

UNIVERSITY OF WARWICK  
BOARD OF THE FACULTY OF MEDICINE

Minutes of the Board of the Faculty of Medicine held on the 20<sup>th</sup> February 2012.

Present: Professor P Winstanley, Dr C Blackburn, Ms J Cooper, Professor G Currie, Mr I Fraser, Dr P Handlip, Professor N Johnson, Dr J Kidd, Mr D Mullins, Dr P O'Hare (2.15pm onwards), Professor N Stallard, Professor D Wolke

Apologies: Professor J Brosens, Professor S Stewart-Brown, Professor F Griffiths, Professor G Hundt, Professor S Kumar, Dr C Marguerie, Professor I Philp, Professor S Singh, Dr C Stein, Professor S Weich

In Attendance: Mrs L McCarthy, Mrs H Wollerton

### MINUTES

14/11-12 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 10<sup>th</sup> November (also available online at <http://www2.warwick.ac.uk/services/gov/atoz/bfmusc/minutes> ) be approved.

15/11-12 Matters Arising

(a) Revisions to University Ordinances and Regulations

REPORTED:

That the meeting of the Senate held on the 25<sup>th</sup> January 2012 recommended that the proposed amendments to University Ordinance 7 on the Constitution of the Boards of the Faculties be approved with immediate effect as set out in S.20/11-12. (Senate minute 39/11-12)

(b) Re-structure of the Medical School

REPORTED:

That the meeting of the Senate held on the 25<sup>th</sup> January 2012 recommended to the Council a report from the Faculty of Medicine regarding the membership of the Board of the Faculty of Medicine. (Senate minute 42/11-12 refers)

Note: As this recommendation requires a revision to an Ordinance it would be considered by Council twice.

(c) Revisions to Regulation 8.10

REPORTED:

That the meeting of the Senate held on the 25<sup>th</sup> January 2012 recommended to the Council the Revisions to Regulation 8.10 as set out in BFM15/11-12 {revised}.

(d) Revisions to the Constitution and Membership of the Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees

CONSIDERED:

Revisions to the Constitution and Membership of the Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees following the completion of the re-structure of Warwick Medical School in August 2011 as set out in paper BFM9/11-12.

RESOLVED:

- (i) That subject to the following amendment paper BFM9/11-12 be approved
- (ii) That the first section of paper BFM9/11-12 be forwarded to the Senate for information regarding the re-structure of the Medical School and intended outcomes.

TO RECOMMEND: (To the Senate)

That the proposals to amend the membership of the Board of the Faculty of Medicine Graduate and Undergraduate Studies Committees be approved.

- (e) Review of School of Health and Social Studies (minute 12/11-12 refers)

RECEIVED:

A formal statement from the Chair regarding the review of the School of Health and Social Studies, following discussions at the November 2011 meeting of the Board of the Faculty of Medicine, it being noted that no feedback had been received by the chair following the meeting.

Members were informed, by the Chair, that a formal decision had yet to be made by the Senate regarding the dis-establishment of the School of Health and Social Studies.

RESOLVED:

That the Chair be asked to update the May 2011 meeting of the Board of the Faculty of Medicine on progress with the formal decision making progress of the dis-establishment, or otherwise of the School of Health and Social Studies.

16/11-12 Preparations for the REF

RECEIVED:

Information from the Chair on the continuing preparations for the REF including a report on the peer review of papers. It being noted that:

- (a) Only 3\* and 4\* ratings would secure funding in this round of the REF
- (b) Research grant income will be measured
- (c) NHS R&D income can be submitted but only if "auditable" and attached to an academic employee of the Medical School
- (d) The "impact" section of the REF will be worth 20% of the total score
- (e) Professor John Davey was the lead for UoA1 with Professor Martin Underwood leading on UoA2.

17/11-12 Curriculum Review

REPORTED: (By the Head of Education and Development)

On the progress with the MB ChB Curriculum Review noting that the February 2012 meeting of the Board of Undergraduate Studies would be considering a number of modules for the early years of the curriculum, with third and fourth year modules being considered in May 2012 by the Board of

the Faculty of Medicine Undergraduate Studies Committee and then the Board of Undergraduate Studies.

NOTE: Information is available at <http://www2.warwick.ac.uk/fac/med/about/cr/about>

RESOLVED:

That the decision to widen the range of acceptable degrees for entry to the MB ChB in 2013 was welcomed by the Board as it would broaden the depth of experience of future recruited cohorts and significantly widen the pool of appropriate applicants.

18/11-12 GMC Visit Report

REPORTED: (By the Pro Dean (Education))

That the GMC visit conducted in November 2011 had delivered a final report that the Medical School was required to respond to by the end of February 2012. Members of the Board were asked to note that:

- (a) There were no significant concerns expressed about the MB ChB programme either at the time of the visit or in the final report
- (b) Four strengths, seven requirements and five recommendations were made; all of which are being considered and built into an action plan to be completed by the start of the academic year 2012/13.

RESOLVED:

That thanks be sent to all academic, clinical and support colleagues who had been involved in the visit for their hard work and support prior to, during and after the formal visit in November 2011.

19/11-12 Institutional Review

REPORTED: (By the Pro Dean (Education))

That the outcomes of the Institutional Review conducted in November 2011 had been communicated to the School in December 2011, with a formal response to the 25 recommendations being required by early January 2012.

RESOLVED:

That the pro-Dean (Education) be asked to circulate the single action plan covering the GMC visit and the Institutional Review prior to the May 2011 meeting of the Board of the Faculty of Medicine.

20/11-12 Student Attendance Monitoring and UKBA Compliance (Item to be discussed at 3.00 pm)

CONSIDERED:

An oral report and paper, as set out in BFM10/11-12 from the Academic Registrar, Dr M Glover, on UKBA requirements for attendance monitoring of international students.

RESOLVED:

- (a) That it was accepted good practice for a record to be kept of all PGR meetings.
- (b) That the timely reporting of missed monitoring points was essential to protect the sponsorship status of the University.
- (c) That a universal automated reporting tool that academic colleagues could easily access to report student contact points (meetings,

telephone calls or e-mail correspondence) would be extremely useful and would save a lot of administrative time.

21/11-12 The Environment

CONSIDERED:

Any items related to paper BFM5/11-12 (previously circulated).

22/11-12 Undergraduate Studies Minutes

CONSIDERED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 23<sup>rd</sup> January 2012 as set out in paper BFM11/11-12.

RESOLVED:

That whilst the number of applicants for the 2012 cohort of the MB ChB was on a par with that for the 2011 cohort, with the introduction of the £9k fee work would be required to effectively recruit to the programme from 2015 entry onwards, when the full impact of the fee would become evident.

23/11-12 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 30<sup>th</sup> January 2012 as set out in paper BFM12/11-12.

24/11-12 Items to be Brought to the Senate

CONSIDERED:

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

25/11-12. Date of the Next Meeting

REPORTED:

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