

UNIVERSITY OF WARWICK  
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 31<sup>st</sup> May 2011.

Present: Professor P Winstanley (Chair), Professor C Harrison, Professor I Philp, Professor S Stewart-Brown, Professor S Weich

Apologies: Dr A Adams, Dr C Blackburn, Ms J Cooper, Mrs W Coy, Professor J Davey, Professor F Griffiths, Professor G Hundt, Professor N Johnson, Dr J Kidd, Professor S Kumar, Dr C Macdougall, Dr C Marguerie, Ms S Ekeocha, Professor N Stallard, Professor M Underwood, Professor V Zammit

In Attendance: Mrs L McCarthy

### MINUTES

26/10-11 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 21<sup>st</sup> February 2011 be approved.

27/10-11 Matters Arising

(a) Preparations for the REF (minute 14/10-11 (a) refers)

RECEIVED:

Information from the Chair on the continuing preparations for the REF it being noted that:

- (i) the RAPG process was continuing with colleagues whose research output required further support.
- (ii) papers would be exchanged with a number of partner institutions in order to assess star ratings and whether WMS had internally calibrated / interpreted the ratings appropriately.
- (iii) the Chair would be asking the Senior Management Group to review proposed mechanisms for the organisation of the REF paperwork including the "appointment" of academic and administrative leads from within WMS.

RESOLVED:

- (v) That Professor S Stewart Brown be asked to consider an appropriate partner institution to review / exchange papers with for healthy service research and to contact Professor Kumar with her recommendations.

(b) Election of Life Sciences Representatives

RECEIVED:

Information from the Secretariat regarding representatives from the School of Life Sciences on the Board of the Faculty of Medicine it was noted that for 2011/12 Professor J McCarthy and Professor D Evans would represent the School of Life Sciences on the Board of the Faculty of Medicine.

- (c) Changes to Fees, Student Finance and Widening Participation (minute 17/10-11 (i) refers)

CONSIDERED:

A scoping paper from Professor S Stewart-Brown on the possibilities of enhancing the student experience at Warwick Medical School as set out in paper BFM10/10-11.

It was noted that the University of Warwick had now declared a fee of £9k commencing in the academic year 2012/13. The Medical School Council were still unsure if the NHS bursary would continue but it appeared at present that the current level of funding would be kept but not increased; leaving a potential gap of £6k (years 2/3/4) for most students. Concern was expressed about the likely impact on student recruitment. The Pro-Dean (Education) was leading the planning (as a matter of high priority) of options for additional entry-points to our accelerated MBChB programme.

RESOLVED:

That paper BFM10/10--11 be forwarded to the MB ChB Curriculum Review Group for consideration in the new curriculum due to commence in September 2013.

28/10-11

Chair's Business:

- (a) WMS Re-structure (minute 16/10-11 (a) refers)

RECEIVED:

From the Chair an oral report on progress with the re-structure including progress with the five divisional manifestos, the allocation of staff to Divisions and progress with the academic workload model.

Members were asked to note that:

- (i) The Divisional manifestos had been published
- (ii) The majority of senior staff had been allocated to a Division
- (iii) The underlying administrative support was currently being allocated
- (iv) The Divisional Strategy Groups were being formed
- (v) The date of the 31<sup>st</sup> July 2011, for the completion of the re-structure was on track with new budget codes envisaged for implementation on the 1<sup>st</sup> August 2011.
- (vi) The academic workload model pilot was currently being held with results to be analysed by a small team before progressing to full implementation.

RESOLVED:

- (vii) That the Director of the MB ChB be asked to consider how the Dean could regularly be involved in undergraduate teaching.

- (b) Vision 2015

RECEIVED:

An oral update from the Chair on the updated Vision 2015 document. Members were asked to note that a Departmental Meeting would be held in

order to update staff on where the Medical School strategy fitted into the wider University strategy.

29/10-11 Proposed Membership 2011/12

CONSIDERED:

- (a) Revisions to Ordinance 7 "Membership of the Board of the Faculty of Medicine" as set out in paper BFM11/10-11.
- (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 BFM12/10-11.
- (c) Elections to Senate as set out in paper BFM13/10-11.
- (d) Proposed Revisions to the Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM14/10-11.

RESOLVED:

- (e) That the Dean be asked to write to WMG, WBS and the Department to Psychology to request and appropriate member of staff to sit on the Board of the Faculty of Medicine for the academic year 2011/12.
- (f) 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 BFM12/10-11 be approved.
- (g) That the secretariat be asked to contact the following academic staff to ensure that they understood that they could have stood for election to Senate having been asked to serve on the Board of the Faculty of Medicine for the academic year 2011/12: Professor J Brosens, Professor S Singh, Professor M Underwood, Professor V Zammit.
- (h) That the proposed Revisions to the Membership of the Fitness to Practice Committee (Regulation 34) as set out in paper BFM14/10-11 be approved.
- (i) That the School Secretary, Mrs W Coy, be asked to contact all the new potential nominees as set out in paper BFM14/10-11 to establish if they would be prepared to sit on the Fitness to Practice Committee so that nominations could be made to Senate at the start of the new academic year.

TO RECOMMEND (to the Senate)

- (i) That the revision to Ordinance 7 "Membership of the Board of the Faculty of Medicine as set out in paper BFM11/10-11 be approved subject to the following nominations under "up to three co-opted members, being full time members of staff of the University of Warwick" being filled as follows: a member of WMG staff, a member of WBS staff and a member of staff from Psychology.
- (ii) That in accordance with University Regulation 2.2 on annual Elections, that Dr J Kidd be duly elected to serve on the Senate for the period 1<sup>st</sup> August 2011 to 31<sup>st</sup> July 2014.
- (iii) That paper BFM13/10-11 setting out the Faculty of Medicine representatives for various Committees and panels be approved.

30/10-11 Proposed Revisions to Regulation 8.10

CONSIDERED:

Revisions to Regulation 8.10 for the 2011 MB ChB cohort as set out in paper BFM15/10-11.

TO RECOMMEND: (to the Senate)

That the revision to Regulation 8.10 for the 2011 MB ChB cohort as set out in paper BFM15/10-11 be approved.

31/10-11

Curriculum Review

RECEIVED:

Information from the Secretariat on the progress of the MB ChB Curriculum Review as detailed in the Undergraduate Studies Committee 11<sup>th</sup> May 2011 minutes. Members were asked to note that two “away days” would be held in July 2011 in order to consolidate the current position and move forward to a firm proposal for the autumn term Board of Faculty of Medicine meeting.

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>

32/10-11

The Environment

CONSIDERED:

The report from Professor G Hundt on the “green audit” conducted in June 2009 (minute 39/09-10 and 21/10-11 refer) as set out in paper BFM16/10-11. The report was received with enthusiasm, and Prof Hundt was thanked for her work on it.

RESOLVED:

- (a) That the report be forwarded to the School Secretary so that an appropriate action plan could be formulated as it was important that the ideas and suggestions contained in the paper were not lost.
- (b) That the School Secretary be asked to bring a project plan to the autumn meeting of the Board of the Faculty of Medicine for consideration including potential costs and savings.

33/10-11

Undergraduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 11<sup>th</sup> May 2011 as set out in paper BFM17/10-11.

34/10-11

Graduate Studies Minutes

CONSIDERED:

- (a) The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 16<sup>th</sup> May 2011 as set out in paper BFM18/10-11.
- (b) Revisions to the undergraduate and postgraduate assessment conventions for DMP courses as referred to in minute 30/10-11 following Chair’s action as set in papers DMAP30/10-11 revised 2 and DMAP31/10-11 revised 2.

RECEIVED:

- (c) An update on the revised module approval process from the TQ team as set out in papers AQSC32/10-11, AQSC33/10-11 and minute 26/10-11 of the AQSC meeting held on the 8<sup>th</sup> December 2010.

RESOLVED:

- (i) That the revisions to the undergraduate and postgraduate assessment conventions for DMP courses as referred to in minute 30/10-11 following Chair's action as set in papers DMAP30/10-11 revised 2 and DMAP31/10-11 revised 2 be approved.

35/10-11 Items to be Brought to the Senate

CONSIDERED:

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

RESOLVED:

That no items needed to be brought to the attention of the Senate for consideration.

36/10-111 Date of the Next Meeting

REPORTED:

That the next term meeting of the Board of the Faculty of Medicine would be held in the new academic year and that members of the 2011/12 Board of the Faculty of Medicine would be contacted by the Secretariat accordingly.