

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on **31 October 2016**.

Present: Professor A Clarke (Chair), Professor M Achtman, Dr D Biggerstaff, Professor S Brake, Professor G Currie, Professor F Griffiths, Dr P Handslip, Professor C Meyer, Professor S Kumar, Professor A Rodgers, Dr J Saranga, Professor K Seers, Professor N Stallard, Professor O Westwood and Professor D Wolke.

Apologies: Dr S Allen, Dr C Ashton, Professor M Balasubramanian, Dr T Grant, Professor L Green, Professor M Keeling, Professor R Lilford, Professor C Marguerie, Dr P McTernan, Professor C Macdougall, Professor H Marland, Professor J Millar, Dr G Osuri, Professor L Roberts and Dr P Sutcliffe.

With: Mr Daniel Gibbon (for item 5), Dr M Glover, (Academic Registrar) for item 7; Ms H Watson (for item 7), Mrs J Hodge (Chief Operating Officer, WMS), Ms Samantha Johnson (Academic Support Librarian), Dr I Nezis (to represent the School of Life Sciences in Professor L Green's absence), Ms Claudia Gray (Secretary) and Mr G Hewitt (Assistant Secretary).

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.*

1/16/17 Conflicts of Interest

REPORTED:

That any members or attendees of the Faculty Board of Medicine who had any conflicts of interest relating to agenda items for the meeting should declare these 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/>.

No conflicts of interests were declared.

2/16/17 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 applies 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.

3/16/17

Terms of Reference

REPORTED:

That the terms of reference of the Board, as set out in the University Calendar were as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;
- (c) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

4/16/17

Membership

RECEIVED:

Membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2016-17, including nominations to other University Committees (**BFM 1./16-17**).

5/16/17

Gibbet Hill Space issues

RECEIVED:

A report on the Gibbet Hill masterplan from Mr Daniel Gibbons, Senior Project Manager, Estates.

REPORTED:

- (a) That the current Gibbet Hill site was under significant space pressures to accommodate the increase in projected research and teaching business over the foreseeable future in WMS and the School of Life Sciences;
- (b) That the need for extra space should be used as an opportunity to create a strong community on Gibbet Hill;
- (c) That the major objectives which have been agreed would be a phased development, with the creation of a research and development building first, the demolition of the farmhouse and better landscaping with car parking being naturally weaved into the development;
- (d) It was envisaged that the development would be completed by the start of the academic year 2019/2020 which was a challenging target, but in view of the pressing space situation experienced, it was important to have an ambitious completion target;
- (e) In the meantime, further consultations would be held to address logistics, detailed suitability assessments, structural investigations and most importantly the development of a capital plan to fund the project.

6/16/17

Welcome Week

CONSIDERED:

A paper from the Academic Registrar, Dr Mike Glover, about the proposed introduction of a Welcome Week for taught students at the University of Warwick from the academic year 2016/17 (**BFM 2./16/17**).

REPORTED:

- (a) That the University was in the process of considering to introduce a Welcome Week for all new students from the start of the academic year 2017/18 onwards as most other UK Universities already offered a Welcome Week to students and currently at Warwick Home students are not offered a specific induction week at the beginning of their course, but overseas students were already offered bespoke induction activities;
- (b) That a number of different options were proposed in the document to structure the proposed Welcome Week including a full week 0, a truncated programme of induction activities in week 0 or week 1 and that a full week 0 of induction activities had so far emerged as the most favourable option;
- (c) That currently consultations were being held by the Welcome Working Group for consideration at the meetings of the Boards of Faculties and its sub-committees in the autumn 2016;

RESOLVED:

- (d) That the MBChB programme already had a tried and tested induction programme which started one week before the standard term dates and that MBChB students valued this programme very much;
- (e) That any central induction week activities must not rival the MBChB induction, but should be scheduled into free slots within the MBChB induction programme to ensure that the value of MBChB induction week and centrally provided joined up activities would maximise the benefit to MBChB students;
- (f) That in the case of any new undergraduate degree programmes being offered within WMS, then a full week 0 would be the most beneficial option for undergraduate students;
- (g) That WMS also already offered comprehensive induction activities to postgraduate taught students and it was unlikely that WMS postgraduate taught students would benefit from any central pgt induction activities due to the part-time and CPD nature of the courses which required bespoke induction activities organised around attendance of these students; it may however be beneficial to explore if any central activities could be organised within the constraints faced by the pgt programmes;
- (h) That members of the Board of Faculty of Medicine in principle supported the establishment of a Welcome Week given the WMS specific constraints as students would benefit from the expansion of induction activities as set out in the paper.

7/16/17

Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty held on 16 May 2016 **(BFM 3./16-17)**.

RESOLVED:

That the minutes of the meeting of the Board of Faculty of Medicine held on the 16 May 2016 be approved.

8/16/17

Matters Arising

REPORTED:

- (a) That the constitution of the Board of Faculty of Medicine was approved by Senate on 27 June 2016 as set out in minute BFM 38 (b)./15/16 and new members had now joined the Board of Faculty as a result;
- (b) That a revised proposal to establish the Warwick Microbial Pathogenomics Research Centre as set out in minute 41.(g) /15/16 would not be considered by the Board of Faculty of Medicine at this meeting as Professor Mark Pallen, who proposed the establishment of this particular Research Centre, had reported that he was leaving the University of Warwick.

9/16/17

Chair's Business

REPORTED:

(a) California in Warwick issues

That WMS should consider via WMS Education Committee how and when to get involved in sharing ideas to contribute to the California in Warwick initiative on offering pgt programmes for delivery in California; members of WMS were encouraged to act on their interests in getting involved in the first instance.

(b) New members of the Board of Faculty

That the new following new members were welcomed:

Dr David Davies
Professor Richard Lilford
Professor Nigel Stallard
Professor Caroline Meyer
Professor Matt Keeling
Professor Hilary Marland
Professor Simon Brake
Dr Teresa Grant

(c) Terms of Reference of the Board of Faculty

That the Chair of Faculty drew the attention of all the members of the Board of Faculty, to the terms of reference of the Board of Faculty highlighting in particular that the Board of Faculty was required to **regulate** the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;

(d) WIHEA fellows and nominations from Faculty of Medicine

That Dr Jacob Saranga and Professor Olwyn Westwood should be congratulated on being successfully nominated as new WIHEA fellows;

(e) Terms of Reference of University Sponsorship Committee

That the terms of reference of the University Sponsorship Committee had been changed to enable the Committee to carry out a full risk assessment and consideration of risk management plans before ethics approval for health research was given;

(f) Health and Safety

That the University would shortly be launching a new Health and Safety policy which is envisaged to list responsibilities of senior staff in monitoring health and safety issues. This places a responsibility on Chairs of Faculty to monitor health and safety in Faculties. In view of this development, a WMS Faculty Health and Safety report would be considered annually at the last meeting of the Board of Faculty in May and the report is envisaged to be provided by the Dean of Medicine.

10/16/17 Report of the Faculty Advisory Board

CONSIDERED:

Annual report of the Faculty Advisory Board of Medicine for the academic year 2015/16 **(BFM 4./16/17)**.

RESOLVED:

That the annual report of the Faculty Advisory Board of Medicine for the academic year 2015/16 be accepted, subject to the correction of page 3 under section 4.1.1. which should be corrected to: ...”which WMS was in the process of submitting in April 2016.”

11/16/17 Dean of School of Medicine

REPORTED:

(a) Extra medical study places allocated by the government

- (i) That the Secretary of State for Health had announced in October 2016 that nationally 1500 extra medical training places from the start of the academic year 2018;
- (ii) That WMS was well placed in expressing an interest for increasing its student training places as the government favoured four year medical degree courses, however, teaching staff levels and facilities were currently unable to cope with a proposed increase in student numbers;
- (iii) That NHS partners in the trust were supportive of increasing student numbers as this may also lead to being able to upgrade trust training facilities;
- (iv) That a small increase in numbers for a 2018 start would be manageable, however, any further graduated increases from 2019 onwards would become difficult to accommodate and would require new teaching accommodation;
- (v) That the University would need to find the capital to fund a new teaching building from 2018 onwards and that the Oculus building should be replicated as this would be fairly easy to do due to an existing blue print;

*(b) Chester collaboration (BFM 5./16/17).

This agenda item is restricted and the minute is attached separately.

12/16/17

Pro-Dean (Education)

RECEIVED:

The Education Committee report to SMG, dated 8 September 2016 (**BFM 6./16/17**).

REPORTED:

That the since the report had been published, there had been a number of recent developments:

- (a) That the proposed Physician Assistant programme had been abandoned;
- (b) That the MSc Endodontic Practice had been approved by the Board of Graduate Studies with students to be recruited from the start of the academic year 2017/18;
- (c) That preparations for the Institutional Teaching and Learning Review had begun with the self-evaluation document (SED) due to be submitted on 7 December 2016 and that this would include an assessment of WMS's preparedness for TEF;
- (d) That it was recognised that the NSS 2016 results were less favourable, despite the increased response rate. Professor Sudhesh Kumar reported that this had been expected due to the last cohort of the old curriculum graduating in July 2016; and that action was being taken to address issues identified within the NSS 2016 to work on enhancements to improve the student experience.

RESOLVED:

- (e) That a presentation from Dr Andrew Clark from the School of Chemistry should be obtained to use his expertise in explaining the NSS scores to the student body;
- (f) That an in-depth progress report on the SED and the NSS 2016 action plan would be considered at the next meeting of the Faculty Board on 13 February 2017.

13/16/17

Report from Pro-Deans (Research)

REPORTED:

That no research report was considered at this meeting. It is expected that a research report will be considered at the next meeting of the Board of Faculty in February 2017.

14/16/17 WMS Welfare and Strategy Group

RECEIVED:

The WMS Welfare Strategy Group report to the Board of Faculty (**BFM 7./16/17**).

REPORTED:

- (a) That following the Athena SWAN application for a Gold award in April 2016, WMS had received feedback on its application. Although unsuccessful in being awarded a Gold award this time, the Silver award would be retained, while WMS was addressing the 19 actions established from the feedback received with resubmission expected in April 2017;
- (b) That the PULSE action plan was actively being worked on and monitored with the centre point being the establishment of focus groups to identify values which staff wish to see exhibited in the workplace.

15/16/17 Changes to University Research Centres

CONSIDERED:

A proposal to establish a Centre for Mechanochemical Cell Biology (**BFM 8./16/17**).

REPORTED:

- (a) That to in order to capitalise on the increase of the Mechanochemical Cell Biology Group whose PIs all had programme funding and to strengthen links with other departments within Warwick such as Mathematics, Physics, WSB and Computer Science, a new Category II Research Centre for Mechanochemical Cell Biology should be established;
- (b) That consideration would be given in future to extend links with the School of Life Sciences once the Centre had been established and was fully functional.

RESOLVED:

That the proposal to establish a Category II Research Centre for Mechanochemical Cell Biology be approved.

16/16/17 Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies

CONSIDERED:

A proposal to change the name of the Centre for Culture Policy and its associated School, the School of Theatre, Performance and Cultural Policy Studies to "The School of Theatre & Performance Studies and Cultural & Media Policy Studies" (**BFM9.16/17**).

RESOLVED:

That this agenda item would be considered by e-mail by members of the Board of Faculty of Medicine due to lack of time at the meeting of the Board of Faculty. The Secretary would confirm the outcome of the consideration to the Secretary of the Board of Faculty of Arts and the outcome would also be reported to members of the Board of Faculty of Medicine by e-mail.

NOTE:

Members of the Board of Faculty of Medicine agreed that the name of the Centre for Cultural Policy Studies and its associated School, the School of Theatre, Performance and Cultural Policy Studies should be changed to:

The School of Theatre & Performance Studies and Cultural & Media Policy Studies.

A number of members did however raise concerns over the rather long name which they said was a bit of a mouthful and did not convey a uniting theme.

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.

17/16/17 Dignity at Warwick Event 2016 #Warwick Respects

REPORTED:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, will take place on Wednesday 16 November 2016 at various venues across campus, noting that further details will be available online at:

<http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/event2016>

18/16/17 Assessment and Feedback

RECEIVED:

A report on timeliness of feedback on postgraduate taught and undergraduate programmes:

- (a) PGT marking turnaround April to July 2016 (**GSCFM 24./16-17**);
- (b) MBChB marking turnaround April to July 2016 (**MUSC 6./16/17**);
- (c) Diploma in Orthodontic Therapy marking turnaround (**MUSC 7./16/17**);

(d) Certificate in Diabetes Care marking turnaround (**MUSC 17./16/17**).

19/16/17 Report from the Faculty Undergraduate Studies Committee

REPORTED:

The draft minutes of the meeting of the Faculty Undergraduate Studies Committee held on 25 October 2016 will be published at:

<http://www2.warwick.ac.uk/services/gov/committees/bfmusc/minutes/>

20/16/17 Report from the Faculty Graduate Studies Committee

REPORTED:

The draft minutes of the meeting of the Faculty Graduate Studies Committee held on 18 October 2016 will be published at:

<http://www2.warwick.ac.uk/services/gov/committees/bfmqsc/minutes/>

21/16/17 Dates of 2016-17 Board Meetings

REPORTED:

That the Board would subsequently meet as follows during the academic year 2016-17:

Monday 13 February 2017, from 14.00-16.00, in room A-030 in the Medical School Building;

Monday 15 May 2017, from 14.00- 16.00 GLT3 in the Medical School Building.