

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine on the 1st June 2009 in room B053 of the Medical School Building.

Present: Professor N Johnson (in the Chair), Ms C Blackburn, Prof J Davey, Prof A Easton, Mr I Fraser, Dr F Griffiths, Professor G Hundt, Dr J Kidd, Dr P O'Hare, Dr C Macdougall, Dr P McTernan, Prof E Oliver-Jones, Dr C Rodgers, Prof S Stewart-Brown, Professor M Underwood.

Apologies: Professor P Abrahams, Dr A Adams, Prof Y Carter, Dr R Earle, Professor B Frenguelli, Dr F Griffiths, Dr C Harrison, Dr C Hughes, Prof S Kumar, Dr C Marguerie, Professor N Stallard, Dr A Stokes, Dr M Thomson, Prof S Thornton, Dr M Walzman, Professor S Weich

In Attendance: Dr M Glover

MINUTES

29/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine on 16th February 2009 be approved.

30/08-09 Life Sciences

CONSIDERED:

- a. A proposal to establish a School of Life Sciences within the Faculty of Science, as set out in paper BFM16/08-09 (revised) (to follow) noting that:
 - i. the proposal has been developed by an Academic Planning Group and an Operational Planning Group established by the Steering Committee;
 - ii. the membership of the Planning Groups is as follows

Academic Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)

Professor Simon Bright, Director, WHRI

Professor Andrew Easton, Head of the Department of Biological Sciences

Professor David Rand, Director, Warwick Systems Biology Centre

Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)

Professor Colin Sparrow, Head of the Department of Mathematics

Professor John Davey, Associate Dean (Biomedical Research), Warwick Medical School

Secretary: Jenny Hughes, Assistant Registrar

Operational Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)

Rosie Drinkwater, Finance Director

Richard Grain, Head of Finance (TRAC & Projects)

Chris McClelland, HR Operations Director

Nicola Owen, Academic Registrar

Ian Rowley, Director of Development, Communication and Strategy

Ken Sloan, Deputy Registrar

Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)

Secretary: Jenny Hughes, Assistant Registrar

- iii. the proposal will be discussed further by the Planning Groups at their joint meeting on Friday 22 May.
- b. Oral Reports from The Deputy Vice-Chancellor, the Pro-Vice –Chancellor Research (Science and Medicine), and from Professor Lamberts (Chair of the Board of the Faculty of Science).

REPORTED:

That the following issues and concerns were highlighted during discussion at the meeting:

- i. That there was strong support for many of the principles behind the proposal including the need to establish world class technology platforms to underpin research in the life sciences;
- ii. That given current constraints on the availability of suitable accommodation the development of the Gibbet Hill site as a biomedical campus was proposed;
- iii. That some concern was expressed that it would not be possible to divide life sciences research into biomedical and non-biomedical research;
- iv. That there was concern that any proposal to transfer research groups from the Wellesbourne site to Gibbet Hill would exacerbate the existing pressure on space and could have a negative impact on the growth of biomedical research activity;
- v. That it was hoped that the life sciences development might facilitate a step change in the quality and volume of biomedical research at Warwick;
- vi. That, whilst the medical school was not part of the proposed development, there was strong support for the opportunity that might be provided to improve the coordination of biomedical research across existing departmental boundaries.

31/08-09 Review of the University Regulations and Enhancements to Monitoring Arrangements

REPORTED:

- a. That the Steering Committee, at its meeting on 11 May 2009, considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.

- b. That at the meeting of the Steering Committee it was reported:
 - i. By the Academic Registrar that the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression.
 - ii. By the Chair of the Board of Graduate Studies that the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.
 - iii. By the President of the Students' union that it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.
 - iv. That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

RECEIVED:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper attached).

CONSIDERED:

Papers setting out:

- I. Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS.
- II. A new Good Practice Guide on Monitoring Student Attendance and Progress.
- III. Guidelines for international students on the implications of changes to their registration for their visa.

REPORTED:

- A. That the Board supported the broad thrust of the proposed monitoring arrangements and changes to regulations;
- B. That concerns were expressed regarding the consultation route which had not involved Faculty Undergraduate and Graduate Studies Committees;

- C. That some members of the Board were concerned about the decision to impose monitoring requirements on all students in order to deal with the requirement to do this for a relatively small number of overseas students;
- D. That there were some issues of detail which were unclear and would need to be clarified during the implementation of the new system.

RESOLVED:

That the Chair would raise the concerns expressed by members of the Board with the Academic Office.

32/08-09 Matters Arising on the minutes

- a. Terms of Reference (minute 16/08-09 (a) (B) refers)

REPORTED:

That the proposal to constitute a "Friends of WMS" group had not been taken forward, ideas were being sought to underpin a fundraising campaign aligned to the University campaign which has just been launched.

- b. Science City (minute 16/08-09 (b) refers)

REPORTED:

- i. That the experimental medicine bid had now been agreed with AWM although it had yet to be signed;
- ii. That an outline application for £2million to support the new experimental medicine building had been submitted to the Wolfson Foundation and that a full application had now been requested;
- iii. That discussions were underway with an external group which it was hoped might transfer to Warwick and establish an imaging facility in the new building.

- c. The Environment (minute 16/08-09 (c) refers)

RESOLVED:

That Professor Hundt would arrange for a group of masters students to conduct a "green audit" of the medical school to help inform policy in this area.

33/08-09 Progress of Recommendations

- a. Amendments to MB ChB Regulations (minute 20/08-09 refers)

REPORTED:

That amendments to regulation 8.10 governing the MB ChB programme were being considered at the June meetings of the Board of Undergraduate Studies and Academic Quality and Standards Committee.

- b. Proposed Changes to Regulation 9.5

REPORTED:

That changes to Regulation 9.5 and 8.10 regarding the constitution of Boards of examiners were approved by Council at the meeting held on the 18th March 2009 (paper number C.55/08-09).

CONSIDERED:

Proposals to revise Regulation 9.5 as set out in paper BFM17/08-09.

REPORTED:

That the changes involved minor amendments to the membership of the Boards of Examiners.

RESOLVED:

That the proposals to revise Regulation 9.5 be approved as set out in paper BFM17/08-09.

34/08-09 Representation of the Faculty on the Senate

REPORTED:

That the continuing members of the Senate appointed by the Board of the Faculty of Medicine were as follows:

Professor Steven Thornton (2010) Warwick Medical School
Professor Martin Underwood (2011) Warwick Medical School

RESOLVED:

That Professor Neil Johnson (2012), Professor Jill Thistlethwaite (2012), Professor John Davey (2012) and Professor Sarah Stewart-Brown (2012), all of Warwick Medical School, be elected to represent the Board on the Senate to serve for three years from 1st August 2009 until 31st July 2012.

35/08-09 Membership of the Faculty Board and Sub-Committees 2009/10

RESOLVED:

- a. The membership of the Board of the Faculty of Medicine for 2009/10:

Dean WMS (Chair)	Professor Yvonne Carter
Vice-Dean (Deputy Chair)	Professor Martin Underwood
Associate Dean (Teaching)	Professor Neil Johnson
Associate Dean (Research)	Professor Steve Thornton
Associate Dean (External Affairs)	Professor Sudesh Kumar
Director of the Health Sciences Research Institute	Professor Sarah Stewart Brown
Director of the Clinical Sciences Research Institute	Professor John Davey
Four Academic Directors from the Institute of Clinical Education	Professor Jill Thistlethwaite
	Dr Jane Kidd
	Dr Adrian Stokes
	Dr Frances Griffiths

Five members of academic staff elected by and from Warwick Medical School:	Dr Philip McTernan Dr JPaul O'Hare Dr Carolyn Rodgers Dr Colin MacDougall Professor Nigel Stallard
The Chair of Department of Biological Sciences plus two members of academic staff elected by and from the Department:	Professor Andrew Easton Professor Bruno Frenguelli Professor Elizabeth Oliver-Jones
The Chair of the Department of Health and Social Studies plus two members of staff elected by and from the Department.	Dr Christine Harrison Professor Gillian Hundt Ms Clare Blackburn
Up to three co-opted members, being permanent full-time members of staff at the University of Warwick subject to the approval of the Senate.	Professor Peter Abrahams Dr Ann Adams tbc
Up to five co-opted members, external to the University and subject to the approval of the Senate:	Mr Ian Fraser Dr Chris Marguerie Dr Peter Handslip tbc tbc
One member of academic staff elected by and from the Board of the Faculty of Arts	tbc
One member of academic staff elected by and from the Board of the Faculty of Science	tbc
One member of academic staff elected by and from the Board of Social Studies	Tbc

b. The membership of the Faculty of Medicine Graduate Studies Committee for 2008/09:

Chair (Associate Dean Teaching)	Professor Neil Johnson
Director of Quality Assurance	Dr Paul O'Hare
Director of Masters Programmes	Dr Adrian Stokes
Deputy Director of Masters Programmes	Ms Jan Cooper
Director of Research Degrees	Dr Frances Griffiths
Three members of Academic staff in Warwick Medical School	Mr Matthew Costa Dr Rodger Charlton Dr Peter Sidebotham
A representative of the social sciences	Dr Wolfgang Markham

A representative of the Department of Biological Sciences	Dr Stephen Hicks/Dr Charlotte Moonan
A representative of the West Midlands Deanery	Tbc
A User Representative	tbc
Student Representative	tbc
Research Student Member	tbc

c. The membership of the Faculty of Medicine Undergraduate Studies Committee for 2008/09:

Chair (Associate Dean Teaching)	Professor Neil Johnson
The Dean (WMS)	Professor Yvonne Carter
The Director of the MB ChB	Dr Jane Kidd
The Director of the Institute of Clinical Education	Professor Jill Thistlethwaite
Phase 1 Coordinator	Dr Philip McTernan
Phase 2 Coordinator	Dr Colin MacDougall
Director of Quality Assurance	Dr Paul O'Hare
Member of the Assessment Group	Dr Matthew Hodgkin
2 Members of Academic Staff from Warwick Medical School	Ms Deborah Markham Dr Carolyn Rodgers
Member of Staff from the Department of Biological Sciences	tbc
Member of staff from the School of Health and Social Studies	Ms Clare Blackburn
External Member	Dr Kate Thomas
User Representative	Mr Andrew Entwistle
Student Representative	Tbc

36/08-09 Faculty Board Elections

RESOLVED:

That the following representatives of the Board of the Faculty of Medicine serve on the University Committees as indicated:

Board of Graduate Studies	Professor Neil Johnson (for the Chair of the Faculty Board) Dr Adrian Stokes Dr Frances Griffiths
Collaborative, Flexible, Distance Learning Sub-Committee	Ms Alyson Quinn Dr Adrian Stokes
Campus Life Committee	Dr Carolyn Rodgers

Information Policy and Strategy Committee	Professor Yvonne Carter (as Chair of the Faculty) Professor Donald Singer
Health and Safety Committee	Professor John Davey
Board of the Faculty of Arts	Professor Peter Abrahams
Board of the Faculty of Science	Professor John Davey
Board of the Faculty of Social Studies	Dr Ann Adams

RECOMMENDED: (to the Senate)

- (a) That the following individuals be appointed as three of the up to five co-opted members, external to the University on the Board of the Faculty of Medicine:

Mr Ian Fraser (University Hospitals Coventry and Warwickshire NHS Trust)
Dr Christopher Marguerie (South Warwickshire General Hospitals NHS Trust)
Dr Peter Handslip (George Eliot Hospital NHS Trust)

- (b) That the representatives of the Faculty of Medicine on the membership of the Equality and Diversity Committee be as follows:

Ms Deborah Markham (Warwick Medical School)
Professor Swaran Singh (Warwick Medical School)

- (c) That the representatives of the Faculty of Medicine on the membership of the Graduate Appeals Committee Panel for 2009/10 be as follows:

Dr Paul O'Hare (Warwick Medical School)
Dr Doug Simkiss (Warwick Medical School)
Professor Donald Singer (Warwick Medical School)
Dr Adrian Stokes (Warwick Medical School)
Mrs Janet Cooper (Warwick Medical School)

- (d) That the representatives of the Faculty of Medicine on the membership of the Investigating Committee into Cases of Suspected Cheating Panel for 2009/10 be as follows:

Dr Jane Kidd (Warwick Medical School)
Dr Neil Johnson (Warwick Medical School)
Dr Carolyn Rodgers (Warwick Medical School)
Professor Jill Thistlethwaite (Warwick Medical School)
Dr David Davies (Warwick Medical School)

- (e) That the representatives of the Faculty of Medicine on the Committee on the Admission of Students to Courses of Study will be Dr David Davies (Warwick Medical School) and Professor Jill Thistlethwaite (Warwick Medical School).

37/08-09 Chair's Business

- a. Strategy Away-Day

REPORTED:

- i. That the away day had provided a useful forum for discussion of the School's strategic objectives;
- ii. That a draft research forward look and action plan document had been prepared and was tabled at the meeting.

b. Heads of Department Forum

REPORTED:

That at a recent heads of department forum it was reported that there were a series of reviews underway looking at the university's governance arrangements including the management of devolved departments.

38/08-09 Strategic Departmental Review 2010

REPORTED:

- a. That the next strategic departmental review for the medical school was scheduled for autumn 2010;
- b. That it was anticipated that this review would consider postgraduate taught programmes within a single process rather than through a separate review process as had been the case previously;
- c. That it would be important to begin the planning process in the autumn term 2009 to ensure that there was adequate time to prepare all of the required documentation and to identify suitable panel members.

RESOLVED:

That Dr O'Hare would contact Ms Salter-Wright to discuss arrangements for the review.

39/08-09 Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee held on the 6th May 2009, as set out in paper BFM20/08-09, noting the very high response rate that had been achieved in the national student survey in 2009.

40/08-09 MB ChB Prize List

CONSIDERED:

The prize list for the MB ChB students due to graduate in July 2009 as set out in paper BFM21/08-09.

RESOLVED:

That the Assistant Registrar be asked to clarify whether the Pridgen medal was awarded for performance in the 3rd or the 4th year.

41/08-09 Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on the 27th January 2009 and the 12th May 2009, as set out in BFM22/08-09 and BFM23/08-09, noting:

- a. The introduction of a new masters course in Endodontics;
- b. That the turn around time for the marking of course-work was an area of concern that was being addressed;
- c. That a new on-line coursework submission was being introduced.

42/08-09 Admissions Steering Group

RECEIVED:

The minutes from the Admissions Steering Group meeting held on the 18th February 2009, as set out in BFM24/08-09 noting that the performance of entrants to the MB ChB with non-biological sciences degrees had been compared to the performance of those with a degree in biological science and that there was no significant difference between the examination performance of the two groups.

43/08-09 Items to be brought to the Senate

REPORTED:

That there were no issues to be brought to the Senate.

44/08-09 Date of Next Meeting

REPORTED:

That meetings for academic year 2009/10 had not yet been published in the University calendar.

RESOLVED:

That for academic year 2009/10 the meeting of the Board of the Faculty of Medicine would be held on different days of the week through the year to avoid clashes with fixed clinical sessions.