

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine on the 16th February 2009 in room A-030 of the Medical School Building.

Present: Professor M Underwood (Chair), Dr A Adams, Dr C Blackburn, Dr F Griffiths, Professor C Harrison, Professor N Johnson, Dr C Marguerie, Dr C Macdougall, Dr P O'Hare, Professor E Oliver-Jones, Dr C Rodgers, Professor S Stewart-Brown, Dr M Walzman, Dr S Weich

Apologies: Professor P Abrahams, Professor Y Carter, Professor J Davey, Mr I Fraser, Professor B Frenguelli, Dr M Glover, Professor G Hundt, Professor S Kumar, Dr P McTernan, Professor N Stallard, Dr A Stokes, Professor S Thornton, M Tomson

In Attendance: Mrs L McCarthy

MINUTES

15/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 10th November 2009 be approved.

16/08-09 Matters Arising

(a) Terms of Reference (minute 1/08-09 (b), (E) refers)

RECEIVED:

- (i) An oral report from the Director Admissions, Dr Kidd, on discussions held with Professor Hundt regarding a potential UNTRAP representative to be appointed to the Admissions Steering Group in the academic year 2009/10.
- (ii) An oral report from the Chair of the WMS Appeals Committee of the possibility of instigating a "Friends of WMS" group in order to facilitate lay membership to University of Warwick and Medical School Committees and the potential to provide an opportunity to attract people who could give a regular small donation to the Medical School.

RESOLVED:

- (A) That the Board of the Faculty of Medicine consider at the summer term meeting the possibility of including a lay member for the academic year 2009/10.
- (B) That the Chair be asked to contact the Development Office about the formation of a "Friends of Warwick Medical School Group" which would provide a forum for people who could be encouraged to make regular small donations to the School.

(b) Science City (minute 4/08-09 (a) refers)

RECEIVED:

An oral update from the Chair on the new paperwork required by AWM regarding the building of the new translational laboratories (TM2 building).

The Medical Teaching Centre will not be converted into wet laboratories as in the original plans. It is likely that TM2 will be a further extension of the new Clinical Trials Unit building which is currently under construction at the Gibbet Hill site.

It was also noted that a Life Sciences Review had been undertaken by the University and that the outcomes of this would ultimately impact upon the Medical School, its accommodation and the resources available for teaching and research.

- (c) The Environment (minute 6/08-09 refers)

RESOLVED:

That as the School Secretary had sent this apologies to the 16th February 2009 meeting that this item be deferred to the summer meeting of the Board of the Faculty of Medicine due to be held in June 2009. It was noted by the membership present that all staff should be encouraged to act responsibly regarding recycling, car parking / transport and saving energy where possible.

- (d) Additional Higher Qualifications (minute 7/08-09 refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) on the progression of paper MUSC18/07-08 {revised} regarding Additional Higher Qualifications for MB ChB students, it was noted that the revised paper had been discussed by Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees. Further revisions have been suggested and once the paper has been updated it will be forwarded for consideration to the Board of Undergraduate Studies and the Board of Graduate Studies.

17/08-09 University Progress of Decisions

REPORTED:

- (a) That the meeting of the Senate held on the 1st October 2008 recommended to the Council:

“(a) That the revisions to Regulation 34 on Fitness to Practise be approved as set out in S.7/08-09 subject to the following amendment:

Paragraph 5 (b) (addition underlined):

“To suspend the registration of the student or withhold the award of the student for a period of normally no longer than 60 days until additional evidence is available, in which case the Committee will reconvene to consider the evidence.”

- (b) That, as a consequence to the revisions to Regulation 34, the constitution of the Fitness to Practise Committee (MA/SW, PGCE and Dip) be revised to include 6 members appointed by the Senate on the recommendation of each of the Head of School of Health and Social Studies, Director of the Institute of Education and the Director of the Centre for Lifelong Learning.” (Senate minute 16/08-09 refers)

- (b) That the Academic Standards and Quality meeting held on the 29th January 2009 considered the need for a Board of Examiners to exist at Faculty level for first year students, noting that Faculty-level boards of Examiners of not exist for other years of study and they resolved *inter alia* that:

- “(i) That consistency of treatment of students was of paramount importance.
- (ii) That the Deputy Registrar’s Office and Faculty Boards be invited to reflect on the most appropriate method of considering progression of first year students, to inform further discussion at a future meeting of the Committee.” (AQSC minute 44 (c) (i) and (ii) refer)”

18/08-09

Chairs Business

RECEIVED: (from the Chair)

(a) Research Assessment Exercise

- (i) This has now been completed and the Medical School was pleased with the overall results it received and in particular the Health Services Research position. This was a solid reputable performance for a new Medical School.
- (ii) The new Research Excellence Framework (REF) is likely to use bibliometric indices which will not take into account work that changes policy and practice in the NHS or how care is delivered.
- (iii) There is a continuing need to work at making research students produce work at a higher quality level so they become our researchers of the future.

(b) WMS Strategy Away Day 2009

This is due to be held on the 24th April 2009 at Warwick HRI, Wellesbourne with the intention of seeking ways forward with the development of a School wide strategy that encompasses teaching and research.

19/08-09

Strategic Departmental Review 2010

CONSIDERED:

An oral report from Director of Quality Assurance and Enhancement on preparations for the Strategic Departmental Review due to be held in 2010 including a report back on the QAA Institutional Audit conducted in November 2008. WMS has written a Teaching and Learning Strategy document in response to the last periodic review.

RESOLVED:

That as the Self Evaluation Document was of paramount importance and should be written well in advance by the WMS Director of Quality Assurance and the Associate Dean (Research) using the information available on the University web site.

20/08-09

Amendments to MB ChB Regulations

CONSIDERED:

- (a) Proposals to update the MB ChB Regulations as set out in MUSC3/08-09 {revised} (copy attached) using the “in principle” decisions agreed at the Undergraduate Studies Committee meeting held on the 14th January 2009.
- (b) A proposal to request the Chair of Senate and Council to take Chair’s action on a revision to the MB ChB Examination Board membership listed under

Regulation 9.5 as set out in paper BFM10/08-09 (copy attached), in order that it replicates those contained in Regulation 8.10 which were amended in June/July 2008.

RESOLVED:

- (i) That the Assistant Registrar and Associate Dean (Teaching) be asked to make the following amendments to MUSC3/08-09 {revised} before sending to the AQSC for consideration:
 - (A) Change the third year examination title from “Junior Rotation Examination” to “Intermediate Professional Examination”.
 - (B) Include the possibility of re-sitting Additional Clinical Practice in the Final year.
 - (C) Include the “in principle” decision that no compensation is permitted between written and clinical elements in the third and final year examinations.
- (ii) That the Phase II Code of Practice for Assessment include the threshold for the written paper over which student can exempt themselves from having to sit the “further” written examination.
- (iii) That the proposal to request the Chair of Senate and Council to take Chair’s action on a revision to the MB ChB Examination board membership listed under Regulation 9.5, as set out in paper BFM10/08-09 be approved.

21/08-09 Review of the MB ChB Curriculum

CONSIDERED:

A proposal from the Associate Dean (Teaching) for a review of the MB ChB curriculum.

RESOLVED:

That the proposal from the Associate Dean (Teaching) for a review of the MB ChB curriculum be approved and that the governance arrangements set out in paper BFM15/08-09, tabled at the meeting, be approved.

22/08-09 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee held on the 14th January 2009, as set out in paper BFM11/08-09.

It was noted that the 2008 NSS results for assessment and feedback had been poor and as a consequence the Associate Dean (Teaching), Director MB ChB and Assistant Registrar had met with a group of students. The outcome of these of discussions, with potential solutions, has been sent to students for their consideration.

23/08-09 Graduate Studies Committee Minutes

RECEIVED:

That the minutes of the meeting of the Graduate Studies Committee held on the 27th January 2009, were not available for circulation prior to the meeting.

RESOLVED:

That the minutes of the meeting of the Graduate Studies Committee held on the 27th January 2009 be considered at the summer meeting of the Board of the Faculty of Medicine.

24/08-09 Departmental Annual Course Review for Postgraduate Research Provision

CONSIDERED:

The Departmental Annual course Review Report for Postgraduate Research Provision – Research Degrees – PhD, MPhil, MD and MSc by Research as set out in paper BFM13/08-09.

RESOLVED:

That the Departmental Annual course Review Report for Postgraduate Research Provision – Research Degrees – PhD, MPhil, MD and MSc by Research as set out in paper BFM13/08-09 be approved.

25/08-09 Departmental Annual Review – MB ChB

CONSIDERED:

The Departmental Annual Review for the MB ChB as set out in paper BFM14 08/09.

RESOVLED:

That the Departmental Annual Review for the MB ChB as set out in paper BFM14/08-09 be approved subject to the following additions:

- (a) Add in the number of students who successfully passed the End of Semester 3 ESAs and OSCEs.
- (b) Clarify who the B Med Sci degrees were awarded to in case they were from a different cohort of students.

26/08-09 Admissions Steering Group Minutes

RECEIVED:

The minutes from the Admissions Steering Group meeting held on the 24th November 2008, as set out in BFM15/08-09.

27/08-09 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 outstanding issues that the Board wished to refer to Senate for consideration.

28/08-09 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on at 2.00pm on Monday 1st June 2009 in room GLT4 (formerly B-053) of the Medical School Building.