

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 7th June 2010.

Present: Professor P Winstanley (Chair), Dr A Adams, Professor J Davey, Dr F Griffiths, Professor C Harrison, Professor N Johnson, Dr J Kidd, Dr C Marguerie, Dr P O'Hare, Professor N Stallard, Professor J Thistlethwaite, Professor M Underwood, Professor S Weich

Apologies: Professor P Abrahams, Dr C Blackburn, Mr J Chambers, Professor B Frenguelli, Professor GH Hundt, Professor S Kumar, Dr C Macdougall, Dr P McTernan, Professor E Oliver-Jones, Dr C Rodgers, Professor S Stewart-Brown

In Attendance: Dr M Glover, Ms K Gray (item 36/09-10), Dr S Lamb (item 38/09-10), Mrs L McCarthy, Professor J Treglown (item 37/09-10)

MINUTES

32/09-10 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 22nd February 2010 be approved.

33/09-10 Matters Arising

(a) Life Sciences (minute 21/09-10 (a) refers)

RECEIVED:

An update, from the Chair, on the establishment of the new School of Life Sciences, it being noted that:

- (i) interviews had taken place for the Head of School.
- (ii) collaboration is expected between the Medical School and the School of Life Sciences.
- (iii) an obvious area of complementary research will be biomedical cell biology.

(b) National Student Survey (NSS) (minute 21/09-10 (b) refers)

RECEIVED:

An update from the Associate Dean (Teaching) on the completion of the 2010 survey, it being noted that the response rate from the MB ChB finalists was 83% (the third highest Department in the University).

RESOLVED:

- (i) That the Director of the MB ChB and the MB ChB final year SSLC representatives be thanked for their work in achieving such a high response rate.
- (ii) That the informal meetings being organised with students should include the Dean.
- (iii) That the process of "signing in" for the MB ChB be changed in the light of the feedback received from the pilot carried out in the summer term.

- (c) Preparations for the REF (minute 22/09-10 (b) refers)

RECEIVED:

Information on the continuing preparations for the REF. The Dean noted that:

- (i) the first REF is likely to be conducted in 2014 or later rather than 2013.
 - (ii) Medical School staff had been asked to submit papers for scoring, based on the 2008 RAE system in the first instance, in order that they could be reviewed by the Deputy Vice Chancellor.
 - (iii) Where issues regarding research performance had been identified as a result of this exercise one to one meetings would be organised with such individuals by the Dean.
 - (iv) The pilot impact statements had been submitted but as yet no feedback had been received from HEFCE.
- (d) Leicester Warwick PMQ – Removal from the General Medical Council (GMC) list (minute 22/09-10 (c) refers)

REPORTED (by the School Secretary):

That the GMC had confirmed that removal of the combination of the Universities of Leicester and Warwick from the list of bodies able to award primary medical qualifications in the UK would not affect the status of those already holding LWMS awards.

- (e) Possible revisions to Regulation 8.10 regarding submission of mitigating circumstances (minute 22/09-10 (d) refers)

REPORTED:

That following discussions with the central administration it had been decided that as the timeline for the submission of mitigation was clearly stated in the relevant codes of Practice that it would not be included in Regulation 8.10.

- (f) The Harris Report (minute 23/09-10 refers)

REPORTED:

That the University Senate held an “Away Half-Day” on the 17th March 2010 in order to consider the findings and recommendations of the Harris report and to consider the refocusing of the University’s Vision 2015. Implications for the Faculty of Medicine are that the status quo is largely maintained although smaller Departments in other faculties may be organised into “clusters”. It was also noted that new Medical School posts will continue to be monitored in order that they can be appropriately funded and that the academic resources committee would be likely to have oversight of the medical school’s budget in future.

34/09-10

Chair’s Business

RECEIVED:

An oral presentation from the Dean, Professor P Winstanley, on the academic re-organisation of Warwick Medical School. The Faculty Board were advised that further discussions would be taking place at the School

Management Meeting on Wednesday 9th June 2010 and in a series of 'Staff & Student Forums' (Departmental Meetings).

Restructuring would be following the time line and principles set out below:

- (i) That the extraordinary meeting of the Board of the Faculty of Medicine, to be held in September 2010, would give final ratification of the structure to be put forward to the University for approval. Prior to this the Faculty Advisory Board would be asked for input on the 21st July 2010 and then Steering Committee on the 26th July 2010.
- (ii) That the new structure would be fully operational on the 1st August 2011. This would allow for each research area to scope out what their major areas of research would be in advance so a co-ordinated approach was feasible.
- (iii) That two new posts would be created to replace the current Associate Deans and Vice Dean – a Pro-Dean for Education and a Pro-Dean for Research.
- (iv) That both education and research capabilities were important, with a longer term view required as to the direction of travel of the Medical School as a whole.
- (v) That wider ownership of the MB ChB programme was required by staff across the Medical School (See Academy of Medical Science publication: "Re-dressing the balance : the status and valuation of teaching in academic careers in the biomedical sciences" 2010 available at: <http://www.acmedsci.ac.uk/p99puid181.html>).
- (vi) That the "Warwick Doctor" should be clearly defined and used to attract undergraduates to the MB ChB programme.
- (vii) That all of WMS educational programmes need to be underpinned by elements of educational research, although this subject area was not considered ready to form one of the WMS Research Themes.
- (viii) That we may need to address some areas of postgraduate education in order to maximise our educational potential.
- (ix) That the development of a positive relationship with the Wellcome Trust and other major funders would be fostered.
- (x) That the following five broad areas of research had emerged from contributions submitted by colleagues:

Metabolic Health (to include vascular health)

Reproductive Health (ranging from NHS based projects to Systems Biology collaborations) – noted that Leadership will be key to the formation of this as a Division.

Biomedical Cell Biology (noted that, while collaborations external to WMS are strongly encouraged, it will be important to establish strong collaborations within WMS as well)

Mental Health and Wellbeing

Health Science (not confined to one particular disease area)

REPORTED:

- (i) That Professor P Winstanley had been appointed to the Senate in his capacity as Chair of the Board of the Faculty of Medicine.
- (ii) That as a result of the current re-structuring of the Medical School an extraordinary meeting of the Board of the Faculty of Medicine would be held in September 2010, (date to be advised), where membership of University Committees for the academic year 2010/11 would be considered.

RESOLVED:

That committee nominations for academic year 2010/11 be deferred until an extraordinary meeting of the Board of the Faculty of Medicine in September 2010.

36/09-10 Progress of University Decisions

RECEIVED:

- (a) An oral report regarding the progress of the review of the course approval process from the Associate Dean (Teaching), Professor N Johnson and Ms Katherine Gray (Senior Assistant Registrar, Teaching Quality).
- (b) An oral report regarding degree classification regulations from the Associate Dean (Teaching), Professor N Johnson.

RESOLVED:

- (i) That the Board was supportive of Faculty level scrutiny of course approvals, with module approvals being kept at the Departmental level.
- (ii) That to aid the scrutiny of proposals it would be helpful if check list of key issues to consider could be provided to Departments/Faculty.

REPORTED:

- (c) That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration. Further discussions will be held at AQSC on the 23rd June 2010 and at Faculty lunches due to be held between the 24th and 30th June 2010.

37/09-10 The Warwick Prize for Writing

RECEIVED:

An oral report from Professor Jeremy Treglown on the Warwick Prize for Writing. The Board noted that the closing date for nominations had already passed and that the theme for 2010 was "colour". A long list would be announced in October 2010 with the prize being awarded in February 2011.

RESOLVED:

That Board members consider how they might create links between faculty activities and the Warwick Prize in order to foster a University-wide dimension to the prize. Ideas could be discussed with Helen May in the Communications Office.

38/09-10 Personal Tutoring Guidelines

CONSIDERED:

A paper, BFM 17/09-1, from the University Senior Tutor regarding the implementation of Personal Tutoring Guidelines.

RESOLVED:

- (a) That the Secretary to the meeting, Dr M Glover be asked to contact the university legal representative, Mr S Gilling, to seek advice as to the legal liability issues for clinical staff when carrying out a personal tutoring role.
- (b) That subsequent to that advice Dr Glover and the Associate Dean (Teaching), Professor N Johnson be asked to report back to the Dean and the University Senior Tutor.

39/09-10 The Environment

RECEIVED:

An update from the secretariat on the "green audit" proposed at the June 2009 meeting. (minutes 32/08-09 (c), 8/09-10 and 22/09-10 refer).

RESOLVED:

That the Secretary to the Board be asked to contact Professor Hundt and request a copy of the report in order that members have time to consider it prior to the first meeting of the new academic year.

40/09-10 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee held on the 12th May 2010, as set out in paper BFM18/09-10.

41/09-10 Admissions Steering Group

RECEIVED:

An update from the Director MB ChB on admissions for 2010 entry; it being noted that to date 166 applicants had accepted their offer (155 home and 11 overseas).

RESOLVED:

That further offers to be approved by the Director MB ChB in order that the "home" numbers be as close to 164 as possible

42/09-10 Curriculum Review

REPORTED: (By the Director of the Institute of Clinical Education)

- (a) That the MB ChB curriculum review was progressing with the intention that the first students would be taught the new curriculum as from September 2012.

- (b) That four posts would be advertised to specifically underpin the review: a project manager (100% FTE), a learning technologist (100% FTE), two clinical posts (40% FTE).
- (c) That the Director ICE and Dr D Davies were currently discussing curriculum development with an overseas institution and that a meeting had been arranged to take place during the AMEE conference.

43/09-10 Graduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on the 19th May 2010, as set out in paper BFM19/09-10.

44/09-10 Items to be brought to the Senate

RESOLVED:

That there were no specific issues which the Board of the Faculty wished to refer to the Senate for consideration.

45/09-10 Date of the Next Meeting

REPORTED:

- (a) That the next ordinary meeting of the Board of the Faculty of Medicine would be held in the academic year 2010-11. Members would be notified during the summer vacation of the date of the first meeting.
- (b) That an extraordinary meeting of the Board of the Faculty of Medicine would be held in September 2010 – date to be notified to members shortly.