation 2.2 on Annual Elections, the election of one member of the Senate from the membership of the Board of the Faculty of Medicine for 2008/09 to serve for the period from 1 August 2008 to 31 July 2011, noting that four of the six representatives appointed by the Board must be Professors and Heads of Department.

RESOLVED:

- (d) That Professor M Underwood be nominated to the Senate from the membership of the Board of the Faculty of Medicine to serve for the period from 1 August 2008 to 31 July 2011.

30/07-08

Institutional Audit

CONSIDERED:

A draft document containing key sections of the University's Institutional Briefing Paper prepared by Professor K O'Brien (Senior Academic Co-ordinator for Audit and Enhancement) and Dr J Moss (Senior Assistant Registrar {Teaching Quality}), as part of preparations for the QAA Institutional Audit taking place during the Autumn Term 2008, as set out in paper BFM21/07-08 (copy attached), noting that the completed document must be with the QAA by the 1<sup>st</sup> September 2008.

RESOLVED:

- (a) That a number of contracts require further work and that the School Secretary be asked follow up on these.
- (b) That key Warwick Medical School staff need to be alerted to the date of the QAA visit in November 2008 in order that they can provide academic and administrative support.

31/07-08

On-Line Assessment

CONSIDERED:

University wide provision for On-Line Summative Assessment as set out in paper IPSC8/07-08.

RESOLVED:

That the response from the Warwick Medical School Information Group be submitted as set out in paper BFM28/07-08 (tabled at the meeting).

32/07-08

WMS SDR PR Report July 2007

CONSIDERED:

The final report of the review of Postgraduate courses which supplemented the Strategic Departmental Review as set out in paper BFM22/07-08 and the Medical School response, as set out in paper DMAP107/07-08.

RESOLVED:

That paper DMAP107/07-08, detailing the Medical School response to the Strategic Departmental Review be approved and forwarded to the Academic and Quality Standards Committee.

33/07-08

Proposed MB ChB Regulation Amendments

CONSIDERED:

Proposal to amend the MB ChB regulations as set out in paper BFM23/07-08. amendments.

RESOLVED:

That subject to minor amendments that paper BFM23/07-08 be approved and forwarded to the Academic Quality and Standards Committee to be considered.

34/07-08 Academic Progress Group (APG)

CONSIDERED:

A paper submitted by the Chair of the Academic Progress Group, Dr Anne-Marie Slowther, on the operation of the MB ChB Academic Progress Group, as set out in paper BFM24/07-08.

RESOLVED:

- (a) That APG be permitted to recommend that a re-sit can be considered as a first sit in exceptional circumstances and that APG can advise the Examination Board of relevant mitigation to inform this recommendation.
- (b) That APG be asked to confirm with the student the exact conditions for their return in a personal letter to the student from the Chair.
- (c) That APG be permitted to advise the Examination Board that a student be recommended not to re-sit.

35/07-08 Undergraduate Studies Committee Minutes

CONSIDERED:

The minutes of the Faculty of Medicine Undergraduate Studies Committee held on the 8<sup>th</sup> May 2008 as set out in paper BFM25/07-08.

RESOLVED:

- (a) That the number of questions in ESAs be reduced, as from the 2008 cohort, to the following number ESA1 = 8, ESA2 = 12, Year 1 re-sit = 20 questions, Phase I = 20.
- (b) That the Warwick Assessment Group be asked to convene a working group to discuss the possibility of introducing a "strikes" option, as used in several other medical schools which would limit the number of unsatisfactory assessments that a student could accrue.

36/07-08 Graduate Studies Committee Minutes

RECEIVED:

The minutes of the Faculty of Medicine Graduate Studies Committee held on the 13<sup>th</sup> May 2008 as set out in paper BFM26/07-08.

37/07-08 Admissions Steering Group

CONSIDERED:

A request from the Admissions Steering Group to extend the entry criteria to the MB ChB to include Health Science graduates for the 2009 entry.

RESOLVED:

That the entry criteria for 2009 entry to the MB ChB be broadened to include Health Sciences graduates.

38/07-08 Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held in the coming academic year and that Board members will be notified accordingly.