

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

There will be a meeting of the Board of the Faculty of Medicine at 2.00pm on the 1st June 2009 in room GLT4 (formerly B-053) of the Medical School Building.

Jon Baldwin
Registrar

Note: Questions on agenda items or apologies for this meeting should be directed to either the Secretary of the Committee, Dr M Glover (ext 73809 or Michael.Glover@warwick.ac.uk) or the Assistant Secretary, Mrs L McCarthy (ext 73111 or Lara.McCarthy@warwick.ac.uk)

AGENDA

1 Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Medicine held on the 16th February 2009 (copy attached).

2 Life Sciences

TO CONSIDER:

(a) A proposal to establish a School of Life Sciences within the Faculty of Science, as set out in paper BFM16/08-09 (revised) (to follow) noting that:

- (i) the proposal has been developed by an Academic Planning Group and an Operational Planning Group established by the Steering Committee;
- (ii) the membership of the Planning Groups is as follows:

Academic Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
Professor Simon Bright, Director, WHRI
Professor Andrew Easton, Head of the Department of Biological Sciences
Professor David Rand, Director, Warwick Systems Biology Centre
Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
Professor Colin Sparrow, Head of the Department of Mathematics
Professor John Davey, Associate Dean (Biomedical Research), Warwick Medical School
Secretary: Jenny Hughes, Assistant Registrar

Operational Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
Rosie Drinkwater, Finance Director
Richard Grain, Head of Finance (TRAC & Projects)
Chris McClelland, HR Operations Director

Nicola Owen, Academic Registrar
Ian Rowley, Director of Development, Communication and Strategy
Ken Sloan, Deputy Registrar
Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
Secretary: Jenny Hughes, Assistant Registrar

- (iii) the proposal will be discussed further by the Planning Groups at their joint meeting on Friday 22 May

3 Review of the University Regulations and Enhancements to Monitoring Arrangements

TO REPORT:

- (a) That the Steering Committee, at its meeting on 11 May 2009, considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.
- (b) That at the meeting of the Steering Committee it was reported:
 - (i) By the Academic Registrar that the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression.
 - (ii) By the Chair of the Board of Graduate Studies that the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.
 - (iii) By the President of the Students' union that it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.
 - (iv) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

TO RECEIVE:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper attached).

TO CONSIDER:

A papers setting out:

- (a) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS.
- (b) A new Good Practice Guide on Monitoring Student Attendance and Progress

- (c) Guidelines for international students on the implications of changes to their registration for their visa.

4 Matters Arising

- (a) Terms of Reference (minute 16/08-09 (a) (B) refers)

TO RECEIVE:

A report from the Chair on contact with the Development Office about the formation of a “Friends of Warwick Medical School Group” which would provide a forum for people who could be encouraged to make regular small donations to the School.

- (b) Science City (minute 16/08-09 (b) refers)

TO RECEIVE:

An oral update from the Chair on the new translational laboratories (TM2 building).

- (c) The Environment (minute 16/08-09 (c) refers)

TO RECEIVE:

An oral report from the School Secretary on environmental issues affecting the campus in his capacity as the environmental “champion” representing the Medical School.

- (d) Additional Higher Qualifications (minute 7/08-09 refers)

TO RECEIVE:

An oral report from the Associate Dean (Teaching) on the progression of paper MUSC18/07-08 {revised} regarding Additional Higher Qualifications for MB ChB students following consideration by the Board of Undergraduate Studies and the Board of Graduate Studies.

5 University Progress of Decisions

- (a) Amendments to MB ChB Regulations (minute 20/08-09 refers)

TO RECEIVE:

A report from the Associate Dean (Teaching) on the progression of the proposed changes to Regulation 8.10.

- (b) Proposed Changes to Regulation 9.5

TO REPORT:

That changes to Regulation 9.5 were approved by Council at the meeting held on the 18th March 2009 (paper number C.55/08-09); this has resulted in the examination board membership being removed from Regulation 8.10.

TO CONSIDER:

Proposals to revise Regulation 9.5 as set out in paper BFM17/08-09 for the academic year 2009/10.

6 Membership of University Committees 2009/10

TO CONSIDER:

- (i) Board of the Faculty of Medicine

TO CONSIDER:

Elections to the membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2009-10, as set out in paper BFM18/08-09 (copy attached).

(ii) Other Committees

TO CONSIDER:

Nominations to membership of Senate Committees and other committees for the 2008/09 academic year as set out in paper BFM19/08-09 (copy attached).

(iii) Election of Board Members to the Senate

TO REPORT:

(i) That there are 4 vacancies for members of the Board of the Faculty of Medicine to represent the Board on the Senate for the period 1 August 2009 to 31 July 2012 arising from the end of the term of office of Professor J Davey, Dr J Kidd, Professor S Kumar and Professor V Zammit.

(ii) That the continuing members of the Senate appointed by the Board of the Faculty of Medicine are as follows: Professor S Thornton (2010) and Professor M Underwood (2011)

TO CONSIDER:

In accordance with University Regulation 2.2 on Annual Elections, the election of 4 members of the Senate from the membership of the Board of the Faculty of Medicine for 2009/10 to serve for the period from 1 August 2009 to 31 July 2012, noting that four of the six representatives appointed by the Board must be Professors and Heads of Department.

7 Chairs Business

(a) WMS Strategy Away Day 2009

TO RECEIVE:

An update from the Chair on the WMS Strategy Away Day held on the 24th April 2009 at Warwick HRI, Wellesbourne.

(b) Head of Department Meeting

TO RECEIVE:

A report from the Chair on the recent Away Day held for Heads of Department.

8 Strategic Departmental Review 2010

TO CONSIDER:

An oral report from WMS Director of Quality Assurance and Enhancement on preparations for the Strategic Departmental Review due to be held in 2010, including an update on the progression of the Self Evaluation Document being drafted by the WMS Director of Quality Assurance and the Associate Dean (Research) using the information available on the University web site.

9 Undergraduate Studies Committee Minutes

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee held on the 6th May 2009, as set out in paper BFM20/08-09 (copy attached).

10 MB ChB Prize List 2009

TO CONSIDER:

The prize list for the MB ChB students due to graduate in July 2009 as set out in paper BFM21/08-09 (copy attached).

11 Graduate Studies Committee Minutes

TO RECEIVE:

That the minutes of the meeting of the Graduate Studies Committee held on the 27th January 2009 and the 12th May 2009, as set out in BFM22/08-09 and BFM23/08-09 (copy attached).

12 Admissions Steering Group Minutes

TO RECEIVE:

The minutes from the Admissions Steering Group meeting held on the 18th February 2009, as set out in BFM24/08-09.

13 Items to be brought to the Senate

TO CONSIDER:

Whether there are any specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.

14 Date of the Next Meeting

TO REPORT:

That the next meeting of the Board of the Faculty of Medicine would be held in the academic year 2009/10 with the secretariat informing members in due course.