

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the
19 May 2015.

Present: Professor P Winstanley (Chair), Professor M Balasubramanian, Dr D Biggerstaff, Professor A Clarke, Professor D Evans, Professor L Green, Mr A Hammant, Ms J Hodge (for items 1 to 5 only), Professor L Roberts, Professor K Seers, Dr P Sutcliffe, Professor S Stewart-Brown, Mr M Wall, Professor D Wolke

Apologies: Dr M Allen, Dr S Allen, Professor J Barlow, Professor R Bivins, Ms J Cooper, Professor G Currie, , Dr P Handslip, Dr G Hartshorne, Professor S Kumar, DR C Marguerie, Dr C McDougall, Professor J Miller, Mr D Mullins, Dr P O'Hare, Professor M Pallen, Professor S Singh, Professor S Williams

In Attendance: Mr D Lewis, Ms L McCarthy, Ms Y Salter-Wright (for items 7 and 8 only),

MINUTES

31/14-15 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Board of the Faculty of Medicine have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

That Professor L Roberts had been involved in development of the revised Course Approval Process (Agendum 10).

32/14-15 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 12 February 2015 be approved subject to the following amendments (additions underlined and deletions struck through).

20/14-15 (b) (iii) That new ~~Course~~ Clinical Directors had been appointed...

24/14-15 RESOLVED (b) That the Chair of Faculty write to the Director of the Cancer Research Centre to advise of concerns raised by the Board of the Faculty of Medicine.

33/14-15 Membership and Constitution of the Board of the Faculty of Medicine

CONSIDERED:

The membership of the Board of the Faculty of Medicine as set out in paper BFM.15/14-15.

REPORTED:

(a) That Professor J Brosens rather than Professor M Pallen was the Head of Division for Translational and Systems Medicine.

(b) That Professor A Easton would replace Professor D Evans as a representative member of academic staff from the School of Life Sciences.

- (c) That the School of Medicine was restructuring and that this would have an, as yet unknown, impact on the membership of the Board of the Faculty of Medicine.

RESOLVED:

- (a) That the membership of the Board of the Faculty of Medicine as set out in papers BFM.15/14-15 be approved subject to the amendments noted above.
- (b) That further consideration be given to the membership of the Board of the Faculty of Medicine at the next Board meeting following the completion of the Medical School restructuring.
- (c) That a note of thanks be given to Professor D Evans for his contribution to the Board.

34/14-15 Membership of Senate

REPORTED:

That the Senate had six places for representative members from the Board of the Faculty of Medicine and that the appointments to Senate of Professor J Davy and Professor V Zammit, would end on 31 July 2015, that Ms Janet Cooper was stepping down from Senate and that there was a fourth vacant position following Professor A Clarke appointment as a representative of the Assembly.

RESOLVED:

- (a) That in accordance with University Regulation 2.2 on Annual Elections, the following four nominations were received:
 - (i) Professor M Balasubramanian (WMS), proposed by Professor P Winstanley (WMS), seconded by Professor L Roberts (WMS);
 - (ii) Professor J Barlow (WMS), proposed by Professor M Balasubramanian (WMS), seconded by Professor L Roberts (WMS);
 - (iii) Dr G Hartshorne (WMS), proposed by Professor L Roberts (WMS), seconded by Professor P Winstanley (WMS).
 - (iv) Professor K Seers (WMS), proposed by Professor A Clarke (WMS), seconded by Professor P Winstanley (WMS);
- (b) The Board resolved to appoint Professor M Balasubramanian, Professor J Barlow, Dr G Hartshorne, and Professor K Seers as its representatives to the membership of Senate for the period 1 August 2015 to 31 July 2018.

35/14-15 Matters Arising

- (a) The Environment (minutes 19/14-15 (b) refers)

REPORTED:

- (i) That due to a series of local interventions, energy efficiency across the Medical School accommodation was better than average.

- (ii) That long-term plans for the development of the Gibbet Hill site were being considered and that this would further positively impact on the efficiency of the Medical School's accommodation.
- (iii) That the issues associated with the use of the mezzanine floor for open plan office space in the Medical School building would be considered as part of the long-term development of the Gibbet Hill site.
- (iv) That consideration needed to be given to the impact of the School's research activity with many funding providers, notably the NIHR, having environmental requirements as part of the terms of conditions of acceptance.

RESOLVED:

That the environmental requirements imposed by the NIHR be summarised by Professor A Clarke for consideration at the next meeting of the Board of Faculty of Medicine.

- (b) Development of the Faculty (minute 20/14-15 (c) refers)

CONSIDERED:

A paper and oral report from the Chair of Faculty of Medicine on proposals for the development of the Faculty, specifically the future arrangements for governance (BFM 16/14-15)

REPORTED:

That the proposals were due to be considered by Senate on 29 June 2015.

- (i) That the proposals appeared to prioritise engagement with the University Hospital Coventry & Warwickshire but that engagement with the wider health economy (notably primary care) seemed to be ignored.
- (ii) That the role of the Chair of Faculty as a non-Executive Director at the University Hospital Coventry & Warwickshire and as a member of the Warwick Healthcare Partnership should both appear under the *External Roles* section rather than as standalone sections in their own right.

RESOLVED:

That the proposals be revised by the Chair of Faculty of Medicine to ensure a more equal balance between the role of the Chair of Faculty as a Non-Executive Director at the University Hospital Coventry & Warwickshire and wider engagement with the health economy.

36/14-15

Chair's Business

- (a) WMS Review

REPORTED:

- (i) That the review of staff on R&T contracts had been concluded.
- (ii) That the review of staff on 'R only' contracts was unlikely to proceed.

- (iii) That the review of staff on 'T only' contracts remained under discussion.
- (iv) That the review of administrative and technical staff was ongoing and should conclude by the beginning of the next academic year.
- (v) That it was important to communicate this to all staff in order to provide clarity and to minimise the continued impact of the review on staff morale.

RESOLVED:

That a request for clarification and proposals for an independent review of the review process be presented to the Pro-Vice-Chancellor (Science, Engineering and Medicine) by the Chair of Faculty of Medicine.

- (b) Warwick in California

REPORTED:

That as part of the Warwick in California project, the University had established a number of working groups, one of which would explore the viability of establishing a transatlantic medical programme.

- (c) Election to Steering

REPORTED:

That following the approval of the Senate of the proposed changes to the role of the Steering Committee at its meeting on the 10th March 2015, nominations were invited for one academic member of the Senate to serve as a representative of the Senate on the Steering Committee for a period of one year from 1 September 2015 to 31 August 2016.

- (d) Warwick International Higher Education Academy Fellowship Scheme

CONSIDERED:

A paper BFM 22/14-15 summarising proposals for the WIHEA Fellowship Scheme and setting out the process and criteria for nomination.

REPORTED:

- (i) That the Faculty was able to initially nominate up to six Foundation Fellows on the basis of their excellence, experience and contribution to teaching and learning at Warwick.
- (ii) That the scheme was open to internal members of staff on teaching only contracts or academic probationers

RESOLVED:

- (i) That clarification of the criteria for nominations be sought by the Chair of Faculty of Medicine prior to circulating details to the wider faculty for nominations.
- (ii) That a small group consisting of the Chair of Faculty, the Pro-Dean (Education) and Professor S Stewart-Brown be

convened prior to 19 June 2015 to consider the nominations received.

37/14-15 Review and Revision of University Feedback and Complaints Resolution Framework

CONSIDERED:

A paper and brief oral report from the Director of Delivery Assurance inviting initial feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedures since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (ASQC 43/14-15).

REPORTED:

- (a) That the guidelines from the Office of the Independent Adjudicator had been published and the procedures were being refined accordingly.
- (b) That the process was felt to be clear and comprehensive with excellent support available from the University although it was noted that students were unclear on what action they are requiring.
- (c) That a specific process was available for communicating with clinical placement providers in the event that a complaint is made which relates to teaching received while on placement.

38/14-15 Student Discipline

CONSIDERED:

A brief paper and oral report inviting initial comments on the plans to revise the student discipline framework, including a number of associated University Regulations, while retaining the University's zero tolerance policy on illegal substances and introducing a summary statement of expected student behaviours (BFM 17/14-15).

REPORTED:

- (a) That further alignment with the Fitness to Practice Framework is required in order to clarify which process should apply and which process has primacy.
- (b) That the Board welcomed the development of a statement of expected behaviour and the phased approach to the application of the University's zero tolerance illegal substances policy.

RESOLVED:

That further consideration be given by the Pro-Dean (Education) with feedback provided to the Director of Delivery Assurance prior to the Senate meeting on 23 June 2015.

39/14-15 Mitigating Circumstances

RECIEVED:

A paper from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance (AQSC 39/14-15).

- 40/14-15 Course Approval Process
CONSIDERED:
A paper from the Deputy Academic Registrar setting out recommendations regarding the University's course approval process as set out in paper AQSC 41/14-15.
REPORTED:
(a) That the Board welcomed the development of a more streamlined process based on peer review.
(b) That the Board was unclear on how collaborative courses would be considered.
RESOLVED:
That responsibility for detailed consideration be delegated to the Board of the Faculty of Medicine's Undergraduate Studies and Graduate Studies Committees.
- 41/14-15 DSA Changes
RECEIVED:
A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC 42/14-15.
- 42/14-15 Departmental Response Rates for NSS 2015
CONSIDERED:
A paper showing overall response rates to the NSS from Departments (AQSC 72/14-15)
REPORTED:
That the Medical School was a role of NSS Champion to lead on the development and implementation of a strategy for NSS.
- 43/14-15 IATL Modules
RECEIVED:
Papers BFM 18/14-15 and BFM 19/14-15 proposing changes to module IL011 *Thinking with Data in the Humanities and Social Sciences* and the creation of a new module *Enterprise: A Critical Perspective*.
- 44/14-15 Curriculum Review
REPORTED:
(by the Pro Dean (Education))
(a) That the School was due to appoint a new Head of MBChB following the departure of Dr Colin Melville.
(b) That the School had appointed Dr Paul De Cates as Principal Teaching Fellow with responsibility for leading Phase III of the MBChB curriculum.

45/14-15 Undergraduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 7 May 2015 as set out in paper BFM.20/14-15.

46/14-15 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 5 May 2015 as set out in paper BFM.21/14-15

47/14-15 Items to be brought to the Senate

RESOLVED:

That items related Senate Membership (minute 34/14-15), and Course Approval Process (minute 40/14-15) be taken to Senate for consideration.

48/14-15 Date of the Next Meeting

REPORTED:

That the meeting dates for the academic year 2015/16 would be circulated by the secretariat in July 2015.