

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

A meeting of the Board of the Faculty of Medicine will be held on **Monday 13 February 2017 from 1400 to 1600 hours in room A-030** in the Medical School Building.

Note: No paper copies of the agenda will be sent out to members and committee papers can be accessed at: <https://files.warwick.ac.uk/boardoffacultyofmedicine/browse#BFM/130217>.

Any enquiries or apologies from members of the Graduate Studies Committee should be directed to the Secretary, Claudia Gray (ext. 24812 or BFM@warwick.ac.uk).

Rachel Sandby-Thomas
Registrar

A G E N D A

MATTERS FOR CONSIDERATION BY THE BOARD

Notes: *The following items and reports are for consideration at the meeting.*

Restricted business (denoted by an asterisk {}) is confidential to members and attendees of the Faculty Board of Medicine.*

1. Sessional Teaching Payroll Project

TO RECEIVE:

A presentation from Professor Jan Palmowski and colleagues about the Sessional Teaching Payroll Project (**BFM 10.16/17**).

2. Apologies and Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Faculty Board of Medicine have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available online from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.

3. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of Faculty held on 31 October 2016 (**BFM 11.16/17**).

4. Matters Arising on the minutes

To REPORT:

- (a) That Dr Andrew Clark from the Department of Chemistry had contacted Professor Lesley Roberts about sharing his expertise in explaining NSS scores to the student body, **minute 12 (e) /16/17 refers**. Professor Roberts is considering how to take this issue forward within in WMS.
- (b) That a short report on the WMS ITLR feedback would be provided by the Dean of Medicine under agenda item 8 below and that following the Faculty Engagement event, a full progress report on the WMS ITRL would be presented by Professor Lesley Roberts at the next meeting of the Board of Faculty of Medicine on 15 May 2017, **minute 12 (f) /16/17 refers**.
- (c) That the NSS 2016 action plan for WMS will be considered under agenda item 7 below, **minute 12 (f) 16/17 refers**;

5. Chair's Business

TO REPORT:

- (a) Welcome new student members, Ms Latoya Clarke (PGR) and Ms Amie Coats (MBChB);
- (b) Issues arising from the Faculty Advisory Board meeting in December 2016: NSS, regional role
- (c) Faculty budget
- (d) Faculty website
- (e) Faculty Social Care summit
- (f) Health and Safety report

6. WMS Research

TO RECEIVE:

Applications and awards report on WMS grants (**BFM 12.16/17**)

7. WMS Education

TO RECEIVE:

- (a) WMS NSS 2016 action plan (**BFM 13.16/17**)
- (b) University of Warwick TEF submission (**S 29.16/17**) and TEF metrics (**S 42. 16/17**)

8. Dean of School of Medicine

TO RECEIVE:

- (a) An update from the Dean of School of Medicine
- (b) WMS ITLR feedback

9. WMS Welfare and Strategy Group

TO RECEIVE:

An update on the Athena SWAN submission in April 2017 from Mr Graham Partridge

10. Proposal to Rename the Centre for Professional Education

TO CONSIDER:

A proposal from the Director of the Centre for Professional Education for the Centre to be renamed Warwick Teacher Education, as set out in paper **BFSS.9/16-17**.

11. Any Other Business

ITEMS TO RECEIVE FOR INFORMATION ONLY

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/bfss/browse>.

13. Welcome Week Proposal

TO RECEIVE:

The proposal considered by Senate on 1 February 2017 to introduce a Welcome Week for new students in 2018/19 (**S.30/16/17**).

14. Assessment and Feedback

TO RECEIVE:

The reports on timeliness of feedback for postgraduate taught and undergraduate programmes from September 2016 to December 2016:

- (a) PGT programmes (**GSCFM 54. 16/17**);
- (b) MBChB programme (**MUSC 38. 16/17 revised**);
- (c) Diploma in Orthodontic Therapy (**MUSC 39. 16/17**);
- (d) Certificate in Diabetes Care (**MUSC 40. 16/17**)

15. Report from the Faculty Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Undergraduate Studies Committee held on 31 January 2017 will be published at:

<http://www2.warwick.ac.uk/services/gov/committees/bfmusc/minutes/>

16. Report from the Faculty Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Graduate Studies Committee held on 7 February 2017 will be published at:

<http://www2.warwick.ac.uk/services/gov/committees/bfmusc/minutes/>

17. Dates of 2016-17 Board Meetings

TO REPORT:

That the last meeting of the Board of Faculty in the academic year 2016-17 will take place on:

Monday 15 May 2017, 14.00- 16.00 in GLT3 in the Medical School Building.