

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

There will be a meeting of the Board of the Faculty of Medicine on the 10th November 2008 in room A150 of the Medical School Building.

Jon Baldwin
Registrar

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Dr Michael Glover (ext 73809) or the Assistant Secretary, Lara McCarthy (ext 73111).

AGENDA

1. Constitution, Membership and Terms of Reference

TO REPORT:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2008/09:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/08-09 (copy attached).
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/08-09 (copy attached).
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM3/08-09 (copy attached).
- (iv) The Admissions Steering Group as set out in paper ASG2/07-08 (copy attached).

(b) Terms of Reference

That paragraph 4 of Statute 21 stated 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 19.

- (vii) To discharge such other functions as the Senate may from time to time determine.

2 Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on the 2nd June 2008 (copy attached) (also available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes>)

3 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

TO REPORT:

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.

TO RECEIVE:

Paper SC 60/07-08 (copy attached), noting that all non-reserved minutes and agenda of the Committee are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

4 Matters Arising

- (a) Science City (minute 27/07-08 (ii) refers)

TO RECEIVE:

An update from the Chair on the "Science City" bid and monies received.

- (b) Wolfson Foundation Bid (minute 27/07-08 (iii) refers)

TO RECEIVE:

An update from the Chair on the Clinical Trials unit funding and building.

- (c) Development Executive (minute 27/07-08 (iv) refers)

TO RECEIVE:

An update from the Chair on the position of WMS Development Executive.

5 Progress of Decisions

TO RECEIVE:

- (a) That the Academic Quality and Standards Committee reported on Computer Aided Assessment (minute AQSC.122/07-08 (c) refers)

“(a) *That at the meeting of the Information Policy and Strategy Committee held on 3rd June 2008, it was resolved that, whilst it was recognised that there were differing levels of support from Faculties for use of computer-aided summative assessment, and that it may not be appropriate for all departments, it was the view of the [Information Policy and Strategy] Committee that there was enough interest to warrant further investigation, following which it was recommended (to the Academic Quality and Standards Committee) that in light of the views from Faculties, further work should be undertaken by an appropriate Committee or group to consider innovative methods of assessment (including computer-aided summative assessment), noting that it was felt unlikely that a single solution would be appropriate for all departments.*

(b) *That at its meeting held on 12th June 2008, the Academic Quality and Standards Committee resolved that Dr K Leppard be invited to identify universities where the issues identified in relation to computer-aided assessment for summative purposes have been successfully addressed, and seek information and advice from them on good practice which may be transferable to Warwick.”*

(b) Information from the secretariat on Post graduate Annual Course Review timing.

6 Chair’s Business

7 The Environment

8 Additional Higher Qualifications

TO RECEIVE:

An oral report from the Associate Dean (Teaching), Professor N Johnson on progress with the proposal to introduce additional higher qualifications to the Medical School.

9 Institutional Audit

TO RECEIVE:

(a) An oral report from Director of Quality Assurance and Enhancement on the Institutional Audit visit to be conducted in November 2008.

(b) Strategic Departmental Review timetable 2008/09- 2012/13 as set out in paper BFM4/08-09 (copy attached).

10 Undergraduate Studies Committee Minutes

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee held on the 14th October 2008, as set out in paper BFM5/08-09 (copy attached).

11 Graduate Studies Committee Minutes

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee held on the 21st October 2008, as set out in paper BFM6/08-09 (copy attached).

12 Admissions Steering Group Minutes

TO RECEIVE:

The minutes from the Admissions Steering Group meeting held on the 17th September 2008 as set out in BFM7/08-09 (copy attached).

13. Institute of Advanced Study

TO RECEIVE:

Details of residential accommodation available through the IAS, as set out in paper BFM8/08-09 (copy attached).

14 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.

15 Date of the Next Meeting

TO REPORT:

That the next meeting of the Board of the Faculty of Medicine will be held on Monday 16th February 2009 in room A-030 of the Medical School Building.

The Summer Term meeting of the Board of the Faculty of Medicine will be held on Monday 1st June 2009 in room GLT4 (formerly B-053) of the Medical School Building.