

UNIVERSITY OF WARWICK

BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on Monday 12th November 2007.

Present: Prof Y Carter (Chair), Prof J Davey, Dr R Earle, Mr I Fraser, Dr F Griffiths, Prof C Harrison, Dr J Kidd, Dr P O'Hare, Dr C Macdougall, Mr D Metcalfe, Prof E Oliver-Jones, Prof E Peile, Dr A Stokes, Prof M Thorogood, Dr M Underwood, Prof V Zammit

Apologies: Dr C Blackburn, Dr M Carpenter, Prof S Kumar, Dr C Rodgers, Prof N Stallard, Prof S Stewart-Brown, Prof S Thornton, Prof S Weich

In Attendance: Dr M Glover, Mrs L McCarthy

MINUTES

1/07-08 Constitution, Membership and Terms of Reference

CONSIDERED:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Medicine for the academic year 2007/08

- (i) Board of the Faculty of Medicine (paper BFM/1/07-08)
- (ii) Graduate Studies Committee of the Faculty of Medicine (BFM 2/07-08)
- (iii) Undergraduate Studies Committee of the Faculty of Medicine (BFM 3/07-08)
- (iv) Phase I Board of Examiners (paper BFM 4/07-08)
- (v) Phase II Board of Examiners (paper BFM 5/07-08)
- (vi) The Admissions Steering Group (paper ASG5/07-08)

(b) Terms of Reference

That paragraph 4 of Statute 21 stated that the Board of each Faculty would have the following powers and functions:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
- (ii) To recommend to the Senate examiners for appointment.
- (iii) 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.
- (iv) To appoint members of the Board of the Faculty to be members fo the Senate as provided for under Statute 19.
- (v) To discharge such other functions as the Senate may from time to time determine.

(c) Freedom of Information Act

RECEIVED:

Information of the Freedom of Information Act 2000 as set out in paper SC.60/07-08.

RESOLVED

- (A) That the Board of the Faculty of Medicine membership list as set out in paper BFM/1/07-08 be approved subject to the following amendments:
 - (aa) That Dr E Oliver-Jones be replaced with Professor E Oliver-Jones
 - (bb) That Professor M Underwood be co-opted to the Board
 - (cc) That the School Secretary be asked to contact Ms S Faulkner, with a copy to the CEO of the PCT, regarding the potential co-option of the new Education Lead for the PCT as a member of the Board of the Faculty of Medicine.
 - (dd) That the School Secretary be asked to contact the Secretariat of the Board of the Faculty of Science in order to confirm their representation on the Board of the Faculty of Medicine.
 - (ee) That the School Secretary be asked to contact the Secretariat of the Board of the Faculty of Social Studies in order to confirm their representation on the Board of the Faculty of Medicine.
- (B) That the Graduate Studies Committee membership as set out in paper BFM2/07-08 be approved subject to the following amendments:
 - (aa) That the Partnership and Short Courses Director post be replaced with the Director of post Community Education
 - (bb) That the School Secretary be asked to contact Biological Sciences and request a member of staff to sit on the Committee.
 - (cc) That the School Secretary contact the West Midlands Deanery and discuss the possibility of Dr R Palmer sitting as a member on the Committee.
 - (dd) That Mr David Metcalfe be added to the membership of the Committee as the student representative.
 - (ee) That Dr F Griffiths be asked to consider a nomination for the User representative.
- (C) That the Undergraduate Studies Committee of the Faculty of Medicine as set out in paper BFM 3/07-08 be approved subject to the following amendment:

That Professor Peile be asked to contact Dr David Honeybourne to request that he takes up the representation on the Undergraduate Studies Committee of the External Member.
- (D) That the Phase I Board of Examiners as set out in paper BFM 4/07-08 be approved subject to the following amendment, that all external examiners be listed.
- (E) That the Phase II Board of Examiners as set out in paper BFM 5/07-08 be approved subject to the following amendment, that all external examiners be listed.
- (F) That the Admissions Steering Group membership as set out in paper ASG5/07-08 be approved subject to the following amendments:
 - (aa) That Mr Andrew Dawes (Chair SSLC) and Mr David Metcalfe (Faculty representative) be added to the membership.

RECOMMENDED: (to the Senate)

- (I) That for the academic year 2008/09 the post of Vice Dean (WMS) be added to the membership of the Board of the Faculty of Medicine.

- (II) That the following academic staff deputise for Professor E Peile, Associate Dean (Teaching), whilst he is on study leave between March and September 2008.

Professor Margaret Thorogood – Academic Staff Committee

Dr Paul O’Hare – Board of Graduate Studies and AQSC

Prof Martin Underwood – Senate

2/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 29th May 2007 be approved.

3/07-08 Chair’s Action

REPORTED:

- (a) That the Chair has taken action of behalf of the Committee to approve the following nominations to University Committees.

International Committee Professor Sudhesh Kumar

North American Travel Fund Professor Martin Feelisch

- (b) That the Chair has taken action on behalf of the Committee to recommend the co-optation of Professor S Weich onto the Board of the Medicine as the representative of the Coventry and Warwickshire Partnership Trust.

4/07-08 Chair’s Business

- (a) New Vice Dean

The Chair welcomed Professor Martin Underwood (Vice Dean) to the Board.

- (b) RAE

REPORTED:

That two submissions UOA4 and UOA7 have been submitted to the Vice Chancellor and that it was expected that they would be uploaded on the 20th November 2007.

RESOLVED:

That thanks be extended to all who those who have taken part in the preparations so far.

- (c) GMC

REPORTED:

That the QABME team “light touch” report of the MB ChB was sent at start of summer and that it had been checked for errors of fact. It would now be sent to the GMC Undergraduate Committee and go to the GMC Education Committee.

RESOLVED:

- (i) That the Associate Dean (Teaching) be asked to start a draft response to the light touch report for uploading to the GMC web pages.

- (ii) That the School Secretary be asked to complete the FtP annual return.

(iii) That the Associate Dean (Teaching) and the School Secretary be asked to complete the standard GMC annual return.

(d) Science City

REPORTED:

That stage one of the bid has been approved and that full applications are due to be submitted in next few days, it was noted that £9.9m, in total, was expected and that a governance structure would be required.

(e) Wolfson Bid

REPORTED:

That the Wolfson bid for the extension to the MTC has been successful and that as soon as the Estates Department move work can commence.

(f) Capital bid for Wellcome Trust

REPORTED:

That a capital bid to the Wellcome Trust would be submitted in order to house Systems Biology on the Gibbet Hill site.

(g) MRC Partnership Agreement

REPORTED:

That the Medical School been visited by the MRC and that further opportunities for partnership may be possible.

(h) New Chair – Oncology

REPORTED:

That Professor Christopher Poole had been appointed as the new Chair – Oncology and would be starting in April 2008.

(i) Development Executive

REPORTED:

That Mr Gavin Maggs has resigned as the WMS Development Executive and would be leaving on the 31st December 2007.

5/07-08 National Student Survey

CONSIDERED:

The results for Medicine from the National Student Survey 2007 as set out in papers BFM7/07-08, it being noted that Dr Julian Moss had collated results for other Medical Schools for comparison.

It was also noted that:

- (a) First and second year students now received automated feedback through their e-mail account and that this was co-ordinated by David Davies.
- (b) That the Medical School would need to consider, with the student body what the implications are for the Medical School of these results and how these may affect the reputation of the Medical School in the short and medium term.
- (c) The Medical School had received and dealt with an academic complaint from students in the 2006 cohort and that Professor Peile had addressed the cohort regarding their issues.

- (d) That the Chairs Forum had discussed the speed of response / feedback to students for assessed work .
RESOLVED:
- (e) That the Medical School would need to consider what aspects of Quality Assurance needed to be improved.
- (f) That as this was the first time that the University of Warwick had taken part in the NSS that the Medical School would need to assess how to best engage with the final year students prior to survey taking place in 2008.
- (g) That the WMS QAEG be asked to consider how to best plan for the next NSS with student involvement.
- (h) That the Phase II Co-ordinator Dr Colin Macdougall be added to the QAEG membership.

6/07-08 QAA Institutional Audit

REPORTED:

By the Director of the Medical School Quality Assurance and Enhancement Group that the University's next QAA Institutional Audit would take place during the Autumn Term 2008, it being noted that one focus could be overseas collaborative provision.

RECEIVED:

A report from the Academic Quality and Standards Committee outlining the timescale of and preparations for Institutional Audit as set out in paper AQSC7/07-08.

7/07-08 Proposed Dress Code for Medical Students and Doctors in Examinations

CONSIDERED:

A paper from the Associate Dean (Teaching) on a proposed new dress code for medical students and doctors in examinations as set out in paper BFM8/07-08.

RESOLVED:

- (a) That the proposed new dress code for medical students and doctors in examinations, as set out in paper BFM8/07-08, be approved and that students will have to adhere to individual Trust and GP policy.
- (b) That the 2008 cohort of students will need to be informed of the dress code during Induction Week.
- (c) That consultation with individual Trusts will need to be considered through the Joint Academic Strategy meetings.
- (d) That third and fourth year students plus examiners will need to be informed of the new dress code by the time of the Intermediate Clinical Examinations in March 2008.

8/07-08 Student Use of the Title Doctor

CONSIDERED:

A paper from the Associate Dean (Teaching) on the student use of the title Doctor as set out in paper BFM9/07-08.

RESOLVED:

- (a) That the paper on the student use of the title Doctor as set out in paper BFM9/07-08, limited to direct patient and health professional contact only, be approved.
- (b) That the Assistant Registrar be asked to contact the central university administration in order to ascertain if it would be possible to print medical student cards without their title on in order to avoid any confusion.

9/07-08

Prizes

CONSIDERED:

Prizes to be awarded at graduation July 2008 as set out in paper BFM10/07-08.

RESOLVED:

That the prizes to be awarded at graduation July 2008 as set out in paper BFM10/07-08 be approved subject to the following additions:

- (a) That the Pidgeon Medal for Academic Scholarship and Research be added.
- (b) That it be noted that this would be the last year in which the Clinical Methods Block prize would be awarded and that it would be replaced by the General Practice Course prize.
- (c) That the Assistant Registrar be asked to discuss the Group Work Prize with the Development Executive.
- (d) That once amended the prize list be uploaded to the web by the Assistant Registrar.

10/07-08

Graduate Studies Committee Minutes

RECEIVED:

The minutes of the Graduate Studies Committee meeting held on the 23rd October 2007 as set out in paper BFM12/07-08.

11/07-08

Undergraduate Studies Committee Minutes

RECEIVED:

The minutes of the Undergraduate Studies Committee meeting held on the 26th October 2007 BFM11/07-08.

12/07-08

Admissions Policy

RECEIVED:

The admissions policy for the MB ChB for admission to the 2008 cohort as set out in paper BFM6/07-08.

13/07-08

Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would take place on the 18th February 2008 at 2.00pm (venue to be confirmed).