

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

A meeting of the Board of the Faculty of Medicine will be held on **Monday 15 May 2017 from 1400 to 1600 hours in room A-041** in the Medical School Building, this is preceded by a Faculty lunch which starts at **12.00 noon with strategic item presentations in GLT-3.**

Note: No paper copies of the agenda will be sent out to member and committee papers can be accessed at: <https://files.warwick.ac.uk/boardoffacultyofmedicine/browse#BFM/150517>

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

STRATEGIC ITEMS (lunchtime)

1. 12.30pm – a presentation from Professor Jonothan Neelands on City of Culture and the 10 year Coventry Cultural Strategy
2. 1.00 pm – a presentation from Mr Robin Green, the Director of Knowledge, Dr Catherine Cochrane, the Director of Research and Impact Services and Mr Quentin Compton-Bishop, the Executive Director of Warwick Ventures, about the services of the Knowledge Group and its impact on WMS

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. **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.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

2. Academic Governance

TO CONSIDER:

A presentation from the Pro-Vice-Chancellor (Education), Professor Chris Hughes on proposals from the Working Group on Academic Governance in relation to proposed changes to the University's Committee structure, including the Faculty Committees and its sub-Committees **(BFM 15.16/17)**

3. Race Equality Charter Mark

TO CONSIDER:

The Faculty Action plan arising from the Race Equality Charter mark application **(BFM 16.16/17)**

4. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of Faculty held on 13 February 2017 **(BFM 17.16/17)**.

5. Matters Arising on the minutes

To REPORT:

- (a) That a progress report on the WMS ITLR action points would be presented by Professor Lesley Roberts **(minute 25/16/17 (b))** and this has been included on agenda item 8.
- (b) That the Faculty Social Care summit had been organised for Monday 26 June 2017 in Scarman House involving local councillors, WMS staff and health professionals from the region **(minute 26 16/17 (e) refers;**
- (c) That a WMS Health and Safety report would be considered by the Board of Faculty in May, **minute 26/16/17 (f) refers** and this has been included under agenda item 10.
- (d) That the NSS 2016 action plan for WMS should include an extra column with a link to the evidence that action had been completed and that support for WMS students experiencing bullying should be revisited in the action plan; **(minute 28 16/17 (h) and (i) refers;**
- (e) That financial support for the Athena SWAN project would be provided from the Chair of Faculty via the Faculty of Medicine budget **(minute 30/16/17 (c) refers;**

6. Chair's Business

TO REPORT:

- a) Welcome Dr Helen Toner, the Senior Faculty Tutor for the Faculty of Medicine
- b) Committee membership of Faculty of Medicine Committees agreed over summer 2017 once outcome of the Academic Governance Review is known
- c) ITLR Faculty Engagement Event
- d) Recent WMS grant awards
- e) Faculty of Medicine Advisory Board
- f) Faculty funding for leadership training, Athena SWAN and Faculty prizes (**BFM 18.16/17**)

7. Dean of School of Medicine

TO RECEIVE:

An update from the Dean of School of Medicine

8. Pro-Dean (Education)

TO RECEIVE:

- a) The recommendations from the WMS ITLR report (**BFM 19.16/17**);
- b) The ITLR Faculty Engagement report from the Faculty of Medicine (**BFM 20.16/17**);
- c) The ILTR action plan for WMS (to follow)

9. WMS Welfare and Strategy Group

TO RECEIVE:

An update from the Co-Chair of the Welfare Strategy Group, Mr Graham Partridge

10. Health and Safety report

TO CONSIDER:

The annual Health and Safety report from the Dean of Medicine (**BFM 21.16/17 and BFM 22.16/17**)

11. University Research Centres

TO CONSIDER:

The establishment of a new University Research Centre called "Centre for Exoplanet and Habitability" (**BFM 23.16/17**)

12. Review of Personal Tutoring at the University of Warwick

TO CONSIDER:

A report from the Dean of Students, Dr Louise Gracia, on the review of Personal Tutoring at the University of Warwick (**BFM 24.16/17**)

13. 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>.

14. Assessment and Feedback

TO RECEIVE:

- (a) The report on timeliness of feedback for PGT assessments submitted in Spring 2016-17 across the Faculty (**GSCFM 91.16/17**);
- (b) The report on timeliness of feedback for assessment on the MBChB programme (**MUSC 78.16/17**) and the Certificate of Diabetes Care (**MUSC 79.16/17**)

15. Report from the Faculty Undergraduate Studies Committee

TO RECEIVE:

The draft minutes of the meeting of the Faculty Undergraduate Studies Committee held on 10 May 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 draft minutes of the meeting of the Faculty Graduate Studies Committee held on 9 May 2017 will be published at:

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

17. Dates of 2017-18 Board Meetings

TO REPORT:

That dates of the next meeting of the Board of Faculty for the academic year 2017/18 will be announced in August 2017.

