

University of Warwick

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on the 31<sup>st</sup> October 2005.

Present: Prof Y Carter (Chair), Prof J Davey, Mr I Fraser, Prof G Hundt, Prof S Kumar, Dr C Macdougall, Dr N Manek, Dr P O'Hare, Dr C Marguerie, Prof E Oliver-Jones, Prof E Peile, Dr C Rodgers, Mr K Scheeres, Prof D Singer, Prof M Thorogood, Dr A Withnall (vice Prof J Dale)

Apologies: Ms C Blackburn, Dr H Bradby, Prof J Dale, Dr A Dolan, Ms S Faulkener, Prof J Hutton, Prof R Fine, Prof R Freedman, Prof I Lauder, Dr C Marguerie, Dr H Marland, Dr A Morris, Prof S Petersen, Prof S Thornton

In Attendance: Dr M Glover and Mrs L McCarthy

MINUTES

1/05-06 Remit and Membership of the Board of the Faculty of Medicine

REPORTED:

That paragraph (4) of Statute 21 states that the Board of each Faculty will have the following powers and functions:

- a. to regulate, subject to these 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 19;
- g. to discharge such other functions as the Senate may from time to time determine.

CONSIDERED:

The membership of the Board of the Faculty of Medicine for 2005/06 as set out in paper BFM1/05-06.

RESOLVED:

- (A) That the secretariat revise the membership to include the following:
- (a) Professor Victor Zammit as Director of the Clinical Sciences Research Institute in place of Professor Donald Singer.

- (b) Professor Donald Singer as a co-opted member, being a full time permanent member of staff and Chair of the WMS Information Group at the University of Warwick subject to the approval of Senate.
  - (c) Dr Alan Dolan to replace Dr Wolfgang Markham as a member of staff elected by and from the Department of Health and Social Studies.
  - (d) Professor Margaret Thorogood as a member of academic staff elected by and from Warwick Medical School.
  - (e) Mr Karl Scheeres as the student representative.
  - (f) Dr Jane Kidd as a co-opted member, being a full time permanent member of staff and the new Director of Admissions for the MBChB programme at the University of Warwick subject to the approval of Senate.
- (B) That congratulations be given to Professor Elizabeth Oliver-Jones on her recent promotion to professorial level.

2/05-06

Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 23<sup>rd</sup> May 2005 be approved.

3/05-06

Matters Arising

- a. Medical Student Expansion (minute 36/04-05 referred)

RECEIVED:

An oral report from the Chair regarding the bid for an additional 25 places for the MB ChB based at the University of Warwick and the additional 21 places based at the University of Leicester, it being noted that short-listing was likely to take place in December with a final decision being made in April/May 2006; this would necessitate a reserve list of candidates to whom offers could be made for 2006 entry.

- b. Accommodation Matters (minute 37/04-05 referred)

RECEIVED:

(i) An oral report from the School Secretary regarding progress on the options presented in the accommodation paper presented at the previous Board of the Faculty of Medicine, it being noted that the preferred option was for a new build near Rootes and that the Dean had been in contact with Bob Wilson the new Director of Estates.

(ii) An oral report from the School Secretary informing the Board of the visit of the University Accommodation Committee, it being noted that the Committee had toured the MTC, the MSB and the CSRI. The Committee was informed that the variation requests at the CSRI were becoming extremely time consuming and expensive.

- (iii) An oral report from Professor Peile on the progress of the anatomy facility at the new UHCW site, it being noted that negotiations had re-started for the use of the new facility and account of the usage from the University of Coventry was now also being considered.

c. Warwick in Asia (minute 39/04-05 referred)

CONSIDERED:

An oral report from the Chair on the decisions taken by Senate and Council on the Warwick in Asia feasibility study, it being noted that,

- (i) the visit undertaken by the Chair, Professor David Spanswick and members of the School of Biological Sciences and Warwick HRI had been positive with ideas being generated around biomedical research, CPD and clinical masters degrees.
- (ii) the decision at Senate had been taken using a closed ballot and the result was 2:1 against.
- (iii) Council accepted the vote of the Senate and have suggested that other possibilities for working with the EDB in Singapore should be explored and that a small group should be set up with membership from the Pro-Vice Chancellors for Research and International Affairs to take this forward with further consultation with academic colleagues.
- (iv) Professor Jeremy Dale and Ms Alyson Quinn would be in Singapore launching the "Implant Dentistry" course and that they had been briefed regarding the decisions made by the University and how this might affect any presentations they made.

d. Systems Biology (minute 40/04-05 referred)

RECEIVED:

An oral report from the Chair regarding developments surrounding Systems Biology, it being noted that the SRIF 3 bid had been successful. An initial joint bid to BBSRC had been unsuccessful but further focused bids were being prepared. A date for the Electoral Board for the position of Chair of Systems Biology linked to WMS has been scheduled.

4/05-06

Chair's Business

a. GMC

RECEIVED:

An oral report from the Chair regarding the submission of the GMC template on the 1<sup>st</sup> October 2005, it being noted that all information could now be found on the QABME web site and that the Chair of the visiting team for Warwick would be Professor Sam Leinster, Dean of UEA. Visits would commence in January/February 2006 and it was likely that the

team would wish to: visit a number of general practices; observe an examination board; observe clinical assessments; talk to students and teachers and visit partner NHS Trusts at some points during the year.

b. NHS Institute

An oral report from the Chair on discussions being held with the NHS Institute and the bid led by Professor Cooke for a National Centre for Clinical Systems Improvement.

c. Appointments

An oral report from the Chair on appointments as listed:

- (i) Chair of Medical Statistics
- (ii) Chair in Health Economics
- (iii) Chair of Reproductive Biology – pending confirmation of acceptance of the post
- (iv) Chair of Cancer Trials

and the successful outline MRC discipline bridging bid between WMS and WMG. A full bid has been invited with a deadline of early December.

d. SRIF Bids

The successful bids for the CSRI, Systems Biology and the Clinical Trials Unit.

e. SIFT

RECEIVED:

- (i) An oral report from the Chair and Professor Peile regarding the difficulties with SIFT monies and posts at UHCW. It was also noted that an acute services review across West Midlands South may have an impact on clinical posts associated with WMS.
- (ii) An oral report from Dr N Manek regarding the management situation at GEH, it being noted that the UHCW Chief Executive had been appointed as Acting Chief Executive for GEH for a period of 6 weeks. UHCW and GEH would be exploring the possibility of making applications for Foundation Trust status using a federal structure if current legislation permitted.

5/05-06

Student Satisfaction Survey

CONSIDERED:

Extracts from the report of the 2003/04 and 2004/05 Student Satisfaction surveys and a response from the Associate Dean (Teaching), as set out in papers BFM3/05-06, BFM4/05-06 and BFM5/05-06 (the latter paper being tabled at the meeting), it being noted that action to resolve all the areas identified, by both student surveys, have been taken by WMS by individual staff, through WMS Committee structures and via the SSLC.

RESOLVED:

- (i) That the phrase "WMS Learning Grid" be replaced with the "Gibbet Hill Learning Grid".
- (ii) That the response paper, BFM5/05-06 be presented for consideration at the SSLC meeting to be held at 5.00pm on the 31<sup>st</sup> October 2005.

6/05-06

Quality Assurance and Enhancement Group

CONSIDERED:

The proposed terms of reference and membership of a new Quality Assurance and Enhancement Group as set out in paper BFM6/05-06

RESOLVED:

- (i) That the proposed terms of reference and membership of the new Quality Assurance and Enhancement Group as set out in paper BFM6/05-06 be approved.
- (ii) That links to any SHA and Deanery quality assurance groups be established.

7/05-06

Teaching Evaluation Report

CONSIDERED:

A report evaluating the MB ChB course as set out in paper BFM7/05-06, it being noted that several issues had been highlighted by the report that required follow-up.

RESOLVED:

- (i) That Lynn Caley be thanked for her work in this area.
- (ii) That the Medical School should press partner Trusts for membership of appointments boards for clinical demonstrators.
- (iii) That students require to be better prepared for self directed learning and that the Medical School needs to consider how this might be best achieved.

8/05-06

Medical School Restructuring

CONSIDERED:

A consultation document proposing a new management structure for the Medical School as set out in paper BFM8/05-06.

The following points were noted that:

- (i) the School Secretary and Personnel Officer had attended information meetings with all divisional staff that had included a question and answer session at the end.

- (ii) a forum had been established for staff to post concerns and ask questions on.
- (iii) the new GIFT contract would not be adversely affected by re-structuring and that the Chair had been in contact with Stewart Harding to reassure him that restructuring would not affect the staffing of the programme.
- (iv) the Directors posts were currently being drafted for approval by the Executive.
- (v) the campus unions have been written to but as yet no response has been received.
- (vi) the “enterprise” directorate would probably be re-named to include “distance learning” or “partnership” wording.

9/05-06 MB ChB Annual Course Review

CONSIDERED:

The annual course review for the MB ChB as set out in paper BFM9/05-06.

RESOLVED

That the annual course review for the MB ChB as set out in paper BFM9/05-06 be approved subject to the following amendment under FPE (2000 cohort) on page 4 of the document:

“students on the 5 year course at Warwick .... probably better overall than students on the 4 year course” be replaced with, “students on the **4** year course at Warwick .... probably better overall than students on the **5** year course”

10/05-06 Admissions Steering Group

CONSIDERED:

The membership and terms of reference of the Admissions Steering Group for the academic year 2005/06 as set out in paper ASG1{revised}05-06.

RESOLVED:

That the membership and terms of reference of the Admissions Steering Group for the academic year 2005/06 as set out in paper ASG1{revised}05-06 be approved.

11/05-06 Graduate Studies Committee

CONSIDERED:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine held on the 18<sup>th</sup> October 2005 as set out in paper BFM10/05-06, it being noted that an additional point had been added to the remit of the Committee to include non-accredited courses

RESOLVED:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine held on the 18<sup>th</sup> October 2005 as set out in paper BFM10/05-06 be approved subject to the following amendment:

that Mrs L McCarthy be noted as “in attendance” for the meeting.

12/05-06 Advisory Board

CONSIDERED:

A proposed framework for identifying appropriate members of the Faculty of Advisory Board as set out in paper BFM11/05-06.

RESOLVED:

That the proposed framework for identifying appropriate members of the Faculty of Advisory Board as set out in paper BFM11/05-06 be approved subject to the following amendment:

that under Rules of Engagement “The Dean of Warwick Medical School reserves the right to request a Member of the Advisory Board to step down” be replaced by “The Chair of the Faculty Advisory Board reserves the right to request a Member of the Advisory Board to step down”

13/05-06 Information Group

CONSIDERED:

The minutes of the Faculty Information Group meetings held on the 20<sup>th</sup> May 2005 and on the 15<sup>th</sup> July 2005 as set out in papers BFM13/05-06 and BFM14/05-06, it being noted that Dr Adrian Stokes would be leading a sub group leading on web design in collaboration with Catherine Fenn.

RESOLVED:

That the minutes of the Faculty Information Group meetings held on the 20<sup>th</sup> May 2005 and on the 15<sup>th</sup> July 2005 as set out in papers BFM13/05-06 and BFM14/05-06 be approved.

14/05-06 Gibbet Hill Learning Grid

RECEIVED

An oral report from the WMS School Secretary on progress regarding the refurbishment of part of the CPD area in the Gibbet Hill Learning Grid.

15/05-06 Faculty Issues for Senate

CONSIDERED:

Faculty issues that would be appropriate for further discussion at the Senate.

RESOLVED:

That the Chair and WMS School Secretary be asked to formulate a list of issues, including the following items, for discussion at Senate:

- (i) GMC visits
- (ii) Medical School Re-Structuring
- (iii) Changes to Admissions
- (iv) Student expansion
- (v) Quality Assurance and Enhancement Group (QAEG)
- (vi) New plans for Warwick in Asia and launch of Implant Dentistry course in Singapore

16/05-06 Curriculum Committee

RECEIVED:

Minutes of the Curriculum Committee meeting held on the 31<sup>st</sup> May as set out in paper BFM20/05-6.

RESOLVED:

That the minutes of the Curriculum Committee meeting held on BFM20/05-06 as set out in paper BFM20/05-6 be approved.

17/05-06 Walport Posts

RECEIVED:

An oral report from Dr P O'Hare regarding the progress with Walport fellowships it being noted that the following specialties had been proposed: public health, general practice, diabetes, orthopaedics, reproduction, psychiatry and medical education.

18/05-06 Senior Clinical Lecturer Posts

RECEIVED:

An oral report from Professor S Kumar outlining how to address the shortage specialty position.

RESOLVED:

That Dr P O'Hare and Professor S Kumar discuss further options out-with the Faculty Board.

19/05-06 Pro-Vice Chancellors

REPORTED:

By the Chair that 2 new Pro Vice Chancellors were now in office: Professor Robert Lindley (i/c International Strategy) and Professor Susan Bassnett (i/c Campus life / Accommodation).

RESOLVED:

That at a future Faculty lunch the international strategy of the Medical School including links with other medical schools/faculty and recruitment be discussed.

20/05-06

Date of Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held at 2pm on Monday 6<sup>th</sup> February 2006.