

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 25th May 2012.

Present: Professor P Winstanley (Chair), Professor J Davey, Professor D Evans, Mr D Mullins, Professor N Stallard, Professor S Stewart-Brown, Professor M Underwood.

Apologies: Ms J Cooper, Dr C Blackburn, Professor G Currie, Professor F Griffiths, Dr P Handlip, Professor G Hundt, Professor N Johnson, Professor S Kumar, Dr P O'Hare, Professor S Singh, Professor S Weich, Professor D Wolke, Professor V Zammit.

In Attendance: Mrs W Coy, Mrs L McCarthy, Ms Y Salter-Wright (item 30/11-12)

MINUTES

26/11-12 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 20th February 2012 be approved.

27/11-12 Matters Arising

- (a) Revisions to the Constitution and Membership of the Board of the Faculty of Medicine Undergraduate and Graduate Studies Committees (minute 15/11-12 (d) refers)

REPORTED:

That the recommendation made to the Senate to revise 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 (previously circulated) were approved at the Senate meeting on the 14th March 2012.

- (b) Review of School of Health and Social Studies (minute 15/11-12 (e) refers)

RECEIVED:

From the Chair a formal statement and update from the Chair regarding the review of the School of Health and Social Studies (SHSS), following discussions at the November 2011 and February 2012 meetings of the Board of the Faculty of Medicine and Senate.

The Chair noted:

- (i) That there were strategic "fits" for a number of areas of work presently conducted by the SHSS that could be transferred to the Medical School.
- (ii) That no formal timeline has been set out for the transfer of any staff or courses from SHSS to the Medical School.
- (iii) That the SHSS would have to be dis-established and due process conducted regarding potential moves from one university department to another.

- (iv) That any transfer of staff will necessitate a further look at the allocation of space across the Medical School.
- (v) That the financial plans for SHSS and the Medical School would need careful review prior to any staff transferring.

(c) GMC and Institutional Review Action Plans (minutes 18 and 19/11-12 refer)

RECEIVED:

An update from the Pro Dean for Education, Professor Johnson, on progress with the joint action plan as set out in paper BFM13/11-12, it being noted that named individuals had been given specific tasks to complete with deadlines in order that all recommendations/requirements are met on time.

28/11-12 Proposed Membership of University Committees 2012/13

CONSIDERED:

- (a) Membership of the Board of the Faculty of Medicine as set out in paper BFM14/11-12.
- (b) Membership of the Undergraduate Studies Committee and the Graduate Studies Committee of the Board of the Faculty of Medicine as set out in paper BFM15/11-12.
- (c) Senate Membership

REPORTED:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Medicine were as follows:
Professor N Stallard (Warwick Medical School) (2013)
Dr J Kidd (Warwick Medical School) (2014)
- (ii) That there were four vacancies for members of the Board of the Faculty of Medicine to represent the Board on the Senate for the period 1st August 2012 to 31st July 2015 arising from the end of term of office of three posts and a vacant post.

CONSIDERED:

In accordance with University Regulation 2.2 on Annual Elections, the election of four members of the Senate from the membership of the Board of the Faculty of Medicine for 2012/13 to serve for the period from 1st August 2012 to 31st July 2015.

It being noted that nominations were required to come from among the 2012/13 membership of the Board of the Faculty of Medicine and that any member of the Board of the Faculty was eligible to be appointed to represent the Board on the Senate, provided that, in accordance with the provisions of Statute 19(1), the majority of the representatives appointed by the Board shall be Professors and Heads of Departments. Candidates were required to be nominated and seconded by members of the Board, with the written consent of the nominee.

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

CONSIDERED:

Nominations for the following positions:

Board of the Faculty of Arts – **one** required

Board of the Faculty of Social Science – **one** required

Board of the Faculty of Science – Professor J Davey

Board of Graduate Studies – Dr J Kidd and Dr F Griffiths

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

Equality and Diversity Committee – (recommend to Senate) - Ms D Markham and Professor A. Szczepura

CFDLSC – Ms J Cooper and Ms A Quinn

Graduate Appeals Committee – **five** required

Ms J Cooper, Professor G Perkins, Dr J.P O'Hare, Dr D Simkiss, Professor D Singer

Information and Policy Strategy Committee – Professor D Singer

Investigating Committee into Cases of Suspected Cheating Panel - (recommend to Senate) - Dr D Davies, Dr A Green, Professor N Johnson, Dr J Kidd, Dr C 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

- (e) Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM16/11-12.
- (f) Nominations to the Faculty Advisory Board 2012/13, as set out in paper BFM23/11-12.

RESOLVED:

(A) That the membership of the Board of the Faculty of Medicine as set out in paper BFM14/11-12 be approved subject to Dr Sian Taylor-Phillips being contacted by the Secretariat.

(B) 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 BFM15/11-12 be approved.

(C) The following members of the Faculty of Medicine be elected to represent the Board of the Faculty of Medicine at the list University Committees 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 Dr F Griffiths

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

CFDLSC – Ms J Cooper and Ms A Quinn

University Health and Safety Committee – Dr D Mitchell

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

Information and Policy Strategy Committee – Professor D Singer

- (D) That the nomination to the Faculty Advisory Board 2012/13 of Professor Stuart Carney, as set out in paper BFM23/11-12 be recommended to the Vice Chancellor.
- (E) That at this meeting of the Board of the Faculty of Medicine the Committee approved that the four members appointed to serve on the membership of the Senate for the period 1 August 2012 to 31 July 2015 would be:

Dr A Adams (Warwick Medical School) 2015

Professor J Davey (Warwick Medical School) 2015

Professor N Johnson (Warwick Medical School) 2015

Professor V Zammit (Warwick Medical School) 2015

TO RECOMMEND: (to the Senate)

- (F) That the following representatives be elected to the positions listed for the academic year 2012/13.

Equality and Diversity Committee:

Ms D Markham and Professor A. Szczepura

Graduate Appeals Committee:

Ms J Cooper, Dr J P O'Hare, Professor G Perkins, Dr D Simkiss, Professor D Singer

Investigating Committee into Cases of Suspected Cheating Panel:

Dr D Davies, Dr A Green, Professor N Johnson, Dr J Kidd, Dr C Rodgers

Panel for the Committee on the Admission of Students to Courses of Study: 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

- (G) That the membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM16/11-12 be approved subject to the addition of Dr S Marwaha under the "member of clinical academic staff who is a practising psychiatrist" in order to ensure that one or other of the named individuals can be present at any meeting.

29/11-12 Institutional Teaching and Learning Review – Faculty Engagement

CONSIDERED:

- (a) Faculty Engagement

The outcomes of the Institutional Review Faculty Engagement as set out in paper TLR97/11-12. Members are also asked to consider the following papers in relation to the faculty engagement exercise: AQSC94/11-12, AQSC95/11-12, AQSC96/11-12 and AQSC97/11-12.

NB: Paper SC339/11-12 is attached for information only.

(b) Report from Institutional Review Steering Group – Format of Future Reviews

The approach recommended by the Institutional Review Steering Group with respect to the review of teaching and learning, as set out in paper SC.340/11-12, noting that further thought needs to be given to the mechanisms for review of a department's other activities.

RESOLVED:

- (i) That the members of the Board welcomed the focus on teaching and learning that the Institutional Review had enabled.
- (ii) That the move to a five yearly process with written annual reviews being considered by Faculty Boards be viewed as a positive move.
- (iii) That the Board strongly supported the move to the introduction of a University wide formal virtual learning environment in order to facilitate on-line learning and educational resources.

30/11-12. QAA Institutional Review Visit 2013

RECEIVED:

Information from Professor A Caesar on the 2013 Quality Assurance Agency Institutional visit as set out in paper BFM17/11-12.

31/11-12. University Research Centre Governance and Guidelines

CONSIDERED:

Paper BFM18/11-12, seeking the view of the Board of the Faculty of Medicine on proposed revisions to the Guidelines for University Research Centres, it being noted that at present the Medical School only has one centre.

RESOLVED:

- (a) That the Medical School would need to carefully consider the establishment of any centres bearing in mind the requirement for added value and/or financial impacts.
- (b) That the yearly and triennial reviews would have to look across the School as a whole to be meaningful.
- (c) That further detailed discussions would be required at the School Management Group in the light of any revisions to the paper.

32/11-12 Evolution of the SSLC System: Reporting, Structure and Governance

CONSIDERED:

Proposed changes to the Student Staff Liaison Committee system as set out in paper AQSC63/11-12.

RESOLVED:

That any proposals that would enable better communication between staff, students and different Departments across campus was a positive step which would ultimately permit the University to deal with cross campus issues in a much more timely fashion rather than having to wait until the end of each academic year.

33/11-12 Proposed Revisions to Regulation 12

CONSIDERED:

Proposed revisions to Regulation 12 as set out in paper BFM19/11-12 with a view to making recommendation to the Board of Undergraduate Studies.

RESOLVED:

That the proposed revisions to Regulation 12, as set out in paper BFM19/11-12, would be recommended to the Board of Undergraduate Studies for subsequent recommendation by the Academic Quality and Standards Committee and Senate.

34/11-12 Preparations for the REF

RECEIVED:

Information from the Chair on the continuing preparations for the REF. Members were asked to note:

- (a) That the University REF Steering committee would be considering the Unit of Assessment that each piece of research work was submitted under.
- (b) That the University had produced an Equality and Diversity policy which had been sent to HEFCE for approval. This document deals with transparent reporting processes and sets out the appeals process.
- (c) That impact statements continued to be worked on.

35/11-12 Curriculum Review

REPORTED: (By the Head of Education and Development)

That progress was being made with the MB ChB Curriculum Review.

Members were asked to note:

- (a) That the May 2012 meeting of the Board of Undergraduate Studies would be considering a number of modules for the new third and fourth years of the curriculum.
- (b) That discussions were on-going between the Pro Dean (Education), the Head of Education and Development and the new Head of the MB ChB, Dr Colin Melville regarding the academic management structure of the new curriculum.
- (c) That job descriptions for major roles including theme leads would be ready for June 2012.

RESOLVED:

That Professor S Stewart-Brown and Dr Kidd be asked to consider, outwith the meeting, how cross cutting themes such as public health, could be successfully integrated into the new curriculum.

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

36/11-12 MB ChB Graduation Prizes 2012 onwards

CONSIDERED:

Proposals to revise the award of prizes at graduation from summer 2012 onwards as set out in paper BFM20/11-12.

RESOLVED:

That subject to the removal of the reference to the CASSM prize paper BFM20/11-12 be approved.

37/11-12 The Environment

CONSIDERED:

Any items related to paper BFM5/11-12.

RESOLVED:

- (a) That staff be encouraged to make use of the new recycling bins around the School.
- (b) That the move to reduce the carbon footprint of the School by introducing photocopiers with swipe card "access" would be welcomed having heard the comments from Mr Mullins following their introduction to WMG shared facilities.

38/11-12 Undergraduate Studies Minutes

CONSIDERED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 9th May 2012 as set out in paper BFM21/11-12.

TO RECOMMEND: (to the Senate via Examination Team):

That the proposal to appoint five new external examiners as set out in paper BFM24/11-12 (tabled at the meeting) be approved for the academic year 2012/13.

39/11-12 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 14th May 2012 as set out in paper BFM22/11-12.

40/11-12 Items to be Brought to the Senate

CONSIDERED:

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

RESOLVED:

That there were no additional items to forward for consideration at Senate.

41/11-12 Date of the Next Meeting

REPORTED:

That the dates for the academic year 2012/13 would be circulated, as soon as available, to members of the Board.