

# The University of Warwick

## Board of the Faculty of Medicine

Minutes the meeting of the Board of the Faculty of Medicine held on Monday 7<sup>th</sup> February 2005.

Present: Professor Y Carter, Professor I Lauder, Professor J Dale, Professor J Davey, Professor G Hundt, Professor S Kumar, Dr C MacDougall, Dr N Manek, Dr A Morris, Dr P O'Hare, Dr E Oliver Jones, Professor E Peile, Professor A Szczepura, Professor D Singer.

Apologies: Ms C Blackburn, Dr A Dolan, Ms S Faulkener, Professor J Hutton, Mr K Sheeres, Dr A Withnall.

In Attendance: Dr M Glover, Ms L McCarthy.

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### MINUTES

#### 14/04-05 Minutes

##### RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 1<sup>st</sup> November 2004 be approved.

#### 15/04-05 Matters Arising on the Minutes.

##### a. CHESS

##### RESOLVED:

That the School Secretary would report back to the next meeting of the Board of the Faculty of Medicine regarding the formal disestablishment of CHESS.

##### b. Joint Committee Dates minute 4d 04/05 refers.

##### REPORTED (by the School Secretary):

- i. That Academic Progress Committee Dates for the rest of the current academic year were as follows:

March 10<sup>th</sup>

April 7<sup>th</sup>

May 5<sup>th</sup>

June 30<sup>th</sup>.

- ii. That dates for Fitness to Practise Committee and Termination of Registration Committee were set up by colleagues in Leicester Medical School as required.

c. Car Parking

REPORTED (by the School Secretary):

- i. That the University was reviewing arrangements for part-time staff, it was anticipated that a reduced price permit would be available for part-time staff.
- ii. That students who had purchased permits for Gibbet Hill which were no longer valid in car park 1a had received refunds for their permits from the University.
- iii. That student parking permits would be valid for car park 2 adjacent to Routes.

d. Pharmacy

REPORTED:

That the Medical School was unable to progress the proposal for a new School of Pharmacy due to a lack of capacity within the School to support such a bid at this time.

e. Clinical Sciences Building Launch.

REPORTED:

That the research laboratories at the Clinical Sciences Building had been renamed the Clinical Sciences Research Institute (CSRI).

16/04-05 Chair's Business

REPORTED:

- a. That the Medical School and the Department of Biological Sciences had been holding regular meetings to discuss issues around joint working.
- b. That Professor Thornton was involved in discussions regarding a new Systems Biology initiative being lead by Professor Rand (Mathematics).
- c. That the Medical School was developing bids for SRIF 3, additional equipment for the CSRI had been identified as the highest priority area.
- d. That accommodation continued to be a concern with 44 job vacancies currently to advert and additional posts in the pipeline.

- e. That the School would participate in a Gibbet Hill event on the University open day on the 7<sup>th</sup> May.

17/04-05 Report on the Stakeholder event.

CONSIDERED:

A report on the recent MB ChB stakeholder meeting (paper BFM 9/04-05).

REPORTED:

- a. That there had not been widespread support for a radical change to the curriculum or its mode of delivery.
- b. That the ratio of applicants to places in the School was disappointing when compared to peer organisations.
- c. That there was support for broadening the intake beyond biological sciences from the Faculty Advisory Board and the Strategic Health Authority.

RESOLVED:

That incremental change to the intake involving broadening the range of science degree subjects considered and/or adopting the Health Sciences model already in place at Leicester should be considered and flagged with the GMC but that no more radical changes should be taken forward at this stage.

18/04-05 Partnership Agreement

CONSIDERED:

A partnership agreement drafted with the department of Biological Sciences (paper BFM 10/04-05).

REPORTED:

That a similar agreement was being drafted with the School of Health and Social Studies.

RESOLVED:

That the partnership agreement with the Department of Biological Sciences be approved as set out in paper BFM 10/04-05.

19/04-05 Minutes of the Information Group.

CONSIDERED:

Minutes of the Faculty of Medicine Information Group meetings on 17<sup>th</sup> December 2004 and 28<sup>th</sup> January 2005 (Paper BFM 11/04-05).

REPORTED:

- a. That Mr Brydges and Dr Stokes would lead on developing a bid for an e-learning project.
- b. That there had been problems with web access from the CSB for undergraduate students which had prevented the use of the new on-line student feedback system. That IT services were working with the Trust in order to resolve this network issue.

20/04-05 Minutes of the Graduate Studies Committee

CONSIDERED:

Minutes of the Graduate Studies Committee of the Board of the Faculty of Medicine Meeting on 25<sup>th</sup> January 2005 (paper BFM 12/04-05).

REPORTED:

That the outline proposal to develop a taught doctorate was in line with developments elsewhere in the University.

21/04-05 Curriculum Committee.

CONSIDERED:

The minutes of the meeting of the LWMS Curriculum Committee on 18<sup>th</sup> October 2004 (paper LWMS/MBChB/CC/05/01) and an oral report from the Curriculum Committee meeting on the 21<sup>st</sup> January 2005.

REPORTED:

- a. That an Assessment Review Group had been established, the issue of overarching assessments would be a particular focus.
- b. That the remit of the Module Evaluation Group had been extended to encompass Phase 2.

22/04-05 Faculty Advisory Board.

RECEIVED:

An oral report from the Dean regarding the meeting of the Faculty Advisory Board on the 2<sup>nd</sup> February.

23/04-05 SIFT Background Paper.

REVEIVED:

A paper outlining the background to the SIFT funding position in local NHS partners (paper BFM 13/04-05).

24/04-05 Annual Course Review.

RECEIVED:

The annual course review for the MB ChB programme and for taught postgraduate programmes in the Faculty (paper BFM 14/04-05 and BFM 15/04-05).

25/04-05 Preparations for the GMC Visit.

CONSIDERED:

Preparations for the expected visit of the GMC Quality Assurance of Basic Medical Education (QABME) visit in 2005/06 (paper BFM 16/04-05).

REPORTED:

- a. That it was important to involve Trusts and students in the process, good communication links were vital.
- b. That the curriculum should incorporate 25% of optional elements, this was probably not the case at present.
- c. That there were likely to be 6 days of visits spread across the academic year.

26/04-05 RAE Preparations

REPORTED:

That the School had been preparing a number of documents to analyse its research strengths within each of its research theme groupings. That this would be reviewed by a group chaired by Professor Palmer.

27/04-05 Long Term Space Plan.

RECEIVED:

A discussion paper outlining the future accommodation needs of the Medical School (paper BFM 17/04-05).

28/04-05 Review of the University's Learning and Teaching Strategy.

CONSIDERED:

The review of the University's learning and teaching strategy (paper BFM 18/04-05).

RESOLVED:

That members of the Committee should feed back any points that they wished to raise with respect to the Learning and Teaching Strategy to

Professor Peile.

29/04-05 Faculty of Medicine Issues Paper.

RECEIVED:

A note of Faculty issues discussed at Steering Committee on the 31<sup>st</sup> January 2005 (paper BFM 19/04-05).

30/04-05 New Operational procedures for the Fitness to Practise Committee.

RECEIVED:

A paper outlining the revised operational procedures for the LWMS Fitness to Practise Committee (paper BFM 20/04-05).

31/04-05 AC21.

REPORTED:

That the University of Warwick would be hosting the AC21 meeting in 2006, a symposium entitled "Health, Wealth and Nutrition" had been proposed.

32/04-05 Date of Next Meeting.

REPORTED:

That the next meeting of the Board of the Faculty of Medicine will be held on Monday 23<sup>rd</sup> May 2005 at 2pm in room A-011 in the Medical School Building.