

UNIVERSITY OF WARWICK

**Board of the Faculty of Medicine**

Minutes of the meeting of the Board of the Faculty of Medicine held on Monday 12 February 2018.

Present: Professor A Clarke (Chair), Professor M Achtman, S Ayaani (PG Student Representative), Dr C Bennett, Professor S Brake (Walsall CCG), Dr D Britnell (BFS Representative), Professor G Currie, Dr D Davies (Deputy Chair), A Hardy (UHCW), Professor S Kumar, Professor C Macdougall, Dr J Madan, Dr C Marguerie (SWFT), Professor A McAinsh, Professor C Meyer, Dr H Nolan, Dr A Quinn, A Salau (UG Student Representative), Professor N Stallard, Dr H Toner.

Apologies: Professor M Balasubramanian, S Brace-McDonnell, Dr A Davis (Centre for the History of Medicine), Professor P Gill, Dr T Grant (BFA Representative), Professor F Griffiths, S Johnson (Library), Professor M Keeling (Warwick Mathematics Institute), Professor L Roberts.

In attendance: J Hodge (Chief Operating Officer, WMS), M Mik (Acting Secretary).

21/17-18 Introductions and Welcome

22/17-18 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>;
- (b) That there were no conflicts of interest to report.

23/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 14 November 2017.

RESOLVED:

That the minutes of the meeting of the Board held on 14 November 2017 be approved.

24/17-18

Matters Arising

- (a) Terms of Reference (minute 3/17-18 referred)

RECEIVED:

An update from the Acting Secretary on the Faculty Board Terms of Reference.

REPORTED:

That amendments to the Terms of Reference, as discussed at November 2017 meetings of all Faculty Boards, would be consolidated by Faculty Chairs and submitted to Senate for approval.

- (b) Race Equality Charter Mark Application (minutes 6(b)/17-18 and 41(xiv)/16-17 referred)

REPORTED:

That the University's 2017 Race Equality Charter Mark application was unsuccessful, noting that the University was following-up on feedback provided by the Equality Challenge Unit.

- (c) Research Development Fund (RDF) Allocation (minute 7(d)/17-18 referred)

REPORTED:

That the 2017-18 Research Development Fund allocation to the Faculty of Medicine had been disbursed to five successful applications, following a scoring process.

25/17-18

Chair's Business

- (a) Proposal for the Faculties of Medicine and Science to Merge

CONSIDERED:

A paper from the Acting Academic Registrar on the planned merger of the Faculty of Medicine and the Faculty of Science, as set out in paper BFM.9/17-18.

REPORTED:

- (i) That there were limitations to the single department Faculty model, including sharing of best practice and making wider University community aware of WMS activities;
- (ii) That Faculties had a very limited budget and that their main role, via Faculty Chairs, was to provide a link between the academy and the University executive;
- (iii) That, at the time of the establishment of Warwick Medical School, the roles of the Faculty Chair and the Dean of WMS

were executed by a single post holder, noting that it was only recently that they were split;

- (iv) That the Vice-Chancellor and the Provost felt that there was an opportunity to review the Faculty structure;
- (v) That there were benefits from working together in a larger entity, including REF, interdisciplinarity, noting possible challenges, such as distinctiveness, representation and financial implications of a possible merger;
- (vi) That careful consideration needed to be given to the presentation of the merger externally, noting that the Faculty of Medicine had been externally presented as Warwick Medical School and that no change was proposed in this regard, noting that similar approach was true for Warwick Business School and Warwick Manufacturing Group, parts of the Faculties of Social Sciences and Science respectively;
- (vii) That the name of the new Faculty would need to be representative of its constituency;
- (viii) That internal communication of the merger and the rationale for it would need to be carefully delivered;
- (ix) That there were no direct implications expected from the proposed merger for students, noting that this was mainly a University governance exercise;
- (x) That it would be important for Warwick Medical School to retain a forum for discussion, currently offered by the Faculty Board, to ensure a flow of information and an opportunity to share opinions;
- (xi) That a mechanism for an ongoing engagement with Local Education Partners would need to be put in place, noting that the Faculty of Science presented a different context.

RESOLVED:

- (xii) That the Dean of Warwick Medical School and the Senior Management Team take forward discussions for setting up School-level arrangements for an ongoing engagement with Local Education Partners;
- (xiii) That the following represent the Board on the Task and Finish Group, proposed in paper BFM.9/17-18:
  - (A) Local Education Partners' representative;
  - (B) WMS Senior Management Group representative;
  - (C) Biomedical Sciences representative;
  - (D) Health Sciences representative;
  - (E) Trials Unit representative;
  - (F) Education representative;
  - (G) Faculty Chair;

(H) Student Representative.

(b) University Strategies Update

RECEIVED:

An update from the Chair on the draft Education, Research and University Strategies.

REPORTED:

- (i) That the draft Education Strategy would be circulated for wider consultation later in the week, noting that the draft was informed by the 2017 Institutional Teaching and Learning Review and the Teaching Excellence Framework;
- (ii) That a draft Research Strategy was being developed and would be shared at a later stage, noting that a review of the University's Global Research Priorities was underway;
- (iii) That the University Strategy was being developed, building on the Education and Research strategies.

(c) Campus Master Plan

RECEIVED:

An oral report from the Chair on the Campus Master Plan developments.

REPORTED:

That the Campus Master Plan was being reviewed to take into account recent developments, including HS2, new links to campus, possible tram/light train connections to campus, noting that a consultation on the Plan would follow later in the year.

(d) Warwick Awards for Teaching Excellence

REPORTED:

- (i) That nominations were now open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 28 February 2018;
- (ii) That full details were available online from <http://warwick.ac.uk/wate>;
- (iii) That colleagues were invited to make nominations and encourage students to nominate directly.

26/17-18 Update on Education

RECEIVED:

An oral report from the Deputy Chair.

REPORTED:

(a) Integrated Science Programme (Hooke)

That work was under way to develop a collaborative programme with the School of Life Sciences and other Science Faculty departments, noting an anticipated launch in 2019.

(b) Integrated Health Science Programme

That work was under way to develop a programme that will integrate subjects from across health and biomedical sciences, noting that a consultation with WMS divisions was ongoing and that it was anticipated that the programme would launch in the academic year 2020-21.

27/17-18 Research Update

RECEIVED:

An update from the Dean on the School's REF preparations.

REPORTED:

- (a) That REF 2021 preparations were well under way, noting that the current lack of space presented a constraint for research bids;
- (b) That the recently approved new building for Gibbet Hill campus would help alleviate some of these issues;
- (c) That a 10-year strategy review would take place in the Autumn term.

28/17-18 Update from the Dean of Warwick Medical School

(a) \*Warwick Medical School Collaboration with the University of Chester

RECEIVED:

An oral update from the Dean of Warwick Medical School on the proposed collaboration with the University of Chester.

REPORTED:

That the bid had been submitted and outcomes were awaited, noting that arrangements were being put in place in the meantime to resource the collaboration.

(b) Health and Safety

RECEIVED:

An oral report from the Dean of Warwick Medical School on Health and Safety.

(c) Health and Safety Organogram (minutes 6(c)/17-18 and 48(c)/16-17 refer).

REPORTED:

That the revised organogram, incorporating comments made by Board members in November 2017 (paper BFM.3/17-18 (Revised)), would be presented at the next meeting of the Board, noting ongoing discussions with the School of Life Sciences and NHS.

29/17-18 WMS Welfare Strategy Group

RECEIVED:

An update from the Chief Operating Officer, Warwick Medical School, on the WMS Welfare Strategy Group.

REPORTED:

- (a) That car parking had been the most commonly raised problem, noting that the new build on Gibbet Hill would reduce parking space further and that WMS was working with local community to address their concerns;
- (b) That quiet space was being created in the Farm House in response to feedback from SSLCs, noting that it was for all students to use;
- (c) That a Health and Wellbeing Day was coming up and details would be published in due course;
- (d) That PULSE completion rate reached 72%.

30/17-18 Review of Faculty Research Centres

RECEIVED:

Paper BFM.10/17-18 setting out details for the review of the following University Research Centres relevant to the Faculty of Medicine:

- (a) Warwick Anti-Microbial (WAM) Interdisciplinary Research Centre, Category II (paper BFM.11/17-18);
- (b) Warwick Centre for Integrative Synthetic Biology (WISB), Category III (papers BFM.12a-b/17-18);
- (c) Warwick Environmental Systems Interdisciplinary Centre, Category II (paper BFM.13/17-18);
- (d) Warwick Institute Science of Cities (WISC), Category II (paper BFM.14/17-18).

CONSIDERED:

Evidence, as set out in papers BFM.11-14/17-18, that the above Research Centres provided added value, contributed to the University Strategy and were sustainable in the long term.

RECOMMENDED: (to the University Research Committee)

That the following centres added value, contributed to the University Strategy and were sustainable in the long term:

- (e) Warwick Anti-Microbial (WAM) Interdisciplinary Research Centre, Category II;
- (f) Warwick Centre for Integrative Synthetic Biology (WISB), Category III;
- (g) Warwick Environmental Systems Interdisciplinary Centre, Category II;
- (h) Warwick Institute Science of Cities (WISC), Category II.

31/17-18 New University Departmental Research Centres

- (a) Centre for Health Economics at Warwick (CHEW)

CONSIDERED:

A proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFM.15/17-18.

RECOMMENDED: (the University Research Committee)

That the proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established, as set out in paper BFM.15/17-18, be approved.

- (b) Warwick Mental Health Research Centre

CONSIDERED:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established as set out in papers BFM.16a-b/17-18.

RECOMMENDED: (the University Research Committee)

That the proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established, as set out in papers BFM.16a-b/17-18, be approved.

32/17-18 Assessment and Feedback

CONSIDERED:

The following reports on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty:

- (a) MB ChB (paper FMEC.14a/17-18);
- (b) Diploma in Orthodontic Therapy (paper FMEC.14b/17-18);
- (c) Certificate of Diabetes Care (paper FMEC.14c/17-18);
- (d) PGT courses (paper FMEC.14d/17-18).

RESOLVED:

That the reports on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty, as set out in papers FMEC.14a-d/17-18, be approved.

33/17-18 Chair's Action

REPORTED:

That the Deputy Chair of the Board, action on its behalf in the absence of the Chair, had recommended to Senate the appointment of Dr Kirstie Haywood as one of two Faculty of Medicine representatives on the Equality and Diversity Committee.

34/17-18 Strike Action

REPORTED:

That the impact of the Strike Action in WMS was anticipated to be minimal, noting that its impact on Teaching and Learning was being monitored closely.

35/17-18 Report from the Faculty Education Committee

REPORTED:

That the minutes of the meeting of the Faculty Education Committee held on 30 January 2018 (paper BFM.17/17-18) would be provided at the next meeting of the Board.

36/17-18 Report from the WMS Education Committee

RECEIVED:

Minutes of the meeting of the WMS Education Committee held on 15 November 2017 (paper BFM.18/17-18).

REPORTED:

That the minutes of the meeting of the WMS Education Committee held on 30 January 2018 (paper BFM.19/17-18) would be provided at the next meeting of the Board.



37/17-18 Faculty Lunches in 2017-18

REPORTED:

That the Faculty of Medicine Lunches would take place as follows in 2017-18:

- (a) Spring term: Monday 12 February 2018, 12noon, room GLT4, Warwick Medical School;
- (b) Summer term: Wednesday 30 May 2018, 12noon, room GLT4, Warwick Medical School.

38/17-18 Dates of 2017-18 Board Meetings

REPORTED:

That the final meeting of the Board in the academic year 2017-18 would take place on Wednesday 30 May 2018, 10am-12noon, room A-030, Warwick Medical School.

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