

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 10th November 2011.

Present: Professor P Winstanley (Chair), Dr C Blackburn, Ms J Cooper, Professor D Evans, Professor F Griffiths, Professor N Johnson, Professor E Maylor, Mr D Mullins, Professor N Stallard, Dr C Stein, Professor S Stewart-Brown.

Apologies: Dr A Adams, Professor G Currie, Professor G Hundt, Professor S Kumar, Dr J Kidd, Professor S Kumar, Dr P O'Hare, Professor I Philp, Prof S Singh, Professor M Underwood, Professor S Weich, Professor D Wolke.

In Attendance: Professor J Brosens, Mrs W Coy.

MINUTES

1/11-12 Term of Reference and Membership

REPORTED:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2011/12:

- (i) Board of the Faculty of Medicine as set out in paper BFM1/10-11.
- (ii) Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/10-11.
- (iii) Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/10-11.
- (iv) MB ChB Boards of Examiners as set out in paper BFM3/11-12.
- (v) Revisions to the Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM4/11-12.

CONSIDERED:

A proposal to have cross-representation from other West Midlands Deanery Medical Schools (Birmingham and Keele) on the University of Warwick Fitness to Practice Committee with the aim of promoting consistency of decisions between Schools, in particular, whether as a step towards full representation that observation of other Fitness to Practise Committees in other Schools would be an acceptable starting point.

RESOLVED:

That the principle of the proposal to have cross-representation from other West Midlands Deanery Medical Schools on the University of Warwick Fitness to Practice Committee be approved, it being noted that formal Senate approval would be required for any change to the

membership and constitution with clinical and academic workloads also being a consideration.

(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.

02/11-12 Minutes of the previous meeting

CONSIDERED:

The minutes of the Board of the Faculty of Medicine meeting held on the 31st May 2011.

RESOLVED:

- (a) That the minutes of the meeting of the Board of the Faculty of Medicine be approved subject to the following amendment being made:

Page 1 Under minute 27/10-11 "Matters Arising" - section v to be amended to read "health services research" from "healthy services research"

- (b) That the Secretary to the Board of the Faculty of Medicine be asked to investigate whether a scoping paper had been received or considered by the Curriculum Review Working Group.

03/11-12 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

REPORTED:

- (a) That the Steering Committee at its meeting on 29th 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 Committee are published on the University's Governance website at the following web address: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 were available from the Secretary on request.

4/11-12 Preparations for the REF (minute 27/10-11 (a) refers)

RECEIVED:

Information from the Chair on the continuing preparations for the REF including:

- (i) a report from Professor S Stewart Brown on progress with the review of health service research papers following discussions with Professor S Kumar.
- (ii) that peer review had been sought however no formal responses had yet been received
- (iii) that the WMS Research Strategy Group would continue to monitor progress for all submissions.

5/11-12 Changes to Fees, Student Finance and Widening Participation (minute 27/10-11 (c) refers)

RECEIVED:

Information from the Chair and the Pro Dean (Education) following a meeting with the Academic Registrar and members of the central University administration on widening participation and fee structure issues. It was noted that:

- (i) The Academic Registrar was investigating the option of being able to provide year one MB ChB students with a "bursary" – this would entail being able to define appropriately detailed criteria to ensure that the funds were targeted according to the most need.
- (ii) The Widening Participation team (WP) would be analysing information on where MB ChB students had previously studied and the WP programmes being offered at those institutions.
- (iii) The possibility of providing a Warwick only BSc/MB ChB route was being scoped. This may enable access to pure undergraduates with an AAB profile at A level through a Health Science route.

6/11-12 Matters Arising(a) Chair's Business (minute 28/10-11 (a) refers)

RECEIVED:

(i) Re-structure

A final update from the Chair regarding the completion of the WMS Re-Structure noting in particular the following::

- (i) That the recruitment to the post of Head of MBChB had not been finalised, noting that the first advertisement had been unsuccessful.
- (ii) That the teaching allocation model was in place and being used as the basis for financial modelling and forecasting.
- (iii) That the mini ARC process was being considered within WMS.
- (iv) That the Laboratory Management Unit had been set up and would be led by Professor Kumar.
- (v) That the Research Strategy Group was functioning well.
- (vi) That the Education Strategy Group was established and was functioning well.
- (vii) That a detailed discussion regarding the development of Clinical Faculty would be reviewed in 2012.

(ii) Vision 2015 (minute 28/10-11 (d) refers)

RECEIVED:

An oral update from the Chair on the updated University level Vision 2015 document and Medical School strategy. It being noted that the Medical School strategy had been reviewed, revised and disseminated accordingly.

(iii) Proposed Revisions to Regulation 8.10 (minute 30/10-11 refers)

REPORTED: (by the Secretary)

- (i) That the revisions to Regulation 8.10 for the 2011 MBChB cohort as set out in paper BFM15/10-11 would be referred for approval to Senate and Council in line with the resolution of the Board at its meeting in May 2011 .

- (ii) That following consideration of an external examiner report in summer 2011 section 6 (d) of Regulation 8.10 be revised in order to permit only one sitting of the Phase II Examination Board.

RESOLVED:

- (I) That paper BFM15/10-11 be revised by Senior Assistant Registrar to include further changes to Regulation 8.10, as set out in (ii) above.
- (II) That the Chair be delegated to consider on behalf of the Board of the Faculty of Medicine the revisions to BFM15/10-11, and recommend them to the Senate and Council for approval.

7/11-12

Chair's Business(a) Institutional Review

REPORTED: (By the Chair)

That WMS would be reviewed the week commencing the 14th November 2011

RESOLVED

That feedback from the Institutional Review be reported at the next meeting of the Board of the Faculty of Medicine due to be held in February 2012.

(b) General Medical Council (GMC) visit November 2011

REPORTED: (by the Pro Dean (Education))

That the GMC Quality Assurance Basic Medical Education team would be visiting the School between the 9th and the 11th November 2011; with a follow up visit on January 2012 following receipt, by the School of the draft report.

RESOLVED

That feedback and any recommendations / requirements be reported at the next meeting of the Board of the Faculty of Medicine due to be held in February 2012.

8/11-12

Development of Hispanic Studies Unit

CONSIDERED:

A paper from the Chair of the Faculty of Arts seeking approval for the creation of Hispanic Studies and a Sub Faculty of Modern languages, noting that, at its meeting on 5 October 2011, the University Senate approved

proposals from the Deputy Vice –chancellor and Chair of Faculty for the formation of an Hispanic Studies Unit and a Sub Faculty of Modern languages as set out in paper papers BFA1/11-12 and S.4/11-12.

RESOLVED:

That no issues be raised by WMS Board of Faculty of Medicine in relation to Hispanic Studies.

9/11-12 MB ChB Curriculum Review

REPORTED: (by the Pro Dean for Education)

On progress with the MB ChB Curriculum Review.

RECEIVED:

The Curriculum Review revised course paperwork which was recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee at the 12th October 2011 Undergraduate Studies Committee meeting – see minute 5/11-12 of paper BFM6/11-12 (agenda item 8 below).

Papers MUSC5/11-12, MUSC6/11-12, MUSC7/11-12, MUSC8/11-12, MUSC9/11-12 and MUSC10/11-12 attached for information.

Note: Information also available on the following web page:

<http://www2.warwick.ac.uk/fac/med/about/cr/about>

REPORTED:

- (a) That the curriculum review was well underway with module approval paperwork due to be considered by the Undergraduate Studies Committee of the Board of the Faculty of Medicine in January 2012.
- (b) That there were plans to change the dates of Finals in order that graduating students could complete at least one Student Assistantship post examinations prior to graduation.
- (c) That there is current MB ChB examination result evidence that students admitted to the course from outside the traditional Science Faculties will not reduce the quality of student recruited to WMS.
- (d) That the review would not impact on the niche market that is provided by the current Graduate Entry only course

10/11-12 The Environment

CONSIDERED:

A paper from the WMS Environment Champion, Mrs W Coy, on proposals to follow up on the recommendations made in paper BFM16/10-11 (previously circulated) (minute 32/10-11 refers) as set out in paper BFM5/11-12 the proposals included giving responsibility for managing and monitoring

environmental issues to the WMS Accommodation Group , where action plans would be agreed and managed.

RESOLVED:

- (a) That the Board of Faculty of Medicine would continue to receive updates from the WMS Accommodation Group.
- (b) That environmental issues would continue to be reported to the WMS Senior Management Group and the Board of the Faculty of Medicine on a termly basis.

10/11-12 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 12th October 2011 as set out in paper BFM6/11-12.

11/11-12 Graduate Studies Committee Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 26th October 2011 as set out in paper BFM7/10-11.

12/11-12 Review of the School of Health and Social Studies

CONSIDERED:

A consultation paper on the review of the School of Health and Social Studies paper BFM8/11-12.

REPORTED (by Professor Laura Green):

- (a) That the paper was being considered by all Faculty Boards, and that feedback was being sought.
- (b) That the current options were either that the School of Health and Social Studies retained its current constitution and membership with a REF return being a possibility OR that the School be formally dis-established with relevant staff being re-located to other University of Warwick Departments dependent upon their research / teaching profiles.

RESOLVED:

- (i) That the Board of the Faculty was supportive of the proposals for further association of the SHSS with WMS.

- (ii) That if members had further, specific feedback they should contact the Chair , Professor Winstanley, by email before 10th December 2012.
- (iii) That the Chair be asked to forward this support and any further information from the Board members and WMS Senior Management Group to Professor S Croft ,
- (iv) That a formal statement be received by the Board of the Faculty of Medicine at the February 2012 meeting.

12/11-12 Items to be brought to the Senate

CONSIDERED:

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

RESOLVED:

That no additional items to be brought to the attention of Senate.

13/11-12 Date of the Next Meeting

REPORTED:

That the next term meeting of the Board of the Faculty of Medicine would be held on the 20th February 2012 at 2.00pm in room A-011 of the Medical School Building.

The final meeting of the academic year 2011/12 would be held on the 25th May 2012 at 10.00am in room A-011 of the Medical School Building.