

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the 18th February 2008.

Present: Prof Y Carter (Chair), Prof J Davey, Dr R Earle, Mr I Fraser, Dr N Johnson, Dr J Kidd, Prof S Kumar (from 6 onwards) Dr C Macdougall, Dr P O'Hare, Prof E Oliver-Jones, Prof E Peile, Dr C Rodgers, Prof N Stallard, Dr A Stokes, Prof M Thorogood, Prof M Underwood, Prof V Zammit

Apologies: Dr M Carpenter, Prof A Easton, Dr F Griffiths, Prof C Harrison, Prof C Hughes, Prof S Kumar (items 1-5), Dr C Marguerie, Mr D Metcalfe, Prof S Stewart Brown, Prof S Thornton, Prof S Weich

In Attendance: Ms A Bell (item 17/07-08 (i)), Prof M Finn (item 17/07-08 (i)), Dr M Glover, Mrs L McCarthy,

MINUTES

14/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 12th November 2007 be approved subject to the following amendments:

- (i) That Dr C Rodgers be noted as having sent apologies to the meeting.
- (ii) That "Professor C Pool" be corrected to "Professor C Poole".
- (iii) That the title of Dr be added prior to David Honeybourne (min 1/07-08 (C)).

15/07-08 Matters Arising

- (i) Chair's Business – GMC (minute 4/06-07 (c) refers)

REPORTED: (By the Associate Dean (Teaching))

- (a) That the response to the GMC from the Associate Dean (Teaching) had been uploaded to the GMC web pages.
- (b) That the annual FtP return required by the GMC had been completed by the School Secretary.
- (c) That the standard GMC annual return had been completed and submitted.

- (ii) QAA Institutional Audit (minute 6/07-08 refers)

RECEIVED:

An update from the Chair of the WMS QAEG on the upcoming QAA Institutional Audit, it being noted that the Audit would be conducted at the University of Warwick between the 10th and 14th of November 2008 and that the WMS QAEG was already working on the paperwork required to ensure readiness for any potential visit and the health check would be submitted from WMS to the University by the deadline on 22nd February.

- (iii) Student Use of the Title Doctor (minute 8/07-08 refers)

RECEIVED:

An update from the Assistant Registrar on the production of medical student cards.

RESOLVED:

- (i) That the central University team be asked to insert "MEDICAL STUDENT" under the name of the student on their library cards.
 - (ii) That the Director of the MBChB ensure that as part of Induction Week, the Student Charter and for Phase II induction that students are reminded as to the appropriate use of titles before their first and family name.
- (iv) Prizes (minute 9/07-08 refers)

REPORTED:

That the prize list for the academic year 2007/08 had been updated in line with Faculty Board recommendations and the published list in the University Calendar.

16/07-08 Chair's Action

REPORTED:

That the Chair had taken action on behalf of the Committee to approve the following nominations to University Committees.

Faculty of Medicine representative Graduate Awards and Nominations Committee – Professor Margaret Thorogood

WMS Panel for WPRF Awards – Dr Neil Johnson

17/07-08 Chair's Business

- (i) Discussion with Faculty members about the IAS with Professor Margot Finn.

Paper entitled "IAS Programmes for 2008/09: At a Glance" tabled at the meeting. The meeting noted that there were four competitive funding schemes available:

- (a) Short-Term Visiting Fellows
Further information is available on the web site and a fellowship may include a trip to Venice. Person and programme activity is required.
- (b) Augmentation Awards (Externally Funded Visiting Fellows)
Be used to draw attention to research by the use of conferences, poster presentations etc. Monies may not be used for travel or subsistence.
- (c) Early Career Summer/Easter Vacation Research School Awards
Scheme to provide funding for research-orientated residential workshops organised by Warwick academic staff for PhD and/or recent postdoctoral fellows. The goal is to attract new researchers.

(d) Incubation Awards

These allow staff within different Departments to test potential for collaborative events/research both nationally and internationally.

(ii) Science City

REPORTED:

By the Chair that the bid from WMS was submitted to AWM in mid January 2008 but will not be formally considered until the bid from Birmingham Medical School is also submitted. The latter has been delayed until mid March due to ongoing discussions of estates plans.

(iii) Wolfson Foundation Bid

REPORTED:

By the Chair that the Medical School has already asked for an extension until October 2008 from the Wolfson Foundation in order to spend the required funds on the building of the new Clinical Trials Unit. Any further delays to the submission and agreement of the Science City bid to AWM would have an adverse effect on the timing of the CTU development.

It was also noted that the Science Faculty at the University of Warwick are developing a capital estates strategy that would include the option of the Department of Biological Sciences moving from Gibbet Hill to a new Science grouping on main campus and this may influence the site of the new Medical School Building .

(iv) MRC Partnership

REPORTED:

By the Chair that all the paperwork has been approved for the new pilot MRC Doctoral Training Centre and the first PhD students will be recruited to the scheme later this year. It was also noted that the University of Warwick Vice-Chancellor had met with the CEO of the MRC Professor Sir Leszek Borysiewicz recently to discuss the School's overall research strategy.

(v) Development Executive

REPORTED:

By the Chair that applications for the replacement post of WMS Development Executive have been received by the Medical School on the morning of the 18th February 2008. Short-listing to take place this week.

(vi) NSS

REPORTED:

By the Chair that the current survey is out and that the MB ChB programme has just under a 50% response rate at the moment. It was noted that Dr P O'Hare would be addressing the Finalists later in the week and would be again encouraging participation.

(vii) Pulse Staff Survey

REPORTED:

By the Chair that the deadline for the completion of the staff Pulse survey had been extended with a closing date of Tuesday the 19th February 2008 and colleagues were again encouraged to take part.

RESOLVED:

- (A) That the WMS Communications Team be asked to disseminate the IAS information via the weekly electronic newsletter.
- (B) That the discussion with Sarah Shalgosky about the University's Art Collection be deferred to the next meeting of the Board of the Faculty of Medicine.

18/07-08 Proposed Amendments to the University's Credit and Module Framework
(Minute AQSC 54/07-08 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 1 February 2008, considered proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme to provide further guidance on a number of credit-related issues, paper AQSC 35/07-08, and resolved,

- (a) That members of the Committee forward any further comments to the Secretary.
- (b) That the proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme be revised along the lines discussed at the meeting and forwarded to Faculty Boards for consideration;
- (c) That a further draft, revised in the light of comments from Faculty Boards, be prepared for the next meeting of the Committee.

CONSIDERED:

A revised draft of the University's Guidance Notes on Credit and Credit Accumulation and Transfer Scheme as set out in paper AQSC 35/07-08 (revised).

RESOLVED:

- (i) That the Associate Dean (Teaching) be asked to feedback to AQSC that the MB ChB is not assessed by individual module but that each year is worth 120 CATS points.
- (ii) That the Associate Dean (Teaching) be asked to report back from the International Medical University Collaboration meeting at the next Board of the Faculty of Medicine to be held in May 2008.

19/07-08 Learning, Teaching and Assessment Enhancement Strategy (minutes AQSC 26(c)/07-08 and AQSC 50 (a)/07-08 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 1 February 2008, considered, a revised draft of the Learning, Teaching and Assessment Enhancement Strategy, as set out in paper AQSC 6/07-08 (revised), and resolved,

- (a) That members of the Committee forward further comments to the Secretary;
- (b) That the draft of the Learning, Teaching and Assessment Enhancement Strategy be further revised along the lines discussed at the meeting and forwarded to Faculty Boards and then all department for consideration;
- (c) That a further draft, revised in the light of comments from Faculty Boards and departments, be prepared for the first meeting of the Committee in the summer term.

CONSIDERED:

A revised draft of the Learning, Teaching and Assessment Enhancement Strategy as set out in paper AQSC6/07-08 (revised3).

RESOLVED:

- (i) That the Associate Dean (Teaching) and the WMS Director of Quality Assurance be asked to collate comments across the School.
- (ii) That the Director of Quality Assurance be asked to disseminate information via the School Secretary to the WMS SMT, ICE Cabinet, the Undergraduate and Graduate Studies Committees.
- (iii) That the Director of Quality Assurance be asked to disseminate information via the Assistant Registrar (WMS) to the members of the Board of the Faculty of Medicine with the minutes of the February 2008 meeting once approved by the Chair.

20/07-08

Annual Course Review

CONSIDERED:

The annual course review for the MB ChB as set out in paper BFM13/07-08, it being noted that all points raised in last years document have been resolved and positive steps have been taken to develop assessment including the integration and harmonisation of Special Study Modules.

RESOLVED:

- (i) That the Director of the MB ChB be asked to make the following amendments to the document prior to sending to the secretariats of the Board of Undergraduate Studies and the Academic Quality and Standards Committee.
 - (a) Inclusion of QMUL on the admission data.
 - (b) Inclusion of a list of all partner hospitals and amendment of UHCW's current abbreviation
- (ii) That the Director of the MB ChB and other staff involved in collating the response be thanked for their reflective response which was evidenced by feedback from both staff and students.

21/07-08

MB ChB Prizes for the Academic Years 2007/08 and 2008/09

CONSIDERED:

- (i) Two new prizes for award at graduation in summer 2008 as set out in paper BFM14/07-08.
- (ii) Amendment to the WPH Charitable Trust Gold Medal and The Faculty of Medicine Clinical Prize regulations which currently state, "Students

required to sit any part of the extended examination may not be considered for this prize” as set out in paper BFM15/07-08.

RESOLVED:

- (a) That the two new prizes for award at graduation in summer 2008 as set out in paper BFM14/07-08 be approved subject to the clinical leads for Child Health and Obstetrics & Gynaecology being responsible for the identification of the prize winners using their end of block assessment results.
- (b) That the amendment to the WPH Charitable Trust Gold Medal and The Faculty of Medicine Clinical Prize regulations, as set out in paper BFM15/07-08, be approved it being noted that any student who is permitted to sit FPE as a first sit in the November should have their results carried over to the following cohort so that they may potentially be a prize winner.
- (c) That the first four case grades be used for allocation of the Clinical Prize and that students must be on a “first sit” to be eligible.
- (d) That the Assistant Registrar be asked to investigate the mechanism by which the Group Work prize may be awarded.
- (e) That the Assistant Registrar be asked to amend the prize list and advertise to MB ChB students.

22/07-08 Proposed Regulation Amendments to Year 2 MB ChB

CONSIDERED:

Proposed regulation amendments to Year 2 MB ChB as set out in paper BFM16/07-08.

RESOLVED:

That the proposed regulation amendments to Year 2 MB ChB as set out in paper BFM16/07-08 be approved subject to minor corrections and recommended to the Senate.

23/07-08 Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the Faculty of Medicine Undergraduate Studies Committee held on the 16th January 2008 as set out in paper BFM17/07-08.

RESOLVED:

That the minutes of the Faculty of Medicine Undergraduate Studies Committee held on the 16th January 2008 as set out in paper BFM17/07-08 be approved.

24/07-08 Graduate Studies Committee Minutes

RECEIVED:

The minutes of the Faculty of Medicine Graduate Studies Committee held on the 29th January 2008 as set out in paper BFM18/07-08, it was noted that a new structure for course proposals is planned by the University for Boards of Graduate Studies.

RESOLVED:

- (i) That the minutes of the Faculty of Medicine Graduate Studies Committee held on the 29th January 2008 as set out in paper BFM18/07-08 be approved.
- (ii) That Dr P O'Hare and Prof M Thorogood be asked to consider the possibility of offering an MB PhD and bring any proposals to the next meeting of the Board of the Faculty of Medicine.

25/07-08

Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on the 2nd June 2008 at 2.00pm in room A-011 of the Medical School Building.