

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on Tuesday 14 November 2017.

Present: Professor A Clarke (Chair), Professor M Achtman, Professor M Balasubramanian, Dr C Bennett, S Brace-McDonnell, Professor S Brake (Walsall CCG), Dr D Davies (Deputy Chair), Dr A Davis, Professor P Gill, Dr T Grant, Professor S Kumar, Dr C Marguerie (SWFT), Professor C Meyer, Dr H Nolan, Dr A Quinn, Professor L Roberts, Dr S Sankaranarayanan (UHCW), Professor N Stallard, Dr H Toner, Professor D Wolke.

Apologies: Dr D Britnell (BFS Representative), Professor G Currie, A Hardy (UHCW), Professor L Frigerio (SLS), Professor F Griffiths, Professor M Keeling, Professor C Macdougall, Dr J Madan, Professor A McAinsh, Professor G Perkins.

In attendance: S Johnson (Library), M Mik (Acting Secretary).

Restricted business (denoted by an asterisk{}) is confidential to members and attendees of the Board of the Faculty of Medicine.*

1/17-18 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.

2/17-18 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board were published on the University's Governance website at:
<http://warwick.ac.uk/committees/bfm/minutes/>;

- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

3/17-18 Terms of Reference

CONSIDERED:

Proposed changes to the terms of reference of the Board as set out in paper BFM.1/17-18, noting that the current version of the terms of reference was available online in the University Calendar (<http://warwick.ac.uk/committees/bfm/#tor>).

REPORTED:

- (a) That the proposed amendments to the terms of reference had been prompted by the academic governance review of 2016-17;
- (b) That direct references to research had been reinstated in the terms of reference;
- (c) That the reference to the Undergraduate First Year Board of Examiners did not have any impact on the arrangements for MB ChB, noting that arrangements for the MB ChB course and all undergraduate intermediate and final year Boards of Examiners fell within the responsibilities of Senate directly.

RECOMMENDED: (to the Senate)

That the proposed changes to the terms of reference of the Board of the Faculty of Medicine, as set out in paper BFM.1/17-18, be approved.

4/17-18 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2017-18, including nominations to other University Committees (paper BFM.2/17-18).

RESOLVED:

That colleagues serving on Faculty and University committees, representing Warwick Medical School and the Faculty of Medicine, be thanked for their work and contribution to the governance of the University.

5/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 15 May 2017.

RESOLVED:

That the minutes of the meeting of the Board held on 15 May 2017, be approved.

(a) Academic Governance Review (minute 40/16-17 referred)

RECEIVED:

- (i) A final version of the paper from the Pro-Vice-Chancellor (Education) and the Deputy Academic Registrar setting out proposed changes to academic governance as approved by the University Senate at its meeting on 5 July 2017 (paper S.75/16-17);
- (ii) An update report from the Assistant Registrar (Learning & Teaching) on the new University course approval process and its roll out (paper AQSC.5/17-18), noting that Warwick Medical School had registered interest to participate in the pilot.

REPORTED: (by the Chair of the Faculty Education Committee)

- (iii) That the principles of the new course approval system were welcomed, noting that its testing and piloting were yet to take place;
 - (iv) That all School course proposals would be scrutinised by a Warwick Medical School panel;
- (by the Acting Secretary)
- (v) That mechanisms were being put in place to ensure appropriate scrutiny of course proposals in areas of possible disciplinary overlap;
 - (vi) That it would be the task of the University Course Proposal Scrutiny Panel to feed information back to their respective departments.

(b) Race Equality Charter Mark Application (minute 41(xiv)/16-17 referred)

RECEIVED:

An oral update from the Chair on the progress of identifying specific actions within WMS to drive forward the Race Equality Charter Mark agenda.

REPORTED:

That the outcome of the University's Race Equality Charter Mark application would be announced imminently, noting that Warwick Medical School contributed to the drafting of the submission.

(c) Health and Safety Organogram (minute 48(c)/16-17 referred)

RECEIVED:

A revised organogram ensuring correct reporting arrangements for Health and Safety issues within WMS and the University (paper BFM.3/17-18).

REPORTED: (by the Dean of Warwick Medical School)

- (i) That the responsibility for Health and Safety rested with the Dean of the Medical School, with the Chair of the Faculty of Medicine having an overview;
- (ii) That the Medical School and the School of Life Sciences were working towards merging their respective Health and Safety Committees, recognising many areas of overlap and the benefits of a joint approach, noting that the new committee needed to keep non-laboratory based activities within its focus;
- (iii) That the merged technical team was smaller than the original individual Warwick Medical School and School of Life Sciences teams and that the issue of reduced resource needed to be addressed.

RESOLVED:

That the organogram (paper BFM.3/17-18) be further revised to:

- (iv) Clarify the link between the Academic Technical Advisory Group (ATAG) and the Human Tissue Authority (HTA), noting that the Board felt there was no direct communication;
- (v) Introduce a new box to capture the shared responsibility with NHS, noting that these responsibilities are joint and numerous;
- (vi) Reflect non-laboratory based activities better;
- (vii) Represent work undertaken in conjunction with local authorities, e.g. in care homes, but also in private context, e.g. dental practices.

7/17-18 Chair's Business

(a) Welcome to New Members

REPORTED:

That new members of the Board be welcomed.

(b) Faculty of Medicine Chair Update

RECEIVED:

An oral report from the Chair on the progress of the appointment of her successor.

REPORTED:

- (i) That the Chair would remain in post until at least April 2018 to facilitate necessary discussions to take place, noting that the Deputy Chair would step up and lead on education matters on behalf of the Chair;
- (ii) That the Board would receive a further update as soon as available.

(c) Disestablishment of the Advisory Board

REPORTED:

- (i) That the Advisory Board of the Faculty of Medicine had been disestablished, with members of the Advisory Board being informed by the Vice-Chancellor in a letter of thanks for their service to the Medical School and the Faculty of Medicine;
- (ii) That members of the Advisory Board were invited to indicate their willingness to assist Warwick Medical School in the future via start and finish groups on specific issues.

(d) RDF Allocation

REPORTED:

- (i) That the University had devolved the allocation of small Research Development Fund awards to individual Faculties, noting that the Faculty of Medicine was invited to disburse £20,000 in 2017-18;
- (ii) That the Faculty had set up a review team to consider applications and allocate the funds available;
- (iii) That Warwick Medical School staff were eligible to apply to the University directly for larger grants from the Research Development Fund as previously, noting the successes of the School's applications in the past.

(e) Faculty Website

RECEIVED:

An oral update from the Deputy Chair on the progress of the redesign of the Faculty website.

REPORTED:

- (i) That a new Faculty website had been designed;
- (ii) That discussions were under way with ITS regarding the most appropriate location of the new website;
- (iii) That the RDF application form for the latest call was hosted on WMS pages.

8/17-18

*Warwick Medical School Collaboration with the University of Chester

RECEIVED:

- (a) A report on a proposed collaboration with the University of Chester to establish a new Medical School (paper SC.130/16-17 {Restricted}), noting that this was approved in principle by the Steering Committee at its meeting on 22 May 2017 (minute SC.342/16-17 referred);
- (b) A summary of responses on the proposed collaboration received from members of the Board (paper BFM.4/17-18 {Restricted});
- (c) An oral report from the Pro-Dean (Education) on the progress of the collaboration since May 2017.

REPORTED:

- (d) That the bid was well-developed and would be submitted by the deadline, noting that the Board's comments, as set out in BFM.4/17-18, had been incorporated;
- (e) That this would create a new MB ChB programme delivered in Chester, noting that applicants would choose between a course at Warwick and a Warwick course in Chester, thus enabling Chester to attract candidates from local areas and retain them for local NHS.

9/17-18

Update from the Pro-Dean (Education)

RECEIVED:

- (a) An oral update from the Pro-Dean (Education);
- (b) *A copy of the WMS NSS 2017 Action Plan as of 6 November 2017 (paper BFM.5/17-18 {Restricted});
- (c) *A report from the Academic Lead for Quality Assurance and Enhancement on the September 2017 Phase II Short Answer Question (SAQ) examination (paper BFM.6/17-18 {Restricted}).

REPORTED:

- (d) Improvements in Education metrics across levels of study, with the exception of NSS;

- (e) That WMS results in Postgraduate metrics were generally at University average or above;
- (f) That the MB ChB programme team had been pursuing an NSS action plan, noting aspects beyond WMS influence, e.g. NSS Boycott and the timing of NSS, which coincided with examinations and electives;
- (g) That the NSS response rate remained a challenge;
- (h) That work was underway to improve communications as well as processes;
- (i) That a comparison with other Medical Schools was challenging given the current graduate only entry programme, noting that only one other institution ran a similar programme and results from schools running mixed programmes did not offer differentiation of results, but that informal feedback indicated that graduate entry cohorts were more discerning across the sector;
- (j) That an analysis of leavers data had been undertaken indicating that WMS graduates tended to remain in the UK, but not within the region, typically because they had already established themselves elsewhere in the country and were returning to their homes and families;
- (k) That a Fitness to Practise procedure was underway in relation to the September 2017 Phase II Short Answer Question (SAQ) examination, as set out in paper BFM.6/17-18 {Restricted}.

10/17-18 Research Update

RECEIVED:

An oral update from the Pro-Dean (Research) on the School's REF preparations.

REPORTED:

- (a) That finalised REF 2021 requirements would not be published until 2019, resulting in a shorter period of time for preparation prior to submission;
- (b) That submissions would be made in the following units of assessment:
 - (i) A1 Clinical Medicine;
 - (ii) A2 Public Health, Health Services and Primary Care;
 - (iii) A3 Allied Health Professions, Dentistry, Nursing and Pharmacy.
- (c) That the weighting in REF 2021 would be: outputs (60%), environment (15%), impact (25%);
- (d) That all research active staff would need to be returned, including those on fractional appointments;
- (e) That there was now greater flexibility in the number of outputs submitted, ranging from 1 to 6;

- (f) That Warwick Medical School undertook an interim review of research outputs in 2016 in preparation for REF 2021;
- (g) That the status of impact case studies was being monitored;
- (h) That interdisciplinarity was going to be scored highly and where there was choice interdisciplinary outputs should be prioritised;
- (i) That a Research Strategy update would be presented to the Board at its meeting in February 2018.

11/17-18 Update from the Dean of Warwick Medical School

RECEIVED:

An oral update from the Dean of Warwick Medical School.

REPORTED:

- (a) That Warwick Medical School received a Bronze Athena SWAN Award in 2017;
- (b) That following changes to Athena SWAN introduced by the Equality Challenge Unit in 2015, an increase in expectations had been reported across the sector, with a significant drop in application success rates;
- (c) That the Medical Schools Council reported the same concerns, noting in particular the impact of Athena SWAN on funding opportunities;
- (d) That the University held a Silver institutional Athena SWAN award until April 2018;
- (e) That activities introduced in relation to Athena SWAN had brought about noticeable change and progress.

12/17-18 Health and Safety Update

RECEIVED:

A Health and Safety update from the Dean of Warwick Medical School, as captured under 6(c)/17-18 above.

13/17-18 WMS Welfare Strategy Group

REPORTED:

That an update from the Co-Chair of the WMS Welfare Strategy Group would be received at the next meeting of the Board in February 2018.

14/17-18 Any Other Business – Examination Invigilation

REPORTED: (by Professor M Achtman)

- (a) That arrangements for examination invigilation needed to change and email traffic in relation to those reduced;

(by Pro-Dean (Education))

- (b) That the MB ChB programme was a fundamental aspect of Warwick Medical School's activity and was the responsibility of all staff;
- (c) That activities relating to MB ChB, including examination arrangements, constituted core activity for the School;
- (d) That changes were in train to streamline the processes and address some of the known issues.

15/17-18 Any Other Business – Technical Team Support

REPORTED: (by Professor M Achtman)

That the requirements and preferences of the Technical Team, in relation to courier services in particular, presented difficulties for research teams.

RESOLVED:

That the issue be taken forward by the Dean of the Medical School, noting that the Technical Team was part-funded by the School.

16/17-18 Assessment of Feedback

CONSIDERED:

The following reports on timeliness of feedback on assessment submitted in Summer Term 2016-17 across the Faculty:

- (a) MB ChB (paper FMEC.9a/17-18);
- (b) Diploma in Orthodontic Therapy (paper FMEC.9b/17-18);
- (c) Certificate of Diabetes Care (paper FMEC.9c/17-18);
- (d) PGT courses (paper FMEC.9d/17-18).

RESOLVED:

That the reports on timeliness of feedback on assessment submitted in Summer Term 2016-17 across the Faculty (papers FMEC.9a-d/17-18), be approved.

17/17-18 Report from the Faculty Education Committee

RECEIVED:

The minutes of the meeting of the Faculty Education Committee held on 23 October 2017 (paper BFM.7/17-18).

18/17-18 Report from the WMS Education Committee

RECEIVED:

The minutes of the meeting of the WMS Education Committee held on 13 September 2017 (paper BFM.8/17-18).

19/17-18 Faculty Lunches in 2017-18

REPORTED:

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

- (a) Autumn term: Tuesday 14 November 2017, 12 noon, room A-042, Warwick Medical School;
- (b) Spring term: Monday 12 February 2018, 12noon, room GLT4, Warwick Medical School;
- (c) Summer term: Wednesday 30 May 2018, 12noon, room GLT4, Warwick Medical School.

20/17-18 Dates of 2017-18 Board Meetings

REPORTED:

That the Board would meet subsequently as follows during the academic year 2017-18:

Monday 12 February 2018, 2-4pm, room A-030, Warwick Medical School;
Wednesday 30 May 2018, 10am-12noon, room A-030, Warwick Medical School.

MM/16.11.17
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