

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on **Monday 13 February 2017**.

Present: Professor A Clarke (Chair), Professor M Balasubramanian, Dr D Biggerstaff, Professor S Brake, Ms L Clarke, Dr D Davies, Dr T Grant, Professor M Keeling, Professor P McTernan, Professor C Macdougall, Professor C Meyer, Professor S Kumar and Professor N Stallard.

Apologies: Professor M Achtman, Dr S Allen, Dr C Ashton, Ms Amy Coats, Professor G Currie, Professor L Green, Professor F Griffiths, Dr P Handslip, Professor R Lilford, Professor C Marguerie, Professor H Marland, Professor J Millar, Dr G Osuri, Professor L Roberts, Dr J Saranga, Professor K Seers, Professor P Sutcliffe, Professor O Westwood and Professor D Wolke.

With: Ms C Gray (Secretary), Mrs J Hodge (Chief Operating Officer, WMS), Mrs S Johnson (Academic Support Librarian), Dr F MacCullum, Dr Emma Melia (for item 22), Professor J Palmowski (for item 22), Mr G Partridge (for item 30).

MATTERS FOR CONSIDERATION BY THE BOARD

22/16/17 Sessional Teaching Payroll Project

RECEIVED:

A presentation from Professor Jan Palmowski and colleagues about the Sessional Teaching Payroll Project (**BFM 10.16/17**).

REPORTED:

- (a) That the background to the Sessional Teaching Payroll (STP) Project was related to concerns about employment of sessional tutors across the institution, including poor practice of payment and Tier 4 visa compliance leading to concerns about potential violation of employment law;
- (b) A pilot project was conducted in 2015 across seven departments with a view to formalise teaching arrangement for sessional tutors to ensure compliance with employment law;
- (c) That the STP project was ready to be operationalised across the whole University applying to sessional tutors who were engaged in teaching and that nine role descriptors had been created for this purpose;
- (d) That WMS post PhD sessional tutors were not part of this project due to the distinctive profile of sessional teaching in WMS;
- (e) That the nine role descriptors should be discussed internally in WMS to decide if they are relevant to sessional teaching in WMS;

- (f) That some WMS PhD students were teaching in other departments and therefore needed to be aware of this project;

RESOLVED:

- (g) That the nine role descriptors had already been discussed in WMS as some MBChB students had a facilitating role and that WMS would feed back to Professor Palmowski on the outcome of these discussions;
- (h) That Dr P McTernan would ensure that PhD students in WMS were aware of this project in case they were teaching in other departments.

23/16/17 Apologies and Conflicts of Interest

REPORTED:

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.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

No conflicts or interests were declared.

24/16/17 Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty held on 31 October 2016 **(BFM 11.16/17)**.

RESOLVED:

That the minutes of the meeting of the Board of Faculty of Medicine held on the 31 October 2016 be approved.

25/16/17 Matters Arising on the minutes

REPORTED:

- (a) That Dr Andrew Clark from the Department of Chemistry had contacted Professor Lesley Roberts about sharing his expertise in explaining NSS scores to the student body, **minute 12 (e) /16/17 refers**. Professor Roberts had subsequently held a meeting with the MBChB student body to explain NSS issues;
- (b) That a short report on the WMS ITLR feedback would be provided by the Dean of Medicine under item 29 below and that following the Faculty Engagement event, a full progress report on the WMS ITLR would be presented by Professor Lesley Roberts at the next meeting of the Board of Faculty of Medicine on 15 May 2017, **minute 12 (f) /16/17 refers**;
- (c) That the NSS 2016 action plan for WMS would be considered under agenda item 28 below, **minute 12 (f) 16/17 refers**.

26/16/17 Chair's Business

REPORTED:

- (a) That the new student members, Ms Latoya Clarke (PGR) and Ms Amie Coats (MBChB) were welcomed to the meeting;
- (b) That discussions at the Faculty Advisory Board meeting in December 2016 focused on NSS 2016 outcome and WMS role in the region;
- (c) That the Chair and deputy of the Faculty had agreed to support MBChB/PGT and PGR prizes and leadership training for WMS members of senior staff from the Faculty of Medicine budget;
- (d) That the Faculty of Medicine website was currently under construction and would be visually distinct from the Medical School website, but would refer to the WMS teaching and research issues; details of the Faculty team and profiles of the members of the Faculty Advisory Board would be published in due course on the Faculty website;
- (e) That a Faculty Social Care summit was planned for later in the spring/summer at the request of a local councillor from Coventry;
- (f) That a Health and Safety report from the Dean of Medicine would be considered at the next meeting of the Faculty Board on 15 May 2017; in addition it was noted that the responsibility for Health and Safety was shared with the School of Life Sciences and was therefore a complex matter; timely submission of required QEMIS returns were a challenge for PIs as the QEMIS system represented a culture change and progress had been slow, but PIs were now catching up with new requirements.

27/16/17 WMS Research

RECEIVED:

Applications and awards report on WMS grants (**BFM 12.16/17**)

REPORTED:

- (a) That there had been a slight decline in the number of research grant applications and awards in comparison with previous years for WMS, but award values were higher than expected when award was initially received, this was in line with a University wide trend;
- (b) That the target on grant awards and values awarded had been accurately forecast taking into account distortions due to probationary staff, sub-contracts and general staff movement;
- (c) That a welcome collaboration with the Faculty of Social Sciences in the area of Health Sciences was also bringing in additional research income;
- (d) That the levels of EU and industrial funding had recently dropped;

- (e) That WMS along with other departments suffered from a delay in cost codes being allocated once research grants became live which caused problems when expenditure from the grant was needed; this was a central University problem which needed addressing urgently;
- (f) That the paper on research funding should indicate that it was a WMS strategy rather than a faculty strategy and should be signed by the author, Elizabeth Cromwell, the Research Development Manager.

28/16/17 WMS Education

RECEIVED:

- (a) WMS NSS 2016 action plan (**BFM 13.16/17**);
- (b) University of Warwick TEF submission (**S 29.16/17**) and TEF metrics (**S 42. 16/17**)

REPORTED:

- (c) That members of the Board of Faculty of Medicine welcomed the NSS action plan which was a comprehensive analysis of the NSS 2016 and the associated actions to be taken by WMS;
- (d) That the action plan contained an activity tracker and it was a dynamic document which was updated continuously and any queries should be addressed to Dr Kate Owen for clarification in the first instance;
- (e) That members of the Committee needed to be aware that MBChB students were mature students studying on a graduate entry course which may influence their NSS replies as they were more discerning in their expectations and experiences;
- (f) That the cohort of MBChB students who would be graduating in 2017 were the first cohort of students studying on the new curriculum and it was hoped that NSS responses would show a positive improvement in their student experience;
- (g) That under miscellaneous on the NSS action plan, a comment on bullying did not contain an action point; this was difficult to action as there was a bullying policy in place in hospital trusts, but the effectiveness of this policy depended on students invoking the policy which for various reasons did not always happen;

RESOLVED:

- (h) That to further improve the NSS action plan, another column should be added with a link on how to find the evidence of the action which had been taken/completed;
- (i) That support for WMS students after reports of bullying have been made, should be revisited in the action plan.

29/16/17

Dean of School of Medicine

RECEIVED:

- (a) An update from the Dean of School of Medicine
- (b) WMS ITLR feedback

REPORTED:

- (c) That WMS had embarked on plans for an ambitious building programme to ensure that an additional building for research would be available by 2019 with a further building for teaching activities planned for soon thereafter to accommodate expansion of expected MBChB student numbers;
- (d) That in liaison with the Strategic Planning and Analytics department in the central University, staff student ratio figures had been examined and rectified, this should have a positive effect on future league table publications as anomalies were discovered in centrally held figures;
- (e) That WMS was active in important regional developments, e.g. Midlands Health Innovations, Midlands Engine and the new City Centre GP facility in Coventry and collaborations with Industry which will help to raise the profile of WMS regionally;
- (f) That the government had not yet made definite announcements on expected increases in student numbers on medical degrees, it is expected that nationally 1500 extra student places would become available between 2018-2020; WMS was in a good position to be awarded extra numbers of 15-20 per year as the government wanted to focus on increasing student numbers on graduate entry medical degrees outside London;
- (g) That the draft ITLR report for WMS had been received, but a response from WMS had not yet been sent back; initial indications were complimentary and contained numerous commendations; the panel was satisfied that the ITLR 2011 recommendations had been addressed and that WMS had actively maintained standards;
- (h) That the draft ITLR report was as expected and that initial indications in the draft report pointed to a number of actions in relation to communications with students and personal tutoring;
- (i) That the WMS ITLR team should be thanked for all their hard work.

30/16/17

WMS Welfare and Strategy Group

RECEIVED:

An update on the progress of the Athena SWAN submission for April 2017 from Mr Graham Partridge.

REPORTED:

- (a) That WMS had not been awarded a Gold award for Athena SWAN in 2016, but was invited to resubmit its application for the Silver award to be extended;
- (b) That the Senior Management Team was committed to the Athena SWAN agenda and the revised submission for April 2017 was owned by multiple stakeholders;

RESOLVED:

- (c) That the Chair of Faculty was keen to fund support for the Athena SWAN submission/agenda and would be in touch with the Athena SWAN team to identify financial support required.

31/16/17 Proposal to Rename the Centre for Professional Education

CONSIDERED:

A proposal from the Director of the Centre for Professional Education for the Centre to be renamed Warwick Teacher Education, as set out in paper **BFSS.9/16-17**.

RESOLVED:

That members of the Board of Faculty of Medicine supported the request to rename the Centre for Professional Education to Warwick Teacher Education.

32/16/17 Warwick Centre for Applied Health Research and Delivery – Research Centre

CONSIDERED:

The review of the Warwick Centre for Applied Health Research and Delivery (WCHARD) research centre as set out in **BFM 14.16/17**.

RESOLVED:

- (a) That the Board of Faculty of Medicine was satisfied with the progress of the Centre and its continued relevance from a research funding and policy perspective and recommended its continuation to the University Research Committee;
- (b) That the collaboration with the Liverpool School of Tropical Medicine (LSTM) might put off collaborators and the Director should consider if the link with LSTM had been outgrown and should therefore be reconsidered;
- (c) That the success rate in relation to the number of grant applications made had not yet been very beneficial and the application strategy might need to be reconsidered.

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>.

33/16/17 Welcome Week Proposal

RECEIVED:

The proposal considered by Senate on 1 February 2017 to introduce a Welcome Week for new students in 2018/19 (**S.30/16/17**).

34/16/17 Assessment and Feedback

RECEIVED:

The reports on timeliness of feedback for postgraduate taught and undergraduate programmes from September 2016 to December 2016:

- (a) PGT programmes (**GSCFM 54. 16/17**);
- (b) MBChB programme (**MUSC 38. 16/17 revised**);
- (c) Diploma in Orthodontic Therapy (**MUSC 39. 16/17**);
- (d) Certificate in Diabetes Care (**MUSC 40. 16/17**)

35/16/17 Report from the Faculty Undergraduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Undergraduate Studies Committee held on 31 January 2017 would be published at:

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

36/16/17 Report from the Faculty Graduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Graduate Studies Committee held on 7 February 2017 would be published at:

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

37/16/17 Dates of 2016-17 Board Meetings

REPORTED:

That the last meeting of the Board of Faculty in the academic year 2016-17 would take place on:

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