

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 8th November 2012.

Present: Professor P Winstanley (Chair), Dr A Adams, Dr M Allen, Dr C Blackbrun, Ms J Cooper, Professor J Davey, Professor D Evans, Professor L Green, Professor N Johnson, Dr J Kidd, Mr J Leggett, Dr E Lynch, Dr C Melville, Mr D Mullins, Dr P O'Hare, Professor S Singh, Professor N Stallard, Professor S Stewart-Brown, Dr S Taylor-Philips

Apologies: Professor G Currie, Professor F Griffiths, Professor G Hundt, Dr P Handslip, Professor C Harrison, Professor S Kumar, Professor I Philp, Professor M Underwood, Professor S Weich, Professor D Wolke, Professor V Zammit

In Attendance: Ms W Coy, Ms K Gray (items 6, 7, and 8), Dr D Lamburn (item 6), Mrs L McCarthy

MINUTES

1/12-13 Terms of Reference and Membership

REPORTED:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2012/13:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/12-13.
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/12-13.
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/12-13.
- (iv) MB ChB Boards of Examiners as set out in paper BFM3/12-13.
- (v) Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM4/12-13.
- (vi) Membership and remit of the Quality Assurance and Enhancement Group as set out in paper QAEG1/11-12 Revised3 and QAEG2/11-12.

(b) Terms of Reference

That paragraph 4 of Statute 21 states that the Board of each Faculty would have the following powers and functions:

- (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.

2/12-13 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 25th May 2012 be approved subject to the addition of Dr J Kidd as being present at the meeting.

3/12-13 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.
- (b) 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.

4/12-13 Matters Arising

- (a) Review of the School of Health and Social Studies (minute 27 (b) /11-12 refers)

RECEIVED:

Information from the Chair and the secretariat following the completion of the review of the School of Health and Social Studies, it being noted that SHSS would be formally dis-established in 2013 with staff being dispersed to the Centre for Lifelong Learning and to the Medical School (Divisions of Health Sciences plus Mental Health and Wellbeing).

- (b) Preparations for the REF (minute 34/11-12 refers)

RECEIVED:

Information from the Chair on the continuing preparations for the REF, it being noted that:

- (i) The census date was October 2013 but that preparations / decisions had to be made well in advance of that date in order to complete the process including the impact statements.
- (ii) The University REF Operational Steering Group would be meeting on the 9th November 2012 and then in February 2013 and May 2013.
- (iii) The school had written draft impact statements, acknowledging that the School would be at a disadvantage compared to other established Medical Schools, with academics and clinical academics with a track record at their current establishment.

5/12-13 Chair's Business

RECEIVED:

An update from the Chair on the following items:

- (a) Liverpool School of Tropical Medicine (LSTM)
Seven appointments have been made across Liverpool and Warwick with an 80/20 split on salary dependent upon where the role holder spends the majority of their time.
- (b) Academic Health Science Network (AHSN)
Our application is in and if accepted we will need to engage with a number of other Warwick departments including WBS, WMG and Economics.
- (c) Global Research Priorities
This is being led by Professor S Kumar and is looking at "health" across the campus. A better web site presence is required which we need to investigate as a matter of some importance.
- (d) New build and accommodation
With the move of staff from the SHSS current staff may be required to move offices and share space in a similar way to the Dean and Pro Deans. Divisional Heads can expect to remain in single offices in order that they can conduct confidential meetings with staff. The central administration will be re-located into the "new build" open plan office to be created in the current staffroom space.
- (e) Appointment of Pro Vice Chancellors
Professor Andrew Coats (Academic Vice President Monash Alliance)
Professor Lawrence Young (Research (Life Sciences and Medicine) and Capital Development).
- (f) National Student Survey Results
Overall the University had dropped by 1% in the overall satisfaction rating from finalists in the 2012 NSS results. The WMS action plan centres on the categories of "assessment and feedback" plus "organisation". The action plan was discussed at the MB ChB SSLC meeting on the 5th November 2012 and agreement was reached with the students regarding the production of examination results in order that each student could see exactly where they are placed within the cohort.

6/12-13 Draft QAA Self Evaluation Document

CONSIDERED:

The Self Evaluation Document (SED) prepared by the University for submission in December 2012 as set out in paper AQSC.13/12-13 and an oral report from Dr D Lamburn. The Board were asked to note the following:

- (a) That the last full QAA visit was in 2008.
- (b) That the first visit with the QAA officer will be on Friday the 9th November 2012, with a preparatory visits on the 15th and 16th January 2013, followed by the full visit the week commencing 25th February 9=2013.

- (c) That there are five major strands to the visit: Standards, Quality, Enhancement, Information and a Theme which will be “Student Engagement with Quality and Enhancement”.
- (d) That the students have been asked to write a submission to go alongside the SED.
- (e) That staff and students selected to meet the QAA visitors will be fully briefed and be provided with an information pack.

RESOLVED:

That colleagues be asked to read the SED and forward any comments to the Senior Assistant Registrar (Teaching Quality) by Wednesday 14th November 2013 in order for revisions to be considered.

7/12-13 Review of Course Approval Process

CONSIDERED:

Proposals for consultation from the Academic Quality and Standards Committee (AQSC) to revise the course approval process as set out in paper AQSC24/12-13.

RESOLVED:

- (a) That the proposed changes to the course approval process were welcome as they enhanced the process and made it much clearer.
- (b) That version control of documents was essential to ensure work was not duplicated or issues missed.

8/12-13 Learning and Teaching Strategy

RECEIVED:

The updated Learning and Teaching Strategy as approved by Senate on the 3rd October 2012 as set out in papers S.3/12-13 and AQSC.70/11-12. The Board noted that this strategy was university wide and therefore broad in nature but that individual themes had been discussed, for example with the MB ChB SSLC, which would lead to a refinement of any action plans already in place.

RESOLVED:

That the Medical School needed to update its action plan relating to “Vision 2015” with deadline dates and more detail on the strategic aims/objectives.

9/12-13 Curriculum Review

REPORTED: (By the Head of Education and Development)

On progress with the Curriculum Review it being noted that:

- (a) The admission criteria had changed this year to facilitate entry in October 2013, with any degree now eligible for consideration.
- (b) The year 1 modules had approval and were being actively worked upon.
- (c) Summative examinations would take place at the end of year 1, end of year 2 and mid year 4 in order to enable a re-sit before potential graduation with the elective period moving to after Finals.
- (d) The block and theme lead appointments would be completed by December 2012.

- (e) There is still an issue with teaching space with 18 rooms being required.
- (f) The Faculty Development Strategy is underway.
- (g) The student strategy is being considered – how can we enhance it?
- (h) There is now the possibility of a Masters intercalation at the end of year 1 and year 2.

Members were asked to note that information is also available on the following web page: <http://www2.warwick.ac.uk/fac/med/about/cr/about>

10/12-13 Undergraduate Studies Minutes

CONSIDERED:

- (a) The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 17th September 2012 and the 22nd October 2012 as set out in paper BFM5/12-13.
- (b) A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Medicine to revise the constitution and membership of the MB ChB Boards of Examiners (Regulation 9) from the academic year 2013/14 and the MB ChB Assessment Group as set out in papers MUSC12/12-13 and MUSC13/12-13 (copy attached). (Minute 3(b)/12-13 refers)
- (c) A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Medicine (minute 3(c)/12-13) to approve paper MUSC14/12-13, (copy attached), “Examination Board Decision Making – a Guidance Proposal” (Minute 3(c)/12-13 refers)

RECEIVED:

- (d) The GMC report on their visit to the Final Professional Examinations sat in June 2012 and the resulting action plan which has been loaded to the GMC website for public viewing as set out in paper BFM6/12-13.

RESOLVED:

- (i) That the revisions to the constitution and membership of the MB ChB Boards of Examiners (Regulation 9) from the academic year 2013/14, as set out in paper MUSC12/12-13 be approved and recommended to the Senate for inclusion in the 2013/14 calendar.
- (ii) That the revisions to the constitution and membership of the MB ChB Boards of Examiners (Regulation 9) from the academic year 2013/14, as set out in paper MUSC13/12-13 be approved.
- (iii) That paper MUSC14/12-13, “Examination Board Decision Making – a Guidance Proposal”, be approved and implemented as from November 2012.

11/12-13 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 24th October 2012 as set out in paper BFM7/10-11.

12/12-13 The Environment

CONSIDERED:

Any issues relating to the environment relating to the Faculty and the wider University.

RESOLVED:

- (a) That the location of the new recycling bins be brought to the attention of staff via the School newsletter.
- (b) That the new timetable for emptying of waste bins in offices had now been implemented.
- (c) That it would be good to have energy saving displays in all the buildings, especially as part of the development of the new reception in the MSB.

13/12-13. Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on the 18th February 2012 at 2.00pm in room A-042 of the Medical School Building.

The final meeting of the academic year 2012/13 would be held on the 21st May 2013 at 10.00am in room A-117 of the Medical School Building.