

UNIVERSITY OF WARWICK

**Board of the Faculty of Medicine**

Minutes of the meeting of the Board of the Faculty of Medicine held on **25 February 2016**.

Present: Professor P Winstanley (Chair), Professor M Achtman, Professor M Balasubramanian, Dr D Biggerstaff, Professor A Clarke, Professor G Currie, Professor S Kumar, Mr D Mullins, Professor L Roberts, Dr G Osurie, Dr J Saranga, Professor K Seers, Professor S Stewart-Brown, Dr M Wall, Professor D Wolke.

Apologies: Dr S Allen, Dr C Ashton, Professor J Barlow, Professor A Easton, Professor L Green, Dr P Handslip, Dr P McTernan, Professor C Macdougall, Dr C Marguerie, Mr N Morrison, Professor J Millar, Professor J O'Hare, Dr A Phillips, Professor A Rodger, Dr P Sutcliffe, Professor O Westwood.

With: Ms C Gray (Secretary), Mr G Hewitt (Assistant Secretary) and Ms N Snodgrass-Tan (item 1).

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21/15/16 Revisions to the Student Discipline Framework

RECEIVED:

A presentation from the Senior Assistant Registrar, Delivery Assurance, Ms Natalie Snodgrass-Tan, setting out proposed changes to the Student Disciplinary Framework in paper **BFM 13.15/16**.

REPORTED:

- (a) That the University was currently consulting on introducing a Statement of Student Expected Behaviour for introduction from the beginning of the academic year 2016/17 as part of a broader suite of revisions to the Student Discipline Framework as already approved by Senate in summer 2014/15;
- (b) That introducing such a Statement would bring the University of Warwick in line with other institutions in the UK HE sector, noting that currently 80% of Russell Group universities had similar statements of expectations or codes of conduct;
- (c) That the document would reappear on the agenda of Faculty Boards in May 2016 for final recommendation and approval before Senate is expected to approve the final version for introduction from 2016/17 in June 2016.

RESOLVED:

- (d) That members of the Faculty Board felt that the document should be as short as possible succinctly spelling out expected standards of behaviour from students, but also bearing in mind that UoW students needed to be treated as adults;

- (e) That in the context of WMS, it was imperative to highlight clearly at the beginning of the document that MBChB students were already subject to Fitness to Practise procedures which existed alongside the University Student Disciplinary Framework.

22/15/16. Apologies and Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Faculty Board of Medicine have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available online from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.
- (b) That no conflicts of interest relating to the agenda items for the meeting were reported.

23/15/16 Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty held on 2 November 2015 **(BFM 14.15/16)**.

RESOLVED:

That the minutes of the meeting of the Board of Faculty of Medicine held on 2 November 2015, be approved.

24/15/16. Matters Arising on the minutes

REPORTED:

- (a) The PVC's report on WMS Review (minute 8 (c).15/16 refers) **(BFM 15.15/16)**
- (b) That new members of the Board of Faculty of Medicine had joined since the last meeting on 2 November 2015, they were:
- Professor Olwyn Westwood (Director of PGT)
  - Dr Jacob Saranga (Head of Quality Unit)
  - Mr Narriel Morrison (UG student representative)
  - TBC (PG student representative)
- (c) Further consideration of:
- (i) HEFCE report on staff selection for REF 2014 **(BFM3.15/16)**;
- (ii) the University of Warwick REF Code of Practice 2014 **(BFM4.15/16)**
- (iii) The WMS and UoW staffing profile of eligible and submitted staff for REF 2014 **(BFM 16.15/16)**

RESOLVED:

- (a) That although members of the Board felt that the human cost of the Review of WMS had not been addressed by the document in the PVC's report on the Review of WMS, it was time to move on and to positively look to the future;
- (b) That nevertheless learning points from the WMS Review should be noted by the University for any future reviews/restructuring processes and that the Chair of Faculty had offered to act as a conduit to relay these learning points to the University on behalf of the Board of Faculty;
- (c) That members noted they were pleased to be able to see the WMS and UoW staffing profile for the REF 2014 submission;
- (d) That the figures clearly indicated the low submission rate of female WMS academic staff in the REF 2014 submission which represented a rate of 13% of eligible staff in comparison with 46% of eligible UoW staff;
- (e) That it might be the case that this was due, in part, to the University choosing not to make an A3 submission (Allied Health Professions, Dentistry, Nursing and Pharmacy) for REF 2014 which might have increased the proportion of female staff being submitted;
- (f) That the Board did not believe that there was a systemic conscious bias against submitting female staff within WMS and UoW, but as the figures represented room for significant improvement, an action plan to reverse such low submission figures for female staff for a potential future REF exercise, needed to be put in place;
- (g) That the Board requested that a causal analysis be carried out and that the low female submission rates would be brought to the attention of the Athena SWAN Steering group within WMS via Professor Judith Klein;

25/15/16

Chair's Business

REPORTED:

- (a) An update from the Chair on recent California visit
  - (i) That the Chair of Faculty at the request of the Provost, had visited California in January 2016 to explore whether there would be potential to offer a medical degree as part of the Warwick in California initiative;
  - (ii) That the Chair had concluded after his discussions with stakeholders in California, that it would be possible to offer a medical degree in California, but that no undertaking been made at this stage to do so and that any further developments in this area very much depended on the Dean of Medicine and the VC to decide on how to move this issue forward;

(b) New Chair of Faculty of Medicine appointment process

That the Chair of Faculty would retire on the 31 May 2016 and the search for a successor had begun; an advertisement for a new Chair of Faculty had been placed on the University staff portal with a closing date of 29 February and an expected start date for the new Chair of Faculty of 1 June 2016.

26/15/16 Renaming the Faculty of Medicine to the Faculty of Health

CONSIDERED:

- (a) A proposal from the Chair of Faculty to rename the Faculty of Medicine to the Faculty of Health (**BFM 17.15/16**);
- (b) Comments from the Faculty of Arts, Faculty of Social Sciences and the Faculty of Science after having considered the proposal to rename the Faculty of Medicine;

REPORTED:

- (c) That the Boards of Faculty of Arts, Social Sciences and Science had already considered this paper to rename the Faculty of Medicine to the Faculty of Health and had no objections to the proposed name change which involved no change to governance structures but merely a rebalancing of the membership from the three other Boards of Faculty on the Board of Faculty of Medicine;
- (d) That the Head of Division of Biomedical Sciences had raised objections to the name change to Faculty of Health as the proposed name would marginalise the Division of Biomedical Sciences even more within the Faculty;
- (e) That renaming the Faculty of Medicine to "Faculty of Health and Medicine" was agreed by the members of the Board of Faculty.

(N. B.: That after the meeting the Chair had decided in agreement with the Vice Chancellor that renaming the Faculty of Medicine to a suitable alternative name would be a matter for his successor to take forward.)

27/15/16 Faculty Budget

REPORTED:

- (a) That to date, the balance of the Faculty budget was £50,000 which can be spent up to 31 July 2016 and that no funds could be carried over to a new financial year and a new budget would be allocated on 1 August 2016;
- (b) That the Chair was unconcerned about the possibility of an underspend in this first (and fractional) year, feeling that this situation was preferable than spending in haste;
- (c) That initiatives supported with funds from the Faculty budget during the current financial year focussed on the following:

- Expenses for the Board of Faculty Advisory Board;
- University membership to the Academic Health Science Network;
- Contribution to the Health Summit 2016;
- Contributions to Women in Science publication;
- Contribution to the CARHD Malawi collaboration
- UHCW Board seminar with WMS, WBS and WMG;

RESOLVED:

That the Chair of Faculty would be handing over the remaining funds to his successor who would report to the Board of Faculty at its first meeting in autumn 2016 on how the remaining funds had been spent.

28/15/16

Pro-Dean (Education)

RECEIVED:

An update on WMS Education issues

REPORTED:

- (a) That the MBChB programme within WMS produced confident doctors who rapidly progressed to speciality training and also contributed to fill some workforce gaps, e.g. GP training;
- (b) That the MBChB programme effectively produced doctors for other areas in the UK than the local area and there was a need to retain excellent doctors locally via greater exposure to local excellence;
- (c) That currently, significant pressures in relation to capacity of teaching staff on the MBChB programme existed and that this had also been noticed by the current students in module feedback questionnaires; the issue of having enough teaching staff on the MBChB programme remained the most important area to be addressed along with the need to upskill members of Faculty at the same time;
- (d) That the MBChB NSS response rate for 2016 was much higher so far in comparison with the previous year and this was pleasing, however, it remained to be seen if the NSS scores satisfaction scores will also be improved and this would not yet be known until August 2016;
- (e) That a new Director of PGT programmes had started work in January 2016 and the new portfolio model of PGT programmes was now being rolled out with exploration of additional new programmes, e.g. a Physician Associate programme;
- (f) That for the PGT and CPD programmes, a legacy of organisational and operational issues needed to be addressed and this was currently progressing via new models of programme management;
- (g) That historically PGR student numbers showed an upward trajectory, but there was internal competition across the disciplines therefore a need to determine focus and strategy was crucially important.

29/15/16 Review of Faculty Research Centres

RECEIVED:

Paper **BFM.18/15-16** setting out details for the review of the following University Research Centres relevant to the Faculty of Medicine:

Royal College of Nursing Research Institute (RCNRI)

RESOLVED:

That members of the Committee agreed to recommend to the University's Research Committee, that the evidence, as set out in paper **BFM 18./15-16**, was sufficient to confirm that the Royal College of Nursing Research Institute provided added value, contributed to the University Strategy and was sustainable in the long term.

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### **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>.

30/15/16 DSA Briefing Paper

RECEIVED:

A paper from the DSA Working Group setting out changes to DSA funding and actions which the University was taking in response to the changes (**BFM 19.15/16**)

31/15/16 Assessment and Feedback

RECEIVED:

- (a) The report on timeliness of feedback for PGT assessments submitted in Autumn Terms 2015-16 across the Faculty (**BFM 20.15/16**);
- (b) The report on timeliness of feedback for the MBChB programme (**BFM 21.15/16**)

32/15/16 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The draft minutes of the meeting of the Faculty Undergraduate Studies Committee held on 3 February 2016 (**BFM 22.15/16**).

33/15/16 Report from the Faculty Graduate Studies Committee

RECEIVED:

The draft minutes of the meeting of the Faculty Graduate Studies Committee held on 26 January 2016 (**BFM 23./15-16**).

34/15/16 Dates of 2015-16 Board Meetings

REPORTED:

That the last meeting of the Board of Faculty in the academic year 2015-16 will take place on:

**Monday 16 May 2016, 14.00- 16.00 in room A-041 in the Medical School.**