

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 21st May 2013

Present: Professor P Winstanley (Chair), Ms J Cooper, Professor J Davey, Professor L Green (vice Professor D Evans), Dr P Handslip, Dr J Kidd, Dr E Lynch, Dr C Melville, Dr S Taylor-Phillips

Apologies: Dr R Bivins, Professor G Currie, Professor D Evans, Professor F Griffiths, Professor N Johnson, Dr P O'Hare, Professor S Kumar, Mr J Leggett, Professor I Philp, Dr C Marguerie, Mr D Mullins, Professor S Singh, Professor S Stewart – Brown, Professor M Underwood, Professor S Weich, Dr D Wolke, Professor V Zammit

In Attendance: Mrs W Coy, Mrs L McCarthy

MINUTES

25/12-13 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 18th February 2013 be approved.

26/12-13 Matters Arising

(a) Preparations for the REF (minute 15/12-13 (b) refers)

RECEIVED:

Information from the Dean Chair on the continuing preparations for the REF it being noted that two units for submission would be made: A1 (current prediction of 29% at 4*) and A2 (19% at 4*).

The possibility of submitting to panel A3 has been rigorously investigated and the Operational Steering Group would be making the recommendation that no submission is made.

LSTM may be able to do joint WMS A2 submission.

(b) Academic Health Science Network (AHSN) (minute 15/12-13 (c) refers)

RECEIVED:

An update from the Chair following the February 2013 interviews. It was noted that a letter of designation had been received but that the budget was still not clear. Dame Julie Moore, a member of our Faculty Advisory Board, was attending a briefing meeting on the 20th May 2013 to receive information and clarify what the budget would be.

(c) Global Research Priorities (minute 5/12-13 (d) refers)

RECEIVED:

An update from the Dean on progress with linkages between WMS and other Warwick Departments including: Psychology, WMG and WBS. It was noted that LSTM and the new AHSN will also fall under the umbrella of this initiative.

27/12-13 Membership 2013/14

CONSIDERED:

- (i) Membership of the Board of the Faculty of Medicine 2013/14 as set out in paper BFM11/12-13.

TO RECOMMEND: (to the Senate):

That paper BFM11/12-13 {revised} be recommended to the Senate for approval.

- (ii) Membership of the Undergraduate Studies Committee and the Graduate Studies Committee of the Board of the Faculty of Medicine as set out in paper BFM12/12-13.

RESOLVED:

That the membership of the Undergraduate Studies Committee and the Graduate Studies Committee of the Board of the Faculty of Medicine as set out in paper BFM12/12-13 {revised} be approved.

- (iii) Senate Membership

REPORTED:

- (a) That the continuing members of the Senate appointed by the Board of the Faculty of Medicine were as follows:

Dr A Adams (Warwick Medical School) (2015)
 Professor J Davey (Warwick Medical School) (2015)
 Professor N Johnson (Warwick Medical School) (2015)
 Dr J Kidd (Warwick Medical School) (2014)
 Professor V Zammit (Warwick Medical School) (2015)

- (b) That there was one vacancy for members of the Board of the Faculty of Medicine to represent the Board on the Senate for the period 1st August 2013 to 31st July 2016 arising from the end of term of office of Professor N Stallard.

CONSIDERED:

In accordance with University Regulation 2.2 on Annual Elections, the election of one member of the Senate from the membership of the Board of the Faculty of Medicine for 2013/14 to serve for the period from 1st August 2013 to 31st July 2016.

Professor Aileen Clarke was nominated by the Chair, Professor P Winstanley and seconded by Dr E Lynch.

TO RECOMMEND: (To the Senate):

That Professor A Clarke be elected to represent the Board of the Faculty of Medicine for 2013/14 to serve for the period from 1st August 2013 to 31st July 2016.

- (iv) Membership of University Committees as listed below:

Board of the Faculty of Arts – Ms J Cooper

Board of the Faculty of Social Science – Dr J Kidd

Board of the Faculty of Science – Professor J Davey

Board of Graduate Studies – Dr J Kidd and TBC on appointment of Head of Research Degrees

Board of Undergraduate Studies – Professor N Johnson and Dr C Melville

Equality and Diversity Committee – (recommend to Senate) - Ms D Markham and Dr N Rabbani

CFDLSC – Ms J Cooper and Ms A Quinn

Graduate Appeals Committee –

Ms Jan Cooper, Dr G Ladds, Dr C Melville, Dr J Paul O’Hare, Professor D Singer

Information and Policy Strategy Committee – Professor D Singer

Investigating Committee into Cases of Suspected Cheating Panel - (recommend to Senate)

Dr David Davies, Dr Anne Green, Ms A Quinn, Dr Jane Kidd, Dr Carolyn Rodgers

Panel for the Committee on the Admission of Students to Courses of Study – (recommend to Senate) – Dr D Davies and Dr J Kidd

University Health and Safety Committee – Dr D Mitchell

E-Learning Steering Group – Professor D Singer and Dr D Davies

RESOLVED:

That the appointments listed in 27/12-13 (iv) above be approved and where appropriate recommended to the Senate for approval.

28/12-13

Chair’s Business

RECEIVED:

- (a) Information from the Chair regarding the award of a Silver Athena SWAN. Members were asked to note that a detailed action plan for academics had been formulated and that the Faculty Advisory Board had discussed the wider implications of the award in both the context of the University and wider society.
- (b) Information from the Chair on timetabling across the campus with a view to major improvements being possible as a result. The first phase of the project has already been undertaken and has comprised of high level data modelling to create an overview of campus resources. The second phase will entail the establishment of a set of principles and operating parameters. The idea is that this will lead to a best fit of activity to space. A Central Teaching Timetable Remodel Steering Group has been established and it will identify a number of KPIs in order to agree what success will look like. The third phase of the project will entail an entirely new timetable build based on the new operating parameters. In the interim, the timetabling team is working to make some improvements to the 2013/14 timetable and to tackle some of the most significant issues for specific courses and departments.

29/12-13

Draft University Widening Participation Strategy

CONSIDERED:

Paper BFM14/12-13 from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation), the Senior Assistant Registrar

(Outreach) and Senior Assistant Registrar (Strategy and Change) setting out the draft University Widening Participation Strategy.

Professor C Hughes outlined the relevance of the proposed strategy for Medicine including widening participation into the professions. Members were asked to note the following:

- (a) That whilst the strategy is designed to cover the entire university the plans are less immediate for the Faculty of Medicine due to the graduate entry nature of the MB ChB.
- (b) Issues for all Faculties include the “postgraduate cliff” which means that students are increasingly in debt after their first degree and further study may not be possible.
- (c) Questions raised included what can the university do to solve these financial issues? How, given the background of a £9k undergraduate fee, can a more diverse student intake be achieved? How can we enable students from all backgrounds to apply and progress into postgraduate study?
- (d) That the newly proposed BSc in Human Health seeks to extend the undergraduate offering of the Faculty as well as providing an excellent student experience with the prospect of health related employment at the end of the course. A marketing survey is to be undertaken before proceeding for any further approvals. First entry to be in October 2015.
- (e) The Faculty Advisory Board have discussed the proposal for the BSc in Human Health and agreed that a degree of this nature is to be strongly recommended. Providing an opportunity, as part of the course, for work *in situ* was also seen to be valuable.
- (f) That the Summer School with QMUL would run again this summer.
- (g) That outreach activities meant that the Medical School would need to develop a school and wider community strategy embracing the NHS so that local Trust work could be built upon.
- (h) That postgraduate and CPD programmes were looking to admit potential entrants using their work experience rather than academic qualifications; this would allow them admission at PGA level in the first instance.

RESOLVED:

That the Dean would set up a meeting with Professor Hughes and relevant central university administration and academic colleagues to talk through in more depth the widening participation issues raised.

30/12-13

Curriculum Review

RECEIVED:

Information from the Head of the MB ChB and the Head of Education and Development on progress with the Curriculum Review, it being noted that:

- (a) The refreshed curriculum would commence in the last week in September 2013 with induction week.
- (b) That most academic leads were in place with Moodle and CBL training planned over the summer months.

- (c) That two WMS "Road Shows" would be run in July 2013 in order to bring WMS staff up to speed and provide an opportunity for questions to be asked of various members of the MB ChB team.
- (d) That staff were mindful of the fact that Year Two, Semester Three would also be running alongside the refreshed Year One curriculum and that good quality teaching must be guaranteed for the 2012 cohort.
- (e) That 8% of the offers made for the 2013 intake had gone to applicants from an Arts background.

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

31/12-13

Undergraduate Studies Committee Minutes

REPORTED:

- (a) That the recommendation to Senate to revise Regulation 9 as it relates to the membership of the Boards of Examiners in the refreshed curriculum 2013 onwards, as set out in paper MUSC11/12-13 {revised}, had been approved by the Chair of the Senate.
- (b) That the updated BMedSci pass degree specification had been sent to AQSC for approval.
- (c) An update on the recommendation from the Undergraduate Studies Committee and the Board of the Faculty of Medicine, to the Senate, to put in place a new Regulation 8.10 as set out in paper MUSC36/12-13 {revised}.
- (d) That a recommendation had been made by the Board of the Faculty of Medicine Undergraduate Studies Committee, to the Board of Undergraduate Studies, to approve paper MUSC52/12-13 which set out proposals for an intercalated Masters within the refreshed MB ChB.

CONSIDERED:

- (e) The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 8th May 2013 as set out in paper BFM16/12-13.
- (f) The four week turnaround time in relation to MB ChB particularly arrangements in place for the return of Elective Reports to third year students.

32/12-13

Graduate Studies Minutes

CONSIDERED:

- (a) The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 7th May 2013 as set out in paper BFM16/12-13 it being noted that the Faculty of Medicine had been very successful in terms of scholarships awarded to postgraduate students.
- (b) The four week turnaround time in relation to postgraduate education.

RESOLVED:

- (i) That whilst the postgraduate taught turn around time had improved significantly from 36% last year to 71% this year there was still room for improvement.

- (ii) That the Chair of the Graduate Studies Committee, Dr J Kidd, be asked to send a breakdown of the relevant data to the Chair in order for consideration to be given to the matter of required improvements.

33/12-13 Research Centre Guidelines

CONSIDERED:

The updated information for the establishment and monitoring of Research Centres as set out in paper BFM17/12-13. Members were asked to note that the paper contained information on actions the Research Committee had taken in the past year; the list of current official University Research Centres was also attached.

RESOLVED:

That the School Secretary, Mrs W Coy be asked to feedback administrative and funding issues in relation to paper BFM17/12-13 to the Deputy Academic Registrar.

34/12-13 The Environment

CONSIDERED:

Any issues relating to the environment relating to the Faculty and the wider University including an update from the Secretary regarding car parking ratios at Gibbet Hill in comparison to the areas of the campus.

The Secretary to the Board, Mrs W Coy had requested information from the Estates department and would report back to the next meeting,

35/12-13 Medical Schools Council

RECEIVED:

- (a) Information from the Chair on a presentation given by Health Education England (HEE) at the recent Medical Schools Council (MSC) meeting regarding the future of NHS bursary payments to medical students. Members noted that the Department of Health still holds this budget and that there are particular problems with graduate entry students and the amount of debt they commence the four year course with.
- (b) Information from Dr Handslip on discussions at the Local Education and Training Council (LETC) regarding Physicians Assistants and provision for their training.

RESOLVED:

That Dr Handslip be invited to write to the Chair regarding the possibilities of WMS providing education and training for local Physicians Assistants.

35/12-13 Date of the Next Meeting

REPORTED:

That the next meeting date of the Board of the Faculty of Medicine would be sent to relevant members of staff in late August/early September once the University Committee timetable is finalised.