

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 10<sup>th</sup> November 2008 in room A150 of the Medical School Building.

Present: Prof M Underwood (Chair), Dr A Adams, Prof A Easton, Dr J Kidd, Dr C Macdougall, Dr P McTernan, Prof E Oliver-Jones, Dr P O'Hare, Dr A Stokes  
Apologies: Prof P Abrahams, Dr C Blackburn, Prof Carter, Prof J Davey, Dr F Griffiths, C Harrison, Prof G Hundt, Prof N Johnson, Prof S Kumar, Dr C Marguerie, Dr C Rodgers, Prof N Stallard, Prof S Thornton, Dr M Walzman  
In Attendance: Dr M Glover, Mrs L McCarthy

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**MINUTES**

1/08-09 Constitution, Membership and Terms of Reference

REPORTED:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2008/09:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/08-09.
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/08-09.
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM3/08-09.
- (iv) The Admissions Steering Group as set out in paper ASG2/07-08.

(b) Terms of Reference

That paragraph 4 of Statute 21 stated that the Board of each Faculty would have the following powers and functions:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
- (ii) To recommend to the Senate examiners for appointment.
- (iii) 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.
- (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
- (v) To delegate to the Sub-Faculties such matters as are deemed appropriate.
- (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19.
- (vii) To discharge such other functions as the Senate may from time to time determine.

RESOLVED:

- (A) That the Board of the Faculty of Medicine membership as set out in paper BFM1/08-09 be approved subject to the following additions:
- (a) Insert TBC under Four Academic Directors from the Institute of Clinical Education
  - (b) Insert Professor Bruno Frenguelli as the second member of Biological Sciences.
  - (c) Insert Dr C Harrison as the member of academic staff elected by and from the Board of Social Studies.
- (B) That the Graduate Studies Committee of the Faculty of Medicine membership as set out in paper BFM2/08-09 be approved subject to the following additions:
- (a) Insert the Deputy Director Masters Programmes and CPD, Mrs Jan Cooper as an *ex officio* member of the committee.
  - (b) Insert two additional membership positions: PGR Student Representative and an External Representative as listed in the Graduate Studies Committee minute 2/08-09.
- (C) That the Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM3/08-09 be approved subject to the following addition:
- Insert two additional membership positions: The Director of the Institute of Clinical Education (*ex officio*) and the Director of Quality Assurance as listed in the Undergraduate Studies Committee minute 1/08-09.
- (D) That the Admissions Steering Group membership and remit as set out in paper ASG2/07-08 be approved.
- (E) That the Director of Admissions be asked to contact Professor Hundt regarding suitable UNTRAP lay members who may be appointed to the Admissions Steering in the academic year 2009/10.
- (F) That the Chair of the WMS Development Group be asked to place the possibility of instigating a "Friends of WMS" group in order to facilitate lay membership to University of Warwick and Medical School committees.

2/08-09 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 2<sup>nd</sup> June 2008 (available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes> ) be approved.

3/08-09 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

REPORTED:

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.

RECEIVED:

Paper SC 60/07-08 (copy attached), noting that all non-reserved minutes and agenda of the Committee are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/agsc/minutes/>

4/08-09

Matters Arising

- (a) Science City (minute 27/07-08 (ii) refers)

RECEIVED:

An update from the Chair on the "Science City" bid and monies received. It was noted that outstanding issues relate to the provision of new translational laboratories rather than the conversion the MTC building. A new set of paperwork will have to be submitted to AWM. A project manager has been appointed.

- (b) Wolfson Foundation Bid (minute 27/07-08 (iii) refers)

RECEIVED:

An update from the Chair on the Clinical Trials Unit funding and building.

- (c) Development Executive (minute 27/07-08 (iv) refers)

RECEIVED:

An update from the Chair on the appointment of Mrs Anne McKiernan as the Associate Director of Major Gifts and WMS Development Executive. It was noted that the Medical School would be running a "Now We Are 10" campaign leading up to September 2009.

Members were also reminded that as part of the 2015 strategy the University is aiming to raise £50m from gifts and charitable donations. At the present time "Matched Funding" is available on gifts made to the University.

5/08-09

Progress of Decisions

RECEIVED:

- (a) That the Academic Quality and Standards Committee reported on Computer Aided Assessment (minute AQSC.122/07-08 (c) refers)

"(a) *That at the meeting of the Information Policy and Strategy Committee held on 3<sup>rd</sup> June 2008, it was resolved that, whilst it was recognised that there were differing levels of support from Faculties for use of computer-aided summative assessment, and that it may not be appropriate for all departments, it was the view of the [Information Policy and Strategy] Committee that there was enough interest to warrant further investigation, following which it was recommended (to the Academic Quality and Standards Committee) that in light of the views from Faculties, further work should be undertaken by an appropriate Committee or group to consider innovative methods of assessment (including computer-aided summative assessment),*

*noting that it was felt unlikely that a single solution would be appropriate for all departments.*

(b) *That at its meeting held on 12<sup>th</sup> June 2008, the Academic Quality and Standards Committee resolved that Dr K Leppard be invited to identify universities where the issues identified in relation to computer-aided assessment for summative purposes have been successfully addressed, and seek information and advice from them on good practice which may be transferable to Warwick."*

(b) Information from the secretariat on Post Graduate Annual Course Review timing it was noted that the schedule for completion and consideration of annual course reviews was as follows:

Undergraduate: 1<sup>st</sup> December 2008 (for discussion by Faculty Committees in term 2)

Postgraduate Research: 2<sup>nd</sup> January 2009 (for discussion by Faculty Committees in term 2)

Postgraduate Taught: 13<sup>th</sup> March 2009 (for discussion by Faculty Committees in term 3).

6/08-09 The Environment

RECEIVED:

(a) Information from the secretariat on the car parking road shows taking place on campus in November 2008.

(b) Information from the secretariat on the new environment champions that have been appointed across Departments. The WMS champion is the School Secretary Dr Michael Glover.

RESOLVED:

That Dr Glover be asked to update the members of the Faculty Board on environmental developments at the next meeting in February 2009.

7/08-09 Additional Higher Qualifications

RECEIVED:

A paper from the Associate Dean (Teaching), Professor N Johnson, on progress with the proposal to introduce additional higher qualifications to the Medical School, tabled at the meeting, BFM9/08-09.

8/08-09 Institutional Audit

RECEIVED:

(a) An oral report from Director of Quality Assurance and Enhancement on the Institutional Audit visit to be conducted in November 2008, it being noted that the Medical School had not been selected as a Department for an audit trail visit.

(b) The Strategic Departmental Review timetable 2008/09 - 2012/13 as set out in paper BFM4/08-09; it was noted that the timetable was inaccurate for some Departments but that Medicine was placed correctly.

RESOLVED:

That the Faculty Board agenda have a standing agenda item for the duration of the academic year 2008/09 dedicated to preparations for the Strategic

Departmental Review due to be held in the academic year 2010/11, including the revision of relevant course specifications and other associated paperwork.

9/08-09 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee held on the 14<sup>th</sup> October 2008, as set out in paper BFM5/08-09.

10/08-09 Graduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on the 21<sup>st</sup> October 2008, as set out in paper BFM6/08-09.

11/08-09 Admissions Steering Group Minutes

RECEIVED:

The minutes from the Admissions Steering Group meeting held on the 17<sup>th</sup> September 2008, as set out in BFM7/08-09.

12/08-09 Institute of Advanced Study

RECEIVED:

Details of residential accommodation available through the IAS, as set out in paper BFM8/08-09.

13/08-09 Items to be brought to the Senate

CONSIDERED:

Whether there are any specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.

RESOLVED:

That there were no significant items for referral to the Senate.

14/08-09 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held Monday 16<sup>th</sup> February 2009 in room A-030 of the Medical School Building.

The Summer Term meeting of the Board of the Faculty of Medicine would be held on Monday 1<sup>st</sup> June 2009 in room GLT4 (formerly B-053) of the Medical School Building.