

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

A meeting of the Board of the Faculty of Medicine will be held on **Monday 2 November 2015** from 1400 to 1600 hours in room A-042 in the Medical School.

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/151102>

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

Ken Sloan
Registrar and Chief Operating
Officer

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. Research Integrity on-line training

TO RECEIVE:

A presentation from the Chair of the Research Governance and Ethics Committee on Research Integrity to introduce the new Epigeum Research Integrity on-line training

2. Timetabling Improvement Programme

TO RECEIVE:

A presentation on the Timetabling Improvement Programme and implications for WMS from the PVC (Academic Planning and Resource), Professor Lawrence Young

3. 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/>.

4. Freedom of information

TO REPORT:

- (a) 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;
- (b) That all non-reserved minutes and agenda of the Board are published on the University's Governance website at:
<http://warwick.ac.uk/committees/bfm/minutes/>
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

5. Terms of Reference

TO REPORT:

That the terms of reference of the Board, as set out in the University Calendar are as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;
- (c) 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;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

6. Membership

TO RECEIVE:

An updated membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2015-16, including nominations to other University Committees **(BFM 1./15-16)**.

7. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 19 May 2015 **(BFM 2.15/16)**.

8. Matters Arising

To REPORT:

- (a) Environmental requirements imposed by the NIHR (minute 35(a)/14-15 refers) summarised by Professor Aileen Clarke;
- (b) Development of the Faculty – the role of Chair of Faculty as Non-Executive Director at UHCW and wider engagement with health economy (minute 35 (b)/14/15 refers);
- (c) Request for clarification and proposals for independent review of the 'WMS Review' process to be presented by the Chair of Faculty of Medicine to the Pro-Vice Chancellor (Science, Engineering and Medicine) (minute 36 (a)/14/15 refers);
- (d) Update on Warwick in California and viability of establishing a transnational medical programme by Chair of Faculty (minute 36 (b)/14/15 refers);
- (e) Clarifications regarding the criteria for nominations to Warwick International Higher Education Academy Fellowship Scheme and consideration of WMS nominations by Chair of Faculty; the Pro-Dean (Education) and Professor Sarah Stewart-Brown (minute 36 (d)/14/15 refers);
- (f) Feedback by Pro-Dean (Education) to Director of Delivery Assurance regarding the revised Student Discipline Framework (minute 38/14/15 refers);
- (g) Election to Steering – Professor Colin Sparrow (Mathematics)

9. Chair's Business

TO RECEIVE/REPORT:

- (a) Welcome to new Members
- (b) An update from the Chair on the WMS Review
- (c) An update on Gibbet Hill masterplan

10. Pro-Dean (Education)

TO RECEIVE:

- (a) A presentation on the MBChB NSS 2015 results and proposed actions
- (b) An update on WMS Education issues

11. Report from Pro-Deans (Research)

TO RECEIVE:

An update on WMS Research issues from both Pro-Deans of Research

12. Faculty Budget

TO REPORT:

That the Faculty had been given a fund of approximately £70,000 for the financial year 15/16 from the University to be spent on Faculty projects

TO CONSIDER:

Priorities for allocation of this fund to Faculty projects in the financial year 2015/16

13. Curriculum Review (MBChB)

TO RECEIVE:

An oral report from the MBChB Director on the implementation of the revised curriculum of the MBChB with particular focus on progress with Phase III

14. Staff selection for REF 2014

TO RECEIVE:

- (a) The HEFCE report on staff selection for the REF 2014 **(BFM3.15/16)**
- (b) The University of Warwick REF Code of Practice 2014 **(BFM4.15/16)**

15. 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.

16. Assessment and Feedback

TO RECEIVE:

A report on timeliness of feedback on masters and CPD assessments submitted in the academic year 2014-15 across the Faculty:

- (a) Marking turnaround M & CPD August to December 2014 **(BFM 5./15-16)**.
- (b) Marking turnaround M & CPD January to April 2015 **(BFM 6.15/16)**
- (c) Marking turnaround M & CPD April to July 2015 **(BFM 7.15/16)**
- (d) Marking turnaround M& CPD summary academic year 14/15 **(BFM 8.15/16)**

17. Report from the Faculty Undergraduate Studies Committee

TO RECEIVE:

The draft minutes of the meeting of the Faculty Undergraduate Studies Committee held on 21 October 2015 **(BFM 9./15-16)**.

18. Report from the Faculty Graduate Studies Committee

TO RECEIVE:

The draft minutes of the meeting of the Faculty Graduate Studies Committee held on 20 October 2015 **(BFM 10./15-16)**.

19. Equality Monitoring Annual Report 2014-15

TO RECEIVE:

The Equality Monitoring Annual Report of the University of Warwick workforce 2014/15 **(BFM 11./15-16)**

20. Athena Swan Annual Report 2015

TO RECEIVE:

The University of Warwick Athena Swan report 2015 **(BFM 12./15-16)**

21. Dates of 2015-16 Board Meetings

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2015-16:

Thursday 25 February 2016, 14.00-16.00, in room 009-011 in the Medical Teaching Centre;
Monday 16 May 2016, 14.00- 16.00 in room A-041 in the Medical School