

University of Warwick

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on 1st November 2004.

Present: Prof I Lauder (Chair), Dr M Barnett, Ms C Blackburn, Prof Y Carter, Prof J Copas, Prof J Davey, Mr I Fraser, Prof R Freedman, Prof G Hundt, Dr C Macdougall, Dr E Oliver Jones, Dr P O'Hare, Prof E Peile, Dr C Rodgers, Mr K Scheeres, Prof D Singer, Prof A Szczepura, Dr A Withnall

Apologies: Prof J Benington, Prof T Bugg, Ms S Faulkner, Prof J Hutton, Prof S Kumar, Dr N Manek, Dr A Morris

In Attendance: Dr M Glover, Mrs L McCarthy, Ms K Thomas (for item 5/04-05 (a))

1/04-05 Membership 2003/04

RECEIVED:

The membership of the Board of the Faculty of Medicine for 2004/05 as set out in paper BFM1/04-05, it being noted that Dr Alan Dolan had accepted the nomination to be the second representative of the School of Health and Social Studies.

CONSIDERED:

Nominations for the replacement of Professor Dale and Professor Petersen on Senate.

RESOLVED:

That the Associate Dean (Teaching), Professor Ed Peile and the Associate Dean (Research), Professor Steve Thornton be asked to represent the Board of the Faculty of Medicine on Senate.

2/04-05 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.

3/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 24th May 2004 be approved subject to the following amendments:

- (i) That Mr Ian Fraser and Dr Carolyn Rodgers be recorded as being present.
- (ii) That Dr A Withnall be recorded as having presented apologies for non attendance prior to the meeting.

4/04-05 Matters Arising

- (a) CHeSS (minute 29/03-04 (c) refers)

RECEIVED:

An oral report from the Vice Dean (Warwick) about the dis-establishment of CHeSS and the assimilation of staff into Warwick Medical School, it being noted that staff would be officially welcomed at the next School meeting.

CONSIDERED (minute 31/03-04 (ii) refers)

The official removal of the position of the Director of the Centre for Health Service Studies from the membership of the Board.

RESOLVED:

That the position of Director of the Centre for Health Service Studies be removed from the membership of the Board of the Faculty of Medicine.

- (b) External Examiners (minute 29/03-04 (f) refers)

RECEIVED:

A paper outlining the external examining responsibilities currently held by members of the Faculty of Medicine, as set out in paper BFM2/04-05.

RESOLVED:

That Professor Peile be asked to clarify with Dr Patel his current examination responsibilities with the University of Leicester.

- (c) University Investigating Committee Panel (minute 29/03-04 (g) refers)

RECEIVED:

An oral report from the Senior Assistant Registrar regarding the request from Dr Marguerie for all members of the Board elected to serve on the University Investigating Committee Panel to be appropriately trained.

RESOLVED:

That the Senior Assistant Registrar be asked to obtain written material for the use of members asked to serve on the University Investigating Committee Panel.

(d) Fitness to Practise (minute 34/03-04 refers)

An oral report by the Senior Assistant Registrar regarding the forward dates for the LWMS Fitness to Practise Committee during the academic year 2004/05, it being noted that dates had yet to set.

RESOLVED:

That the Senior Assistant Registrar be asked to contact the Principal Assistant Registrar at Leicester to clarify advance dates for the Fitness to Practise Committee, the Academic Progress Committee and the Termination of Registration Committee.

(e) Amendments to University Regulations (minute 35/04-05 refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) regarding discussions held with the Assistant Registrar (Undergraduate Admissions) concerning Fitness to Practise procedures, it being noted that Professor Peile and Professor Carter would provide advice to the Admissions Tutor regarding medical cases and their referral to FtP.

RESOLVED:

- (i) That the initial offer letter to students from the Fitness to Practise Committee be reviewed in order to provide clarity for the student regarding Medical School expectations at registration.
- (ii) That the supporting role of FtP be recognised by staff and students.
- (iii) That the Assistant Registrar be informed of FtP decisions so that appropriate information can be disseminated to teaching/pastoral staff.
- (iv) That students who defer have a duty to keep the Medical School informed if their situation changes..

(f) The Learning Grid (minute 37/03-04 refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) regarding ongoing projects, with E-lab, including work on an MLE/VLE, blogging and on-line feedback, it being noted that E-lab was currently working on a Managed Learning Environment (MLE) that would be evaluated in January 2005.

REPORTED:

- (i) By the Associate Dean (Teaching) that the Curriculum Working Group had met with the MLE Group to discuss the incorporation of curriculum mapping with integrated administrative systems; with the expectation that all specifications would be met by 2006.
- (ii) By the Associate Dean (Teaching) that all first year students have a "blog", it being noted that the Assistant Registrar had been participating in this new venture as well.

(a) Car Parking

REPORTED:

By Ms K Thomas that second year medical students had been sold car parking permits by the University without being told that they would only be valid in car park 2. This was causing safety concerns amongst students and preventing them from attending lectures on time.

RESOLVED:

That the matter be raised at the Senior Management Team meeting to be held on 10th November 2004.

(b) Accommodation

REPORTED:

- (i) By the Chair that the refurbishment of the Medical School Building was a week or two behind schedule but that completion was expected by Christmas 2004.
- (ii) By the Chair and the Chair of the Department of Biological Sciences that the refurbished Gibbet Hill Café was an improvement, it being noted that the quality of some of food had not significantly improved and that plastic cutlery had not been welcomed.

(c) Expansion in Undergraduate Numbers

CONSIDERED:

The further national expansion of undergraduate Medical student numbers; with the possibility of bidding for an extra 20 places for Warwick Medical School.

RESOLVED:

- (i) That the provision of a quality undergraduate education would be paramount.
- (ii) That at present Phase 2 clinical placements would be unable to absorb such an increase particularly in speciality areas such as Obstetrics and Gynaecology / Child Health.
- (iii) That the concerns of the Phase 2 Co-ordinator be noted regarding the current curriculum and its inability to cope with such an increase in numbers.

(d) Financial Plans

RECEIVED:

An oral report from the Chair regarding the actual and projected research income of the Warwick Medical School, it being noted that the target had been exceeded by nearly 50%, with between £3m-£4m in the pipeline.

(e) CSB

REPORTED:

- (i) By the Chair, Vice Dean (Warwick) and the Head of the Division of Clinical Sciences that the research wing of the Clinical Sciences Building at UHCW was now occupied by university staff, it being noted that snagging issues were still being dealt with.
- (ii) By the Chair that an official opening was planned for 2005 with the possibility of Professor Sir Graeme Catto (GMC), accompanied by the Vice Chancellor, attending to officially open the building.

6/04-05 Faculty Advisory Board

RECEIVED:

The minutes of the meeting of the Faculty Advisory Board held on 22nd September 2004 as set out in paper BFM3/04-05, it being noted that a successful dinner had been hosted the previous evening and that the Board had decided to meet three times per year with the next meeting being hosted by Brian Stoten at the Clinical Sciences Building.

7/04-05 Minutes of the Board of the Faculty of Medicine Graduate Studies Committee

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Medicine Graduate Studies Committee held on 19th October 2004 as set out in paper BFM4/04-05.

RESOLVED:

That the Assessment and Evaluation module as set out in paper GCFM17/04-05 be recommended for approval.

8/04-05 Minutes of the Curriculum Committee

RECEIVED:

The minutes of the meeting of the Curriculum Committee held on 13th September 2004 as set out in paper LWMS/MBChB/CC04/28, it being noted that preparations for the General Medical Council visits in 2005/06 were currently being prepared for although no formal template request had yet been received from the GMC.

9/04-05 Admissions Steering Group

CONSIDERED:

Terms of reference and membership of the Admissions Steering Group 2004/05 as set out in paper BFM5/04-05.

RESOLVED:

- (i) That the terms of reference and membership of the Admissions Steering Group 2004/05 as set out in paper BFM5/04-05 be approved.
- (ii) That dependent on the expertise required members may be co-opted to the Group as required.

- (iii) That members of the Board of the Faculty of Medicine interested in either invigilating the MSAT or becoming a course selector should contact Professor Peile.

10/04-05 Occupational Health

CONSIDERED:

The occupational health requirements of Warwick Medical School students particularly the MB ChB students as set out in paper BFM6/04-05.

RESOLVED:

That as the SIFT Committee had approved funding in the region of £30k that the Medical School should further investigate the possibility of either funding an occupational health post or establishing a service level agreement with one of the partner Trusts, it being noted that researchers in the CSB would also require appropriate monitoring.

11/04-05 Pharmacy

CONSIDERED:

An oral report and paper (BFM7/04-05 tabled at the meeting), from the Associate Dean (Teaching) regarding the teaching of Pharmacy within Warwick Medical School, it being noted that work across several departments would be required to fully develop the proposal.

RESOLVED:

- (i) That in order to further develop and strengthen the proposal an depth feasibility study would be required. The feasibility study would be required to research the following aspects:
- (a) Numbers of student versus financial outlay
 - (b) Strategic case for a School of Pharmacy
 - (c) HEFCE review of undergraduate student numbers
 - (d) Initial set up costs including overheads
 - (e) The possibility of using laboratory space at UHCW
 - (f) The possibility of postgraduate courses to pump prime the market
- (ii) That the Board of the Faculty of Medicine unanimously supported the idea of further developing the proposal outlined in paper BFM7/04-05, with a paper being submitted to Steering for consideration.

12/04-05 Governance Structure

REPORTED:

By the Vice Dean that Professor John Jones would be addressing the Senior Management Team meeting on 10th November 2004 regarding governance structures within the University.

13/04-05 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held at 2.00pm on 7th February 2005, venue to be confirmed.