

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on **16 May 2016**.

Present: Professor A Clarke (Chair), Professor M Achtman, Professor M Balasubramanian, Dr D Biggerstaff, Professor A Easton, Professor L Green, Professor C Macdougall, Professor J Millar, Dr A Phillips, Professor A Rodgers, Dr J Saranga, Professor K Seers, Professor S Stewart-Brown, Professor O Westwood and Professor P Winstanley.

Apologies: Dr S Allen, Dr C Ashton, Professor G Currie, Professor F Griffiths, Dr P Handlip, Dr P McTernan, Professor S Kumar, Professor J P O'Hare, Dr G Osuri, Professor R Lilford, Mr C Marguerie, Mr N Morrison, Mr D Mullins, Professor L Roberts, Dr P Sutcliffe, Dr M Wall, Professor D Wolke.

With: Ms C Gray (Secretary), Professor M Shipman, Professor M Pallan, Ms C Cochrane (for item 7) and Ms J Hodge (for item 10).

MATTERS FOR CONSIDERATION BY THE BOARD

Notes: *The following items and reports are for consideration at the meeting.*

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

35/15/16 Conflicts of Interest

REPORTED:

That, Professor A Clarke and Professor M Achtman, declared a conflict of interest relating to agenda item 7 (b) for the meeting and withdrew from the discussion of this item.

36/15/16 Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty held on 25 February 2016 **(BFM.24/15-16)**.

RESOLVED:

That the minutes of the meeting of the Board of Faculty of Medicine held on 25 February 2016, be approved.

37/15/16 New Chair of Faculty of Medicine

REPORTED:

- a) That Professor Peter Winstanley would retire on the 31 May 2016 from his post as Chair of Faculty;
- b) That Professor Aileen Clarke had been appointed as Chair of Faculty of Medicine after a recruitment and selection process; Professor Clarke's appointment will be for a period of three years from 1 May 2016 to 30 April 2019, the appointment being subject to annual reappointment by the Board of Faculty of Medicine.

38/15/16 Matters Arising on the minutes

REPORTED:

a) Revisions to the Statement of Student Expected Behaviour

- (i) That there had been a revision to the Student Expected Behaviour Statement in response to wide consultation carried out across the University, the update was summarised in paper **BFM 35./15/16**;
- (ii) That since circulation of the revised Statement it had been acknowledged that a mild re-articulation in relation to the disclosure of health and medical related matters was required bearing in mind fitness to practise requirements in the Faculty of Medicine, noting that emphasis on support for students would be retained;
- (iii) That Professor Lesley Roberts and Professor Colin Macdougall had agreed a suitable wording with the Director of Delivery Assurance, Ms Yvonne Salter-Wright, to ensure that fitness to practise matters were appropriately referred to in the Statement; the agreed wording in the last bullet point of the Statement would be changed to:

“Familiarise yourself with the range of advice, training and support services that are available at the University. This is so that you can make an active and informed choice about whether to engage with these services if you are experiencing issues that may affect not just your academic progress, but also your health, safety and wellbeing or that of others. If you have any particular conditions or other needs, you are very much encouraged to make the University aware of these so that you can be offered reasonable adjustments and/or be helped to access appropriate support, even if it not a requirement of your course or associated professional body to do so. Being familiar with the range of services available can also be very helpful if you may be supporting someone who is experiencing difficulties.”

- (b) Update on renaming the Faculty of Medicine (minute BFM 26/15/16 refers)

REPORTED:

That the Board of Faculty agreed at its last meeting on 25 February 2016 to rename the Faculty of Medicine to the "Faculty of Health and Medicine", but the Chair did not think that he had the full support of the Board to rename the Faculty to this proposed new name and therefore, in agreement with the Vice-Chancellor, that a suitable alternative name should be explored by his successor in due course;

CONSIDERED:

A proposal to either rename the Faculty of Medicine to an alternative name or to keep the name of the Faculty of Medicine;

RESOLVED:

- (i) That members of the Board agreed that the name of the Faculty of Medicine should remain the same with the option to revisit a potential name change of the Faculty in the future;
- (ii) At the meeting of the Board of Faculty on 25 February 2016, the Board also agreed that the constitution of the Board should change as set out in **BFM 17./15/16**. Members of the Board would be e-mailed to confirm agreement with changes proposed which would be effective from the start of the academic year 2016/17, subject to Senate approval.

(N.B. Following e-mail confirmation with all members of the Board of Faculty, members resolved that the constitution of the Board of Faculty of Medicine should change as set out in paper **BFM 17.15/16**. This means in practice that in addition to ex-officio members, WMS membership, representatives of the three other Faculties and external (usually NHS Trust) members, the remaining six members on the Board currently from Life Sciences (3), Psychology (1), WBS (1) and WMG (1), would be kept, but would be reconstituted to members who would be drawn from Departments within the University of Warwick which include aspects of health education and research within their area of interests. Members for this category will be selected in e-mail discussion with the Board of Faculty and between the Chair of Faculty of Medicine and the Chairs of the other three Faculties.)

39/15/16

Chair's Business

REPORTED:

That the Chair had taken action to appoint new members to the following Faculty Committees:

- a) Board of Faculty of Medicine:
 - (i) Professor Richard Lilford as the new Pro-Dean of Research to replace Professor Jane Barlow who had resigned from her position as Pro-Dean for Research;
 - (ii) Professor Frances Griffiths as the new Head of Division of Health Sciences;

b) Undergraduate Studies Committee:

Dr Olunrewaju Sorinola (South Warwickshire Foundation Trust) as representative of a partner NHS Trust.

c) Graduate Studies Committee:

Mr Sailesh Sankhar (University Hospital Coventry and Warwickshire) as a representative of a partner NHS Trust.

40/15/16 Committee membership on Faculty of Medicine Committees for 2016/17

CONSIDERED:

- a) The Committee membership of the Faculty of Medicine Committees and its sub-Committees for the academic year 2016/17 as set out in paper **(BFM 25./15/16)**;
- b) A proposal from the Chair of Faculty on how to fill vacancies which had arisen on Faculty Committees for the academic year 2016/17.

RESOLVED:

- c) That the VC and Provost invited the new Chair of Faculty, Professor Aileen Clarke, to select and appoint a Deputy Chair of Faculty. Dr David Davies was nominated for this position and the Board of Faculty therefore recommended that Dr David Davies be appointed for this position from the 1 June 2016 for a period of three years ending 31 May 2019 subject to annual re-appointment by the Board of Faculty;
- d) That, in addition, the Chair of the Faculty of Medicine would write to all members of the Board of Faculty asking for nominations to fill the vacancies on the Board of Faculty (two of the five vacancies for academic staff on the Board and a vacancy for a co-opted member external to the University); in the event that more nominations are received than vacancies available, an election would be held to fill these vacancies;
- e) That the position of user representative on the Graduate Studies and Undergraduate Studies Committees would cease to exist as membership of a patient representative had been agreed to be an anomaly on Faculty sub-committees; both Faculty sub-Committees already comprised two student representatives each which were considered to be the primary user representatives in relation to the terms of reference of both Committees which mainly related to academic matters affecting students;
- f) That the Chair of Faculty would ask Professor Olwyn Westwood to propose a PGT portfolio lead for membership on the Graduate Studies Committee;
- g) That suitable nominations for vacancies on the Faculty of Medicine Advisory Board would also be sought from the Board of Faculty;

- h) That the Chair be empowered to take Chair's action over the summer to fill any remaining vacancies on the Faculty Board, the Graduate and Undergraduate Studies Committees and the Faculty Advisory Board;

41.15/16 Changes to University Research Centres

CONSIDERED:

The following papers relating to University Research Centres:

- a) A proposal to re-categorise the Centre for Scientific Computing from a Cat I to a Cat II Research Centre; **(BFM 26./15-16)**;
- b) A proposal to establish the Warwick Microbial Pathogenomics Research Centre **(BFM 27.(1)/15/16) & (BFM 27.(2)/15/16)**;
- c) A proposal to re-categorise the Warwick Systems Biology Centre from a Cat I to a Cat II Research Centre **(BFM 28./15/16)**;
- d) A proposal to establish a new Cat II Warwick Institute for Mathematics in Medicine and Biology **(BFM 29.15/16)**;
- e) A proposal to establish a new Cat II Warwick Institute for Sustainable DevelOpMent (WISDOM) **(BFM 30./15-16)**;

RESOLVED:

- f) That the proposal to re-categorise the Centre for Scientific Computing from a Cat I to a Cat II Research Centre should be supported;
- g) That the establishment of the Warwick Microbial Pathogenomics Research Centre be supported in principle and that the Centre would raise staff morale as well as providing a platform for genomics research, however members of the Board expressed concerns about:
- (i) the lack of inclusion of staff working in microbiology and infection research from other areas within Warwick Medical School and the University, e.g. the School of Life Sciences and other departments which might be interested;
 - (ii) the branding and USP of the Centre which needed to be strengthened within the proposal to demonstrate distinction from and overlaps with current centres and to achieve maximum investment via new improved research grants and making evident clear impact;

In view of these concerns, further consultation with individuals within Warwick Medical School, the School of Life Sciences and similar areas across campus was needed and would be carried out by Professor Mark Pallan, before the Board of Faculty of Medicine would be able to fully support the creation of the Centre;

- h) That the proposal to re-categorise the Warwick Systems Biology Centre from a Cat I to a Cat II Research Centre was supported by the members of the Board of Faculty of Medicine, but it was noted that there would be a loss following this re-categorisation which was shared across the relevant departments;
- i) That the proposal to establish a new Cat II Warwick Institute for Mathematics in Medicine and Biology was supported by members of the Board, but that the proposed name needed to be revisited as there was potential for confusion, any new name proposed needed to have the support and agreement of Professor Laura Green, Professor Jonathan Millar and Professor Mohan Balasubramanian;
- j) That the proposal to establish a new Cat II Warwick Institute for Sustainable DevelOpMent (WISDOM) was supported in principle by the members of the Board of Faculty of Medicine, as it was perceived as an opportunity to get an internationally renowned academic member of staff to establish this Institute, the Board however noted the following concerns:
 - (i) the acronym WISDEM already existed in University Hospital Coventry and Warwickshire (UHCW) and in view of this, it might be sound to revisit the name of the proposed Institute to avoid confusion across the University;
 - (ii) queries about effective leadership of the Institute as the currently proposed Director was not yet a member of the University of Warwick;
 - (iii) the lack of home department of the Institute within the University of Warwick.

42.15/16 School of Global Studies

CONSIDERED:

A proposal to establish a School of Global Studies in the Faculty of Arts (**BFM 31./15/16**);

RESOLVED:

- a) That members of the Board of Faculty of Medicine were supportive of the proposal to establish a new School of Global Studies and welcomed the name of the proposed school as suitable;
- b) That members welcomed this development as an exciting opportunity to collaborate with a new school within the Faculty of Arts.

43.15/16 Pro-Dean (Education)

RECEIVED:

A written report was tabled in the absence of the Pro Dean of Education which was sent round to all members of the Board after the meeting and a copy is filed in the minute book.

REPORTED:

- a) That the final cohort of MBChB students studying on the old curriculum were about to graduate in the summer and continuing students would all be taught on the revised curriculum;
- b) That staffing shortages were still a concern to ensure delivery of excellent and appropriate teaching on the MBChB programme, that this matter was being addressed by the school, noting that there was a lack of a competitive field of suitable applicants to fill vacancies;
- c) That NSS response rates had significantly improved for 2016 by 15% to a response rate of 87.27%. It is hoped that a higher response rate indicated improved satisfaction scores from students;

(Members of the Board congratulated the Pro Dean (Education), Professor Lesley Roberts and the Director of Quality Assurance and Enhancement, Dr Jacob Saranga, on this welcome success.)

- d) That as of early May 2016, MBChB Admissions rates looked favourable and Warwick Medical School was confident to achieve the Admissions target for the 2016/17 intake;
- e) That the PGT administration team was now fully staffed following the recent restructuring. It was noted that this team was significantly understaffed in autumn and winter 2015 causing sub-optimal responsiveness which may have impacted on the admissions round for 2016/17;
- f) That PGT programmes had been re-organised under the leadership of Professor Olwyn Westwood into four portfolios each headed up by a portfolio lead;
- g) That exploration of additional taught programmes are underway e.g. undergraduate: cellular and population health spectrum and graduate PA programme;
- h) That the PGR supervision ceiling had been reached and additional growth may be possible via alternative routes, e.g. support of NHS partners to undertake PhD supervision and new funding and training centres;
- i) That new MSc courses had been approved in Advanced Clinical Care Practice and Critical Care as well as a PGA in Assisted Reproductive Technology;
- j) That an MSc Endodontic Practice was currently awaiting approval from BGS;
- k) That the newly established Education Quality Team was now fully staffed under the directorship of Dr Jacob Saranga;

- l) That work was ongoing to improve the 20 day turnaround feedback for PGT modules as approximately 30% of pgt feedback did not meet the University turnaround deadline;
- m) That work was also ongoing to improve recording of PGR supervision meetings on Tabula as required by the University.

44./15/16 PULSE in WMS

RECEIVED:

A presentation from Mrs Jane Hodge, Chief Operating Officer, on the results of PULSE and action planning in response to these results.

REPORTED:

- a) That outcomes of the PULSE survey in Warwick Medical School highlighted positive outcomes, in particular that staff felt empowered, engaged and understood their role;
- b) That the major concerns identified in Warwick Medical School were an impression that academic promotion procedures were not fair, Senior University Leaders did not manage change effectively and staff did not feel able to speak up and challenge issues;
- c) That to address the outcome of PULSE, Warwick Medical School had established a project group under the leadership of HR Manager, Graham Partridge, to focus on vastly improving the culture within Warwick Medical School from good to great;
- d) That training would be provided to line managers to drive forward the changes to values and culture within Warwick Medical School and it is expected to see tangible results within the next six months.

ITEMS TO RECEIVE FOR INFORMATION ONLY

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/bfss/browse>.

45.15/16 Assessment and Feedback

RECEIVED:

- a) PGT programmes (**BFM 32./15-16**);
- b) Diploma in Orthodontic Therapy (**BFM 33./15/16**);
- c) Certificate in Diabetes Care (**BFM 34./15/16**);

REPORTED:

- d) No change for MBChB timeliness report since last meeting of the Board of Faculty on 25 February 2016 as set out in document **BFM.21/15-16**.

46./15/16 Report from the Faculty Undergraduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Undergraduate Studies Committee held on 11 May 2016 would shortly be published at: <http://www2.warwick.ac.uk/services/gov/committees/bfmusc/minutes/>

47.15/16 Report from the Faculty Graduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Graduate Studies Committee held on 10 May 2016 would shortly be published at: <http://www2.warwick.ac.uk/services/gov/committees/bfmqsc/minutes/>

48.15/16 Dates of 2016-17 Board Meetings

REPORTED:

That meeting dates for the academic year 2016/17 will be circulated by the secretariat in July 2016 and it is expected the next meeting of the Faculty Board will take place in October or November 2016.