

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the
6 November 2014.

Present: Professor P Winstanley (Chair), , Professor M Balasubramanian, Dr D Biggerstaff, , Professor A Clarke, , Professor G Currie, Mr A Hammant, Dr P Handslip, , , Professor S Kumar, Dr C Melville, Professor J Millar, , Dr P O'Hare, Professor L Roberts, Professor S Stewart-Brown, Dr P Sutcliffe, Professor V Zammit

Apologies: Dr M Allen, Dr S Allen, Professor J Barlow, Professor D Evans, Professor L Green, Dr G Hartshorne, Dr C Marguerie, Mr D Mullins, Professor K Seers, Professor D Wolke,

In Attendance: Ms J Hodge, Mr D Gilbertson (item 5/14-15 (b)) Ms L McCarthy and Mr D Lewis

MINUTES

01/14-15 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Board of the Faculty of Medicine have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

None declared

02/14-15 Terms of Reference and Membership

(a) Constitution and Membership

REPORTED:

- (i) The membership of the following committees within the Faculty of Medicine for the academic year 2014/15:
 - a. Board of the Faculty of Medicine as set out in paper BFM1/14-15.
 - b. Graduate Studies Committee and Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/14-15.
 - c. MB ChB Boards of Examiners as set out in paper BFM3/14-15.
 - d. Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM4/14-15 it being noted that the University was reviewing its Fitness to Practise regulations and although they would consult on any proposals in due course, the importance of medical representation on this Committee needed to be highlighted.

e. Membership of the Quality Assurance and Enhancement Group as set out in paper BFM5/14-15 it being noted that a review of quality assurance and enhancement was being undertaken and that the membership and remit of QAEG may be revised during the academic year 2014/15.

REPORTED:

- (i) That the nominations of the representatives from the Boards of the Faculty of Arts and the Faculty of Science to the Board of the Faculty of Medicine were being sought.
- (ii) That additional representatives from outside of the Faculty of Medicine, from the Faculty Social Sciences were being sought for the Graduate Studies and Undergraduate Studies Committees.
- (iii) That Professor J Palmowski has replaced Professor A Caesar on the Fitness to Practice Committee as Chair of the Committee on the Admission of Students to Courses of Study.

- (iv) That the following were nominated on behalf of the Board of the Faculty of Medicine to sit on the Student Disciplinary Offences Committee (Regulation 23):
 - a. Professor G Hartshorne
 - b. Dr C Melville
 - c. Dr P McTernan
 - d. Professor L Roberts
 - e. Mr A Taylor

- (v) That there were six places on Senate for representative members of the Board of the Faculty of Medicine appointed by the Board and that continuing representatives (with their term of appointment in brackets) were as follows:
 - a. Professor A Clarke (Warwick Medical School) (2016)
 - b. Ms Janet Cooper (Warwick Medical School) (2016)
 - c. Professor John Davey (Warwick Medical School) (2015)
 - d. Professor S Kumar (Warwick Medical School) (2017)
 - e. Professor L Roberts (Warwick Medical School) (2017)
 - f. Professor V Zammit (Warwick Medical School) (2015)

- (vi) That elections would be held in May 2015 for the two representative members of the Board of Faculty of Medicine who were due to stand down at the end of the 2014/15 academic year.

RESOLVED:

- (i) That the membership of the committees within the Faculty of Medicine for the academic year 2014/15, as set out in papers BFM1/14-15 to BFM5/14-15 be approved subject to the changes indicated above
- (ii) That the secretariat be asked to liaise with the Chairs of the Boards of the Faculty of Arts and the Faculty of Science regarding representation on the Board of the Faculty of Medicine.
- (iii) That the secretariat be asked to contact Lucy Taylor to advise of the importance of medical representation on the Fitness to Practice Committee and to ensure that the Pro Dean Education and the Head of the Medical Education Hub are consulted before finalising the revised regulations.

(b) Terms of Reference

REPORTED:

That the Terms of Reference for the Board of the Faculty of Medicine were:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
- (ii) To recommend to the Senate examiners for appointment.
- (iii) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty.
- (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
- (v) To delegate to the Sub-Faculties such matters as are deemed appropriate.
- (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15.
- (vii) To discharge such other functions as the Senate may from time to time determine.

RESOLVED:

That should members of the Board consider that the remit of the Board required amendment they should contact the Chair and Secretary accordingly.

03/14-15 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 20 May 2014 be approved subject to the following amendments (additions underlined in blue)

(a) Present: [Professor A Clarke](#)

(b) Apologies: [Dr C Melville](#)

04/14-15 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

REPORTED:

(a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

(c) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at the following web address: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

(c) That copies of paper SC 60/07-08 are available from the Secretary on request.

05/14-15 Matters Arising

(a) Physicians Assistants and BSc Health Science and Policy (minutes 26/13-14 (a) and 27/13-14 (b) refer)

REPORTED:

(i) That while there was an apparent need for more Physician Assistants in the local NHS and that the Warwick had a well-established model for the delivery of part-time postgraduate provision, the School would not be proceeding with the development of a Physicians' Assistant course until it had the appropriate infrastructure and processes in place.

(ii) That the School would also not be pursuing the BSc Health Science and Policy programme at this time but would revisit this in the New Year once the WMS review of academic staff had been concluded.

(b) New Teaching and Learning Building (minute 28/13-14 refers)

RECEIVED:

A presentation from Mr D Gilbertson regarding the new teaching and learning building to be located on main campus.

REPORTED:

That while the planned building provided much needed extra capacity and was architecturally impressive, the internal design failed to address the Medical School's urgent requirement for undergraduate (small group) teaching space, although it was noted that it would be suitable for the delivery of postgraduate teaching.

RESOLVED:

That feedback and suggestions on the internal layouts and possible use of the space by the Medical School be provided to the Project Manager via the Pro Dean Education by 14 November 2014.

06/14-15

Chair's Business

REPORTED:

(a) 2014 National Student Survey Results

- (i) That although the results had remained largely static, Warwick was now ranked 2nd nationally for overall satisfaction among graduate entry medicine schools.
- (ii) That due to a clash with the exams, the response rate had dropped significantly and this may have undermined the Faculty's efforts to improve performance.
- (iii) That a comprehensive action plan had been developed to improve future satisfaction, although due to the successful introduction of the revised curriculum, there was a perception among current students in year 3 and 4 of the existing curriculum that their course was inferior and this may depress future performance.
- (iv) That the GMC and Health Education England were both planning to survey current students and this could lead to 'survey fatigue'.

(b) WMS and SLS Reviews.

- (i) That there was an understanding of the need for the review and the Faculty remained mindful of the impact of change particularly on teaching and the continued delivery of the MBChB.
- (ii) That quantitative modelling had focused on staff on Research and Teaching contracts and where it was apparent that the departure of a member of staff would have a detrimental impact on teaching, the Faculty was minded to create a Teaching only post, with, where appropriate affected individuals being encouraged to apply and be redeployed.

- (iii) That there was a need to restructure teaching provision and infrastructure to increase resilience and reduce the Faculty's exposure to risk.
 - (iv) That the MB ChB SSLC had been to discuss the WMS Review with the Dean over the summer vacation and a follow up meeting was planned in December.
- (c) Dentistry Review following the Luddy report in Summer 2014.
- (i) That Dentistry had been subject to numerous University reviews which have raised a wider issue of quality assurance across the Faculty particularly in the provision of postgraduate and continued professional development courses.
 - (ii) That the reviews identified significant infrastructure and process deficiencies, and the Faculty needed to re-establish reliable and robust processes which provide sufficient scrutiny and quality assurance in order to re-establish credibility and rebuild trust.
 - (iii) That as a result, consideration was being given to restructuring quality assurance and centralising it within the Education Hub to span both undergraduate and postgraduate provision.
 - (iv) That there was pressure to develop new, profitable educational provision, and enhance quality assurance simultaneously but, given the constraints on resource, the decision had been made to prioritise quality assurance over short-term profitability.

07/14-15 Curriculum Refresh

REPORTED:

(By the Head of the Medical Education Hub)

- (a) That garnering sufficient teaching support to deliver the revised curriculum was proving challenging and a number concerns had been raised around the amount of teaching which academic staff were being asked to deliver.

(By the Chair)

- (b) That the Faculty was committed to developing a more comprehensive workload model which would help to identify available resource to support teaching but also identify academic staff who were bearing a disproportionate teaching load.

08/14-15 Undergraduate Studies Minutes

CONSIDERED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 21st October 2014 as set out in papers BFM6/13-14 and MUSC.61/13-14 {revised}.

RESOLVED:

That the recommendation to remove the November re-sit of Finals as from November 2015 and a Revision to the Appeals Process as outlined in Regulation 8.10 be noted, with further scrutiny being given by the Board of Undergraduate Studies and the Academic Quality and Standards Committee.

09/14-15 Warwick Centre for Predictive Modelling (WCPM)

CONSIDERED:

The establishment of a new university Research Centre, Warwick Centre for Predictive Modelling (WCPM) as set out in paper RC.16/14-15.

RESOLVED:

That the support of the Board of the Faculty of Medicine to establish the Warwick Centre for Predictive Modelling be given.

10/14-15 The Environment

RESOLVED:

That responsibility for championing environmental initiatives within the Faculty of Medicine be considered by the Chief Operating Officer with proposals presented at the next meeting of the Board of Faculty of Medicine.

11/14-15 Items to be Brought to the Senate

CONSIDERED:

Any items to be brought to the attention of Senate for consideration.

RESOLVED:

That no items be taken to Senate at this time.

12/14-15 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 22 October 2014 as set out in paper BFM7/14-15

13/14-15 International Funding Opportunities

RECEIVED:

Paper BFM8/14-15 presenting and overview of international funding opportunities.

14/14-15

Date of the Next Meeting

REPORTED:

That the next term meeting of the Board of the Faculty of Medicine would be held on the 16 February 2015 at 2.00pm in room A-030 of the Medical School Building.

That the final meeting of the academic year 2014/15 would be held on the 19 May 2015 at 2.00pm in room A-042 of the Medical School Building.