

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 20<sup>th</sup> November 2009.

Present: Professor M Underwood (Chair), Professor A Easton, Professor N Johnson, Dr J Kidd, Dr C Macdougall, Dr P O'Hare, Professor E Oliver-Jones, Dr C Rodgers, Professor S Stewart Brown, Dr A Stokes, Professor J Thistlethwaite, Professor S Weich

Apologies: Professor P Abrahams, Dr C Blackburn, Professor J Davey, Professor B Fenguelli, Mr I Fraser, Dr F Griffiths, Professor G Hundt, Professor S Kumar, Dr P McTernan, Professor N Stallard, Professor S Thornton, Dr M Waltzman

In Attendance: Dr M Glover, Mrs L McCarthy

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**MINUTES**

1/09-10 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 2009/10:

- (i) The Board of the Faculty of Medicine, as set out in paper BFM1/09-10, it being noted that Professor S Weich would be a member of the Board based on his membership of the Partnership Trust.
- (ii) The Graduate Studies Committee of the Faculty of Medicine as set out in paper BFM2/09-10.
- (iii) The Undergraduate Studies Committee of the Faculty of Medicine, as set out in paper BFM3/09-10, it being noted that Professor M Underwood should be on the membership in his capacity as Acting Dean.
- (iv) The Admissions Steering Group as set out in paper ASG1/09-10.
- (v) The Phase I and Phase II Boards of Examiners, as set out in paper BFM4/09-10, it being noted that the Chair of both the Year 1 and 2 MB ChB Boards should be shown as the Associate Dean (Teaching).
- (vi) The Academic Progress Group as set out in paper BFM5/09-10.

RESOLVED:

That in future the membership of the Academic Progress Group be confirmed at the start of each academic year to ensure appropriate representation across the MB ChB.

(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.

REPORTED:

That Dr Francis Griffiths has been duly elected, via the postal ballot, as a member of the Board of Faculty of Medicine to sit on the University Senate for the academic year 2009/10.

2/09-10 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 1<sup>st</sup> June 2009 (also available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes> ) be approved.

3/09-10 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.

4/09-10 Governance Review

RECEIVED:

- (a) That the Constitutional Review Group will report to the Vice-Chancellor by the end of December 2009. A report outlining the conclusions of the Group being presented to the meetings of the Senate and the Council in the Spring Term 2010.
- (b) That the Steering Committee, on behalf of the Senate, resolved in the Spring Term 2009 that Strategic Departmental Reviews (SDR) scheduled for 2009/10 be postponed to allow for a review of the SDR process.

- (c) That the review of the SDR process will take place in the context of the Constitutional Advisory Group. It will consider the aims and objectives of the process as well as determine the structure to be used.

5/09-10 Matters Arising

- (a) Life Sciences (minute 30/08-09 refers)

RECEIVED:

An update from the Chair following the Extraordinary Meeting of Senate held on the 16<sup>th</sup> November 2009. It was noted that:

- (i) Four broad research areas have been defined that staff from Biological Sciences and Warwick HRI will be allocated to.
- (ii) Redundancies will be inevitable in the current departments.
- (iii) WMS wishes to continue to work constructively with Biological Sciences to ensure that short course provision for CPD participants is unaffected.
- (iv) There is scope, as part of this re-organisation, to make savings and invest in new technology platforms that will benefit the new Life Sciences Department and the Medical School.

- (b) Science City (minute 32/08-09 (b) refers)

RECEIVED:

An update from the Chair on the "Science City" bid and monies received. It was noted that the design team is currently working on the plans for the new building.

- (c) MB ChB Prize List (minute 40/08-09 refers)

RECEIVED:

That the Pridgeon Medal for Research is awarded to a graduate of the MB ChB degree course for research conducted in their third year of the course.

6/09-10 Progress of Decisions

RECEIVED:

That revisions to Regulation 8.10 had been recommended to the Council and were approved at the meeting of the Council held in July 2009.

7/09-10 Chair's Business

RECEIVED:

- (a) A report from the Acting Dean, Professor Underwood on the progress of the recruitment of a new WMS Dean. 32 applications had been received and long listing has occurred. Three half days have been set aside in January 2010 to interview at the University before final interviews in March 2010.
- (b) Information on preparations for the REF. It was noted that clinical medicine had been selected for a "pilot" study on the revised "Impact" section which would result in the production of four impact statements by March 2010 (involving research conducted and published post 2005). Staff would be contacted and requested to identify their three best papers for submission.

RESOVLED:

That the University should be made aware that the final interview panel must have NHS representation to ensure the local health economy was represented.

8/09-10 The Environment

RECEIVED:

An update from the secretariat on the "green audit" proposed at the June 2009 (minute 32/08-09 (c) refers). It was noted that Dr M Glover and Professor S Stewart Brown had met with a member of the University environment team to discuss possible ways in which the Medical School could contribute the university strategy of environmental sustainability.

9/09-10 Additional Higher Qualifications

RECEIVED:

An oral report from the Associate Dean (Teaching), Professor N Johnson on progress with the proposal to introduce additional higher qualifications to the Medical School; it being noted that the proposal paper will be considered at the forthcoming meeting of the Academic Standards and Quality Committee.

10/09-10 Examination Prizes

CONSIDERED:

- (a) The Malcolm Harris Book Prize as set out in paper BFM6/09-10.
- (b) MB ChB list of prizes for graduation 2010 as set out in paper BFM7/09-10.

RESOLVED:

- (i) That the Malcolm Harris Book Prize, as set out in paper BFM6/09-10, not be approved at the present time for the following reasons:
  - (I) The Board wished to know the name of the donor of the prize in order to ensure that University Regulations were not being breached.
  - (II) That as Malcolm Harris is no longer employed by the University that it would not be appropriate for him to Chair the panel considering the prize winner(s).
  - (III) That the Board were concerned that equality guidelines might be broken in trying to determine who is actually eligible to receive the prize with the phrase "Any registered South East Asian student".
  - (IV) that the course listed in the paper, "Implantology", does not exist so it is unclear as to which course the prize refers.
- (ii) That the MB ChB list of prizes for graduation 2010 as set out in paper BFM7/09-10 be approved subject to the following amendment:

"that the Psychiatry prize be named the Henry Parsey prize for Psychiatry."

11/09-10 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee held on the 21<sup>st</sup> October 2009, as set out in paper BFM8/09-10.

12/09-10 Curriculum Review

REPORTED:

On the MB ChB curriculum review, members were asked to note that the current position as set out in paper BFM12/09-10 and that a series of open meetings was due to be held in December in order that medical school staff and the wider community could be involved.

13/09-10 NSS Undergraduate Response

REPORTED:

On the findings of the NSS 2009 survey as noted in paper BFM13/09-10. Members of the Board noted that:

- (a) students had centred their comments in similar areas to last years survey in that assessment and feedback results were not encouraging and that there was still a variability in teaching quality across sites.
- (b) staffing of the MB ChB remains stretched with visibility of key staff being problematic due to work load.
- (c) the development of the relationship between students and the Medical School using the MB ChB SSLC and the ISC would continue to be a priority to ensure communication lines remain clear.

RESOLVED:

That the action plan in place was still valid and would be checked at regular intervals to ensure the completion of the tasks set.

14/09-10 Graduate Studies Committee Minutes

RECEIVED:

An oral report from the Chair of the Graduate Studies Committee due to the deferment of the meeting due to be held on the 28<sup>th</sup> October 2009. It was noted that a course in Pharmaceutical Diabetes Certificate worth 10 CATS had been approved by Chair's action. This new certificate would provide education for approximately 300 students over a two year period.

15/09-10 Admissions Steering Group Minutes

REPORTED: (by the secretariat)

That the minutes from the Admissions Steering Group meeting held on the 4<sup>th</sup> November 2009 were not available for consideration and that their consideration would be deferred to the February 2010 meeting of the Board.

16/09-10 Network Project

RECEIVED:

Information on the ITS network replacement project as set out in paper BFM10/09-10.

17/09-10 WM SHA Re-structuring

RECEIVED:

A paper, for information, from the Strategic Health Authority regarding the restructuring of the West Midlands SHA Foundation School as set out in paper BFM11/09-10.

1809-10 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 the Faculty Secretariat be asked to consult with the Chair regarding questions relating to the new School of Life Sciences before submitting any papers for consideration at Senate.

19/09-10 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on Monday 22<sup>nd</sup> February 2010 in room A011 of the Medical School Building.

The Summer Term meeting of the Board of the Faculty of Medicine would be held on Monday 7<sup>th</sup> June 2010 in room A011 of the Medical School Building.