

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 15th November 2010.

Present: Professor P Winstanley (Chair), Dr C Blackburn, Ms J cooper, Professor J Davey, Dr J Kidd, Dr P O'Hare, Professor I Philp, Professor S Stewart Brown, Professor J Thistlethwaite, Professor S Weich, Professor V Zammit

Apologies: Dr A Adams, Dr P Handslip, Professor F Griffiths, Professor G Hundt, Professor N Johnson, Professor S Kumar, Dr C Macdougall, Professor N Stallard, Professor M Underwood

In Attendance: Mr J Baldwin (item 5), Mr J Farnhill (item 6), Mrs L McCarthy

MINUTES1/10-11 Constitution, Membership and Terms of Reference

REPORTED:

(a) Constitution and Membership

That the constitution and membership of the following committees within the Faculty of Medicine for the academic year 2010/11 would be as follows:

- (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) The Admissions Steering Group as set out in paper ASG1/10-11.
- (v) The Phase I and Phase II Boards of Examiners as set out in paper BFM3/10-11.
- (vi) The Academic Progress Group as set out in paper BFM4/10-11 and BFM4a/10-11 (tabled at the meeting).

CONSIDERED:

A request from the Senior Assistant Registrar (Teaching Quality) to confirm the appointment of two members of WMS staff to the University E-Learning Steering Group noting that in the past the Chair of the Faculty of Medicine IT Committee, Professor D Singer and the Reader E-Learning, Dr David Davies have previously attended on behalf of the Faculty of Medicine.

(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 changes to the membership of the Admissions Steering Group as set out in ASG1/10-11 be approved.
- (B) That in future the membership and remit of the Admissions Steering Group be dealt with by the Undergraduate Studies Committee of the Board of the Faculty of Medicine with recommendations being made by the Pro Dean (Education) to the Dean regarding membership appointments.
- (C) That the changes to the membership of the Academic Progress Group as set out in paper BFM4a/10-11 be approved.
- (D) That in future the membership and remit of the Academic Progress Group be dealt with by the Undergraduate Studies Committee of the Board of the Faculty of Medicine with recommendations being made by the Pro Dean (Education) to the Dean regarding membership appointments.
- (E) That Professor D Singer and Dr D Davies be confirmed as the two members of WMS staff appointed to the University E-Learning Steering Group.
- (F) That Dr T Pawlikowska and Professor D Grammatopoulos be nominated to serve on the Graduate Awards and Nominations Sub Committee.

2/10-11 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 1st September 2010 (available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes>) be approved.

3/10-11 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 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 Committee are published on the University's Governance website at the following web address: <http://www2.warwick.ac.uk/services/gov/atoz/agsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4/10-11

Matters Arising

- (a) Life Sciences (minute 47/09-10 (a) refers)

RECEIVED:

An update from the Chair on the establishment of the new School of Life Sciences, it being noted that the Head of School, Professor J McCarthy would be discussing the possibility of a new modular building on the main campus. A small working group has been established to investigate this with members including Professor R Cross and Professor P Winstanley from WMS.

- (b) NSS 2010 results (minute 47/09-10 (b) refers)

CONSIDERED:

The results of the NSS 2010 results including a paper from the Pro Dean (Education) on possible courses of action to be taken as set out in paper MUSC1/10-11. It was noted that the Medical Schools Council discussed the results, particularly for feedback and assessment, of the NSS as they provide information which is used to rank all of the Schools.

RESOLVED:

That the Pro Dean (Education) and the Senior Assistant Registrar (ICE) be asked to circulate the student section to all cohorts of the MB ChB as soon as practically possible.

- (c) Preparations for the REF (minute 47/09-10 (c) refers)

RECEIVED:

Information on the continuing preparations for the REF. Members were asked to note that

- (i) the Research Assessment Planning Group (RAPG) would be considering staff research submissions, looking at both the quality and quantity of material.
- (ii) research impact would be measured.
- (iii) the WMS Research Strategy Group would have a role to play in the judgement of submissions; with training being a requirement for those with no subject specific expertise.
- (iv) QR income would be based upon 3 star and 4 star activity with a summated 40% base level being required as an institution to receive any monies.

5/10-11

Chair's Business:(a) WMS Re-structure (minute 48/09-10 refers)

RECEIVED:

That the Senate has formally approved the WMS re-structure and that the Pro Deans for Education and Research have been appointed along with three Heads of Division. A further two Heads will be appointed in late November 2010.

The timeline for further changes was outlined:

- (i) Template manifestos for each research theme to be written and advertised to the whole School following a Research Strategy Group meeting in January 2011.
- (ii) January/February 2011 – individual “surgery” opportunity with the Dean.
- (iii) Divisions to be populated by Easter 2011.
- (iv) All staff to be placed within a Division (or the Education Development Team) by the 31st July 2011.

(b) Browne Report

REPORTED: (By the University Registrar – Mr J Baldwin and the Chair)

That the University had begun to study the Browne Report, an independent review into Higher Education funding and student finance, since its publication on the 12th October 2010 in order to model the future finances of the University.

Members were asked to note that:

- (i) The recommendations of the Report, if implemented in full, would mean that the current fee cap of £3,290 would be lifted; with any university charging more than £6,000 being required to pay a levy to go towards a national scholarship scheme.
- (ii) Institutions charging more than £6,000 will be required to demonstrate to the regulator and their students that admissions are fair and that teaching standards are improved.
- (iii) Graduates would not be required to make any repayments until they reach earnings of over £21,000 a year .
- (iv) It was possible that the Higher Education Funding Council for England (HEFCE) along with several other government bodies including the Office of the Independent Adjudicator (OIA) and the Office for Fair Access (OFFA) could be combined into the Higher Education Council.
- (v) The University had calculated that the Teaching Grant (“T Grant) would be approximately 77% less if arts, humanities and social science courses are “unfunded” with only the sciences, engineering and medicine receiving any monies.

(c) Comprehensive Spending Review

REPORTED: (By the University Registrar – Mr J Baldwin and the Chair)

That the Comprehensive Spending Review would be seeking to cut resource budgets by 40% whilst permitting universities to increase graduate contributions as from 2012. Any increase in fees over £6,000 per year will lead to a new stringent widening participation policy – not only through outreach and project work but through a monetary contribution by the University. Warwick is likely to need to set its minimum fee at £7,500 in order to break even once the “T Grant” has been removed from the arts, humanities and social sciences.

Members were asked to note that:

- (i) Warwick is committed to being a comprehensive university.
- (ii) the widening participation agenda will continue.
- (iii) as the financial model is developed regular communications with staff and students will be maintained.
- (iv) the 2012 entry prospectus will be prepared and ready to launch in February 2011 – it is unlikely to contain a definitive fee structure.
- (v) the University Strategy 2015 will be refreshed and as a first step will be discussed at Senate on the 16th November 2010.
- (vi) the White Paper on Higher Education is awaited – publication date now late winter – February 2011 a possibility.
- (vii) the Finances and General Purposes Committee would be reporting to Council that the University had a surplus of £9m in the last financial year. The forecast for the coming three to four years was approximately £8m (surplus) and dipping to a £3/4m in the fifth year of the plan. The surplus would provide some protection for the University but not permit large capital investment.

RESOLVED:

- (A) That the MB ChB Admissions Steering Group and the MB ChB Curriculum Review Steering Group be asked to consider the possible effects on graduate entry students post 2012.
- (B) That WMS, particularly the School Management Group consider how the School could be further involved with the provision of training for both primary and secondary care providers.

6/10-11 IT Account Management Project

RECEIVED:

A report from Mr James Farnhill, Project Manager for the IT Account Management Project, it being noted that:

- (a) the project was designed to ensure that internet, e-mail and shared drive access works properly and complies with audit requirements.

- (b) the project is in two phases – the first phase will give each individual member of university staff a unique life time user code that will not change even if they switch department. The second phase will concentrate on specific departmental requirements.

RESOLVED:

- (i) That Mr Farnhill and the Senior Assistant Registrar (ICE) be asked to write a short piece for the WMS electronic newsletter informing staff of the changes.
- (ii) That Mr Farnhill be asked to clarify a point raised by Professor J Davey regarding the maximum number of e-mails that will be able to be sent, per day, from the proposed new e-mail client.

7/10-11

Curriculum Review

REPORTED : (By Professor Thistlethwaite)

That progress of the MB ChB Curriculum Review was continuing with an advert currently out for the Project Manager post alongside the Learning Technologist position. The new curriculum would be delivered in 2013 for the first time. Engagement with the Phase I module leaders has started and it has been recognised that the level of biomedical science required is an issue.

Members are asked to note that information is also available on the following web page: <http://www2.warwick.ac.uk/fac/med/about/cr/about>

RESOLVED:

That the curriculum review steering group be asked to consult with F1 and F2 teachers/colleagues in order to gauge the level of knowledge required in order that the new curriculum can equip graduates appropriately for their first clinical position.

8/10-11

The Environment

REPORTED:

That the paper from Professor G Hundt on the “green audit” conducted in June 2009 (minute 39/09-10 refers) would be circulated at the beginning of December for colleagues to consider in advance of the February 2011 meeting.

9/10-11

Undergraduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 20th October 2010 as set out in paper BFM5/10-11.

10/10-11

Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 27th October 2010 as set out in paper BFM6/10-11.

11/10-11

Items to be Brought to the Senate

CONSIDERED:

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

RESOLVED:

That there were no issues required to be brought to the attention of Senate.

12/10-11

Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine will be held on the 21st February 2011 at 2.00pm in room A011 of the Medical School Building.

The summer term meeting of the Board of the Faculty of Medicine will be held in on the 31st May 2011 at 10.00am in room A011 of the Medical School Building.