

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

There will be a meeting of the of the Board of the Faculty of Medicine on the 25th May 2012 at 10.00am in room A-011 of the Medical School Building

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Wendy Coy, W.E.Coy@warwick.ac.uk or the Assistant Secretary Lara McCarthy on Ext 73111, Lara.McCarthy@warwick.ac.uk

Ken Sloan
Registrar

AGENDA1 Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on the 20th February 2012 (copy attached) (also available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes>)

2 Matters Arising

- (i) Revisions to the Constitution and Membership of the Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees (minute 15/11-12 (d) refers)

TO REPORT:

That the recommendation made to the Senate to revise the Constitution and Membership of the Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees following the completion of the re-structure of Warwick Medical School in August 2011 as set out in paper BFM9/11-12 (previously circulated) was approved at the Senate meeting on the 14th March 2012.

- (ii) Review of School of Health and Social Studies (minute 15/11-12 (e) refers)

TO RECEIVE:

A formal statement and update from the Chair regarding the review of the School of Health and Social Studies, following discussions at the November 2011 and February 2012 meetings of the Board of the Faculty of Medicine and Senate.

- (iii) GMC and Institutional Review Action Plans (minutes 18 and 19/11-12 refer)

TO RECEIVE:

An update from the Pro Dean for Education, Professor Johnson on progress with the joint action plan as set out in paper BFM13/11-12 (copy attached).

3 Proposed Membership of University Committees 2012/13

TO CONSIDER:

- (i) Membership of the Board of the Faculty of Medicine as set out in paper BFM14/11-12 (copy attached).

- (ii) Membership of the Undergraduate Studies Committee and the Graduate Studies Committee of the Board of the Faculty of Medicine as set out in paper BFM15/11-12 (copy attached).

- (iii) Senate Membership

TO REPORT:

- (a) That the continuing members of the Senate appointed by the Board of the Faculty of Medicine are as follows:

Professor N Stallard (Warwick Medical School) (2013)

Dr J Kidd (Warwick Medical School) (2014)

- (b) That there will be four vacancies for members of the Board of the Faculty of Medicine to represent the Board on the Senate for the period 1st August 2012 to 31st July 2015 arising from the end of term of office of three posts and a vacant post.

TO CONSIDER:

In accordance with University Regulation 2.2 on Annual Elections, the election of four members of the Senate from the membership of the Board of the Faculty of Medicine for 2012/13 to serve for the period from 1st August 2012 to 31st July 2015.

Nominations must come from among the 2012/13 membership of the Board of the Faculty of Medicine. Any member of the Board of the Faculty is eligible to be appointed to represent the Board on the Senate, provided that, in accordance with the provisions of Statute 19(1), the majority of the representatives appointed by the Board shall be Professors and Heads of Departments. Candidates must be nominated and seconded by members of the Board, with the written consent of the nominee.

If more than four nominations are received, we will hold a ballot of members of the Board at the meeting on the 25th May 2012.

- (iv) Membership of University Committees as listed below:

Board of the Faculty of Arts – **one** required

Board of the Faculty of Social Science – **one** required

Board of the Faculty of Science – Professor J Davey

Board of Graduate Studies – Dr J Kidd and Professor F Griffiths

Board of Undergraduate Studies – Professor N Johnson and Dr C Melville

Equality and Diversity Committee – (recommend to Senate) - Ms D Markham and Professor A. Szczepura

CFDLSC – Ms J Cooper and Ms A Quinn

Graduate Appeals Committee – **five** required

Ms Jan Cooper, Dr J Paul O'Hare, Dr Doug Simkiss, Professor Donald Singer

Information and Policy Strategy Committee – Professor D Singer

Investigating Committee into Cases of Suspected Cheating Panel - (recommend to Senate)

Dr David Davies, Dr Anne Green, Professor Neil Johnson, Dr Jane Kidd, Dr Carolyn Rodgers

Panel for the Committee on the Admission of Students to Courses of Study – (recommend to Senate) – Dr D Davies and Dr J Kidd

University Health and Safety Committee – Dr D Mitchell

E-Learning Steering Group – Professor D Singer and Dr D Davies

- (v) Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM16/11-12 (copy attached).
- (vi) Nominations to the Faculty Advisory Board 2012/13, as set out in paper BFM23/11-12 (copy attached)

4. Institutional Teaching and Learning Review – Faculty Engagement

TO CONSIDER:

(a) Faculty Engagement

The outcomes of the Institutional Review Faculty Engagement as set out in paper TLR97/11-12 (copy attached). Members are also asked to consider the following papers in relation to the faculty engagement exercise: AQSC94/11-12, AQSC95/11-12, AQSC96/11-12 and AQSC97/11-12 (copy attached).

NB: Paper SC339/11-12 is attached for information only.

(b) Report from Institutional Review Steering Group – Format of Future Reviews

The approach recommended by the Institutional Review Steering Group with respect to the review of teaching and learning, as set out in paper SC.340/11-12 (copy attached), noting that further thought needs to be given to the mechanisms for review of a department's other activities.

5. QAA Institutional Review Visit 2013

TO RECEIVE:

Information from Professor A Caesar on the 2013 Quality Assurance Agency Institutional visit as set out in paper BFM17/11-12 (copy attached).

6. University Research Centre Governance and Guidelines

TO CONSIDER:

Paper BFM18/11-12 (copy attached) seeking the view of the Board of the Faculty of Medicine on proposed revisions to the Guidelines for University Research Centres.

7. Evolution of the SSLC System: Reporting, Structure and Governance

TO CONSIDER:

Proposed changes to the Student Staff Liaison Committee system as set out in paper AQSC63/11-12 (copy attached).

8. Proposed Revisions to Regulation 12

TO CONSIDER:

Proposed revisions to Regulation 12 as set out in paper BFM19/11-12 with a view to making recommendation to the Board of Undergraduate Studies (copy attached).

9. Preparations for the REF

TO RECEIVE:

Information from the Chair on the continuing preparations for the REF.

10. Curriculum Review

TO REPORT:

On progress with the MB ChB Curriculum Review noting that the May 2012 meeting of the Board of Undergraduate Studies considered a number of modules for the new third and fourth years of the curriculum.

NOTE: Information is available at <http://www2.warwick.ac.uk/fac/med/about/cr/about>

11. MB ChB Graduation Prizes 2012 onwards

TO CONSIDER:

Proposals to revise the award of prizes at graduation from summer 2012 onwards as set out in paper BFM20/11-12 (copy attached).

12. The Environment

TO CONSIDER:

Any items related to paper BFM5/11-12 (previously circulated).

13. Undergraduate Studies Minutes

TO CONSIDER:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 9th May 2012 as set out in paper BFM21/11-12 (copy attached).

14. Graduate Studies Minutes

TO CONSIDER:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 14th May 2012 as set out in paper BFM22/11-12 (copy attached).

15. Items to be Brought to the Senate

TO CONSIDER:

Any items to be brought to the attention of Senate for consideration.

16. Date of the Next Meeting

TO REPORT:

That the dates for the academic year 2012/13 will be circulated, as soon as available, to members of the Board.