

The Leicester Warwick Medical Schools

University of Warwick

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held 3rd November 2003 at the University of Warwick.

Present: Professor I Lauder (in the Chair), Mr I Fraser, Professor R Freedman, Dr J Hutton, Dr P O'Hare, Dr C Macdougall, Dr N Manek, Dr C Marguerie, Professor A Mullender, Dr E Oliver Jones, Professor S Petersen, Professor D Singer, Professor A Szczepura, Dr A Withnall

Apologies: Professor Y Carter, Professor J Copas, Professor J Dale, Professor J Davey, Mr S Hopkins, Prof G Hundt, Dr A Morris

In Attendance: Dr M Glover, Mrs L McCarthy, Mr R Watson (for item 9), Ms R Wooldridge Smith (for item 9)

01/03-04 Membership 2003/04

RECEIVED:

The membership of the Board of the Faculty of Medicine for 2003/04 as set out in paper BFM1/03-04.

02/03-04 Terms of Reference

RECEIVED:

The terms of reference for the Board of the Faculty of Medicine as set out below:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty.
- (b) To recommend to the Senate examiners for appointment.
- (c) 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.
- (d) To recommend to the Senate Sub Faculties and Departments to be constituted by the Council.
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate.
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19.
- (g) To discharge such other functions as the Senate may from time to time determine.

03/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 30<sup>th</sup> June 2003 be approved.

04/03-04 Matters Arising

- (a) Periodic Review of the Centre of Health and Social Studies Postgraduate Courses (minute 50/02-03 (d) refers)

CONSIDERED:

The minutes of the Centre of Health and Social Studies postgraduate course leaders meeting held in May 2003, as set out in paper BFM2/03/04, it being noted that the committee had been re-named the "Learning and Teaching Committee" to reflect more accurately its purpose.

- (b) Faculty Board Elections 2003/04 (minute 53/02-03 refers)

CONSIDERED:

The nomination of one member of the Board of the Faculty of Medicine to serve on the Campus Life Committee to replace Dr L Maxwell.

RESOLVED:

That Dr Carolyn Rodgers be asked to serve on the Campus Life Committee for the academic year 2003/04.

- (c) Staff Student Liaison Committee (minute 55/02-03 refers)

RECEIVED:

A response from the Acting Director of Medical Education on the Staff Student Liaison Committee Annual Report 2002/03, it being noted that the first meeting of the new Warwick MB ChB SSLC had been held on 24<sup>th</sup> October 2003 with secretarial support being provided by the Medical School.

RESOLVED:

- (i) That the minutes of the Warwick MB ChB SSLC meeting held on 24<sup>th</sup> October 2003 be presented for consideration by the Board of the Faculty of Medicine meeting in February 2004.
- (ii) That the Acting Director of Medical Education and the administrative staff of the MB ChB be asked to clarify the feedback students receive for modules taught at the Warwick Medical School.

05/03-04 Chair's Business

- (a) Director of Medical Education

REPORTED:

That Dr Edward Peile would be the new Director of Medical Education at Warwick Medical School commencing January 2<sup>nd</sup> 2004.

- (b) Research Away Day

RECEIVED:

An oral report, from the Chair, on the planned Research Away Day and a draft programme of events, as set out in paper BFM15/03-04 (tabled at meeting), it being noted that a facilitator had been appointed for the day to aid discussions.

(c) NHS Contracts

REPORTED:

By the Chair that discussions were ongoing regarding a signing date for new consultant and GP contracts, it was noted that the appraisal of staff with joint University and NHS contracts would need to be implemented by 31<sup>st</sup> March 2004.

06/03-04 Admissions Steering Group

CONSIDERED:

The terms of reference and membership of the Admissions Steering Group 2003/04 as set out in paper BFM3/03-04.

RESOLVED:

- (i) That the terms of reference and membership of the Admissions Steering Group 2003/04 as set out in paper BFM3/03-04 be approved.
- (ii) That when drafting new regulations for the MB ChB the words "Biological Science" be abbreviated to "Bioscience".

07/03-04. Faculty IT Group

CONSIDERED:

The establishment of a Faculty IT Group to oversee the IT strategy of the Warwick Medical School as set out in paper BFM4/03-04.

RESOLVED:

- (i) That a Faculty IT Group to oversee the IT strategy of the Warwick Medical School as set out in paper BFM4/03-04 be approved.
- (ii) That the Chair of the Faculty IT Group be asked to co-opt additional members to the Group as required, including an information scientist or librarian, it being noted that Mr Humphrey Dunn from Walsgrave Hospital or the newly appointed Head of IT Training at the George Eliot hospital would be appropriate.

08/03-04 Amended MB ChB Degree Regulations

CONSIDERED:

An oral report from the Senior Assistant Registrar on the updating of the University of Leicester MB ChB regulations as set out in paper BFM10/03-04 (tabled at the meeting).

RESOLVED:

- (i) That the regulations as set out in paper BFM10/03-04 be approved subject to the following amendment:

that “MB ChB (Biological Sciences)” be replaced by “MB ChB (Bioscience)” to avoid any confusion with degrees being awarded from the Department of Biological Science.

- (ii) That paper BFM10/03-04 be forwarded to AQSC and Senate for approval.

09/03-04 Scrutiny of Teaching Quality Business

REPORTED:

- (i) By the Senior Assistant Registrar (Quality) that the time table for the Institutional Audit had been set and that it would be likely that 5 departments would be chosen for further scrutiny by the audit team between 1-5<sup>th</sup> March 2004.
- (ii) By the Students Union Education Officer that the student submission was the first of its kind, it being noted that the response rate from MB ChB students had been low and that as a result a focus group had been established. It was also noted that improvements had been made to the MB ChB SSLC at Warwick as the Faculty had been made aware of areas that required further attention.

CONSIDERED:

- (A) The University’s means of considering various types of teaching quality business as set out in paper BFM5/03-04, it being noted that the paper set out how items of business relating to quality were dealt with by the University .
- (B) The Self-Evaluation Document prepared for the Quality Assurance Agency Institutional Audit 1-5 March 2004, it being noted that this had been submitted on 27<sup>th</sup> October 2003 having been approved by the Quality Task Group and Steering.
- (C) The Student Submission to the QAA prepared for the Quality Assurance Agency Institutional Audit 1-5 March 2004.

RESOLVED:

That members of the Board of the Faculty of Medicine be asked to send any comments regarding the Institutional Self Evaluation Document to the Senior Assistant Registrar (Quality)

10/03-04 MB ChB Annual Course Review (4 year Biological Science stream)

CONSIDERED:

The annual course review report for the 4 year graduate entry MB ChB course based at the University of Warwick, as set out in paper BFM6/03-04.

RESOLVED:

- (i) That the following amendments be made to the annual course review as set out in paper BFM6/03-04
  - (A) That on page two the group size for personal tutors be changed from 16 to 8.

- (B) That on page three “Workforce Development Corporation” be changed to “Workforce Development Confederation” and that the Medical School be named as a partner alongside the Trusts and Workforce Development Confederation in ensuring the quality of clinical placements.
  - (C) That on page 6 the phrase “the number of full time medical school academics and administrative staff remains small” be revised as it does not accurately reflect the number of actual staff involved with the Medical School.
- (ii) That the overall tone of the 4 year graduate entry MB ChB annual course review as set out in paper BFM6/03-04 was appropriate.

11/03-04 Minutes of the Board of the Faculty of Medicine Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Board of the Faculty of Medicine Graduate Studies Committee held on 21<sup>st</sup> October 2003, as set out in paper BFM7/03-04.

RESOLVED:

- (i) That Dr Withnall be asked to contact the WBS Director of Studies regarding the proposed Masters in Health Service Management to ensure that duplication of provision was avoided and that a report be given to the February 2004 meeting of the Board of the Faculty of Medicine.
- (ii) That the membership of the Board of the Faculty of Medicine Graduate Studies Committee be widened to include NHS representatives.
- (iii) That the Chair of the Board of the Faculty of Medicine Graduate Studies Committee be asked to establish a “New Courses Advisory Group” to include the Post Graduate Dean and possibly a representative from the NHSU.
- (iv) That the Board of the Faculty of Medicine Graduate Studies Committee be asked to consider, at its next meeting, statistical support for medical research students.

12/03-04 Minutes of the Curriculum Committee

RECEIVED:

The minutes of the meeting of the Curriculum Committee held on 20th October 2003, as set out in paper BFM8/03-04.

RESOLVED:

That the administrative team at Warwick be asked to ensure that the flow of information between the Curriculum Committee and the Phase 1 Management Group be facilitated.

13/03-04 Postgraduate SSLC Reports

CONSIDERED:

SSLC Annual Reports for 2002/03 for postgraduate courses within the Medical School as set out in paper BFM9/03-04

RESOLVED:

That, in future, the Board of the Faculty of Medicine Graduate Studies Committee be asked to consider, at appropriate points during the academic year, all postgraduate SSLC reports.

14/03-04 Clinical Sciences Division Open Day

REPORTED:

By the Head of the Division of Clinical Sciences that an "Open Day" would be held at the Medical School Building at the University of Warwick on November 26<sup>th</sup> 2003. The Head of Division asked interested colleagues to contact him for further details.

15/03-04 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on 9th February 2004 at 2.00pm in the Medical School Building, University of Warwick.