

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on **Monday 15 May 2017**.

Present: Professor A Clarke (Chair), Professor S Brake, Dr D Britnell, Dr D Davies, Dr T Grant, Professor L Green, Professor F Griffiths, Professor M Keeling, Professor C Maccougall, Dr J Madan, Professor C Meyer, Professor L Roberts, Professor K Seers, Dr H Toner, Professor D Wolke,

Apologies: Professor M Achtman, Dr S Allen, Dr C Ashton, Professor M Balasubramanian, Dr D Biggerstaff, Ms L Clarke, Ms Amy Coats, Professor G Currie, Dr P Handslip, Professor S Kumar, Professor R Lilford, Professor C Marguerie, Professor H Marland, Professor J Millar, Dr G Osuri, Professor N Stallard, Professor P Sutcliffe

In attendance: Ms C Gray (Secretary), Mr G Hewitt (Assistant Secretary), Mrs J Hodge (Chief Operating Officer, WMS) Mrs S Johnson (Academic Support Librarian), Dr J Mercer, Professor C Hughes (Pro-Vice-Chancellor Education for minute 40), Dr Nigel de Noronha (for minute 40), Ms R Rooke, (for minute 40), Mr G Partridge (for minute 47), Professor L Gracia (for minute 50) and Ms L Hasler (for minute 50).

38.16/17 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 of interests were declared.

39.16/17 Reappointment of the Chair of Faculty

CONSIDERED:

In accordance with Statute 17 (3) regarding the selection and appointment of Faculty Board Chairs, the recommendation to the Board by the Vice-Chancellor that Professor Aileen Clarke be reappointed as Chair of the Faculty of Medicine for the 2017-18 academic year.

RESOLVED:

That Professor Aileen Clarke, be reappointed as Chair of Faculty of the Board of Faculty of Medicine for the 2017/18 academic year.

40. 16/17 Academic Governance

RECEIVED:

A presentation on the review of Academic Governance (**BFM 15.16/17**) from the Pro-Vice-Chancellor (Education), Professor Christopher Hughes.

REPORTED:

- (i) That Senate in June 2016 had approved the basic structures and outlines of an Academic Governance Review and that the consultation paper provided further details on these proposals;
- (ii) That the Teaching Quality Office had developed a SITS workflow system to enable course approvals to be carried out by an approvals panel thereby reducing business for the Faculty sub-committees and the Boards of Graduate and Undergraduate Studies; this would be piloted over the summer 2017 and introduced across the University in October 2017;
- (iii) That the paper proposed at the University level, the establishment of a new University Education Committee, a revised Academic Quality and Standards Committee, a Partnerships Committee (renamed from the Collaborative, Flexible and Distributed Learning Committee), and a new Student Experience and Engagement Committee (SLEEC) with the main purpose to enhance the student experience;
- (iv) That the Board of Graduate Studies would continue to exist to provide oversight and consistent decision making for postgraduate matters at the University level;
- (v) That the Board of Undergraduate Studies would cease to exist as major business such as course approvals would move to the SITS workflow panel approval system and consideration of external examiners' reports would become the responsibility of the reconstituted Academic Quality and Standards Committee (AQSC);
- (vi) That Boards of Faculty would continue to exist with revised terms of reference;
- (vii) That the Faculty sub-committees (Graduate and Undergraduate Studies Committee) would cease to exist and would be replaced by a Faculty Education Committee and that the Chair of the Faculty Education Committee would be a member of the University Education Committee;
- (viii) That at departmental level, a Departmental Education Committee would be created, chaired by the newly created post of a Director of Education; the proposal to create a Director of Education was an outcome of the recently completed Institutional Teaching and Learning Review (ITLR) during which it transpired that well-functioning departments benefitted from a Director of Education who had oversight of undergraduate and postgraduate matters;
- (ix) That members of the Board of Faculty were encouraged to participate in the online consultation on the review of Academic Governance which was open until the 1 June 2017 with an open meeting for interested parties being held on 25 May 2017;
- (x) That following the consultation, recommendations for a new Academic Governance structure would be made to Senate on 5 July 2017 with a view to implement changes from the academic year 2017/18;

RESOLVED:

- (xi) That members were unclear about the timelines and details of the new SITS workflow course approvals process and would appreciate more detailed information, particularly on issues such as the panel size for course approvals and how to take part in the pilot of the SITS workflow system; a demonstration of this new course approvals system would be appreciated for relevant stakeholders across the University;
- (xii) That there was concern due to the speed of the changes in relation to the course approvals process, there could be a danger that courses are progressed too quickly through the system when there was a need for further iterations early on in the process and therefore the interface of the course approvals process between the department and the SITS course approvals panel needed to be clarified properly;
- (xiii) That in relation to the proposal of a Department Education Committee and a departmental Director of Education, WMS was ahead of the curve as it already had a good school structure and a good leader in place;
- (xiv) That the University should consider reviewing the Academic Governance structure for research and create clear links between teaching and research within the Academic Governance structure;
- (xv) That the proposed terms of reference for the Board of Faculty needed tweaking slightly and that the Chair of Faculty, Professor Aileen Clarke, would be in touch with the Pro-Vice Chancellor (Education) with further details;
- (xvi) That WMS would discuss the terms of reference for school level committees to align with new committee structure proposed at the Faculty level as soon as the revisions to the Academic Governance structure had been agreed by Senate on 5 July 2017.

41.16/17 Race Equality Charter Mark

CONSIDERED:

A briefing paper on preparations for the University's application to be awarded the Race Equality Charter mark (**BFM 16.16/17**).

REPORTED:

- (i) That the University would apply for the Race Equality Charter mark to the Equality Challenge Unit in July 2017;
- (ii) That as part of these preparations, a number of workshops had already been held with staff and students e.g. to elicit how to shape the curriculum at Warwick to ensure an inclusive learning environment and how to deal with racism and trusted reporting mechanisms to report racism taking place;
- (iii) That HESA data had been collected on the student and staff profiles of the University;
- (iv) That the information gathered from workshops, surveys and the data had highlighted a number of areas where action was needed to address or explain racial inequalities that were evident;
- (v) That the briefing paper set out work in progress and that action plans are still being worked on and Faculties were encouraged to contribute to the emerging action plans and contribute to the final submission of the Race Equality Charter application;

- (vi) That for the Faculty of Medicine, the undergraduate statistics by sex, nationality and ethnicity were unusual as they related to the graduate entry cohort of the MBChB course which was the only undergraduate course in the Faculty of Medicine;
- (vii) That compared with the University statistics, more white UK students were studying on the MBChB course (University figures hover around 70% for white UK students and around 77-79% for MBChB students in 2016-17),
- (viii) That the proportion of non-white staff on fixed-term contracts was higher than for white staff in the Medical School and this was also higher than for the University as a whole; it was speculated if this was due to the need for more fixed-term contracts and the nature of staffing required for WMS research and teaching activities.

RESOLVED:

- (ix) That members of the Board of Faculty of Medicine endorsed the actions at University and Faculty level as set out in the briefing paper;
- (x) That a dialogue would take place with relevant staff in the Medical School to shape the final submission for the Race Equality Charter mark application'
- (xi) That further data analysis needed to be carried out to establish how the data for staff and students in Warwick Medical School compared with other Medical Schools in the UK and also local NHS employers;
- (xii) That University staff dealing with the Race Equality Charter mark application needed to talk to the WMS Athena SWAN team to ensure that local and University actions were joined up;
- (xiii) That the University needed to carry out a student gender attainment analysis across all departments as this was currently lacking;
- (xiv) That a smart action plan would be formulated for submission to the Race Equality Charter mark application and that further conversations with the Faculty of Medicine would take place to identify specific actions.

42.16/17 Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty held on 13 February 2017 **(BFM 17.16/17)**.

RESOLVED:

That the minutes of the meeting of the Board of Faculty held on 13 February 2017 be approved.

43.16/17 Matters Arising on the minutes

REPORTED:

- (a) That the Faculty Social Care summit had been organised for Monday 26 June 2017 in Scarman House involving local councillors, WMS staff and health professionals from the region **(minute 26 16/17 (e) refers**; the Chair invited any interested members of the Board of Faculty to e-

- mail the Faculty Secretary, Ms Claudia Gray, in case they wished to attend this event;
- (b) That financial support for the Athena SWAN project would be provided from the Chair of Faculty via the Faculty of Medicine budget (**minute 30/16/17 (c) refers**;
 - (c) That the NSS 2016 action plan for WMS should include an extra column with a link to the evidence that action had been completed and that support for WMS students experiencing bullying should be revisited in the action plan; (**minute 28 16/17 (h) and (i) refers**);

RESOLVED:

- (d) That the Faculty Secretary, Ms C Gray, would e-mail Dr Kate Owen about providing an update on the NSS 2016 action plan for report to the members of the Board of Faculty;

44.16/17 Chair's Business

REPORTED:

- a) That the Chair welcomed Dr Jason Madan, the new WMS PGR Director and Dr Helen Toner, the Senior Faculty Tutor for the Faculty of Medicine, as new members of the Board of Faculty of Medicine;
- b) That the membership of Faculty of Medicine committees and sub-committees would be agreed over summer 2017 once the outcome of the Academic Governance Review was known;
- c) That a successful ITLR Faculty Engagement Event had taken place on 11 March 2017 with external representation and the report was included under minute 46 below;
- d) That it was pleasing to report that WMS staff had recently been awarded significant research grants and congratulations should be extended in particular to Professor Swaran Singh and Professor Richard Lilford for being awarded substantial research grants;
- e) That the meeting of the Faculty of Medicine Advisory Board scheduled for 24 May 2017 had been cancelled and that the Academic Governance Review has proven to be an opportune moment to review the purpose of the Faculty of Medicine Advisory Board;

(NOTE: A member of the Board of Faculty of Medicine noted that it might be beneficial to retain a joint Faculty/WMS advisory body in view of the ever changing landscape around Medical Education, e.g. expansion of student numbers, proposed introduction of the UK Medical Licensing Assessment, entry of private providers to name a few of the significant changes on the horizon.)

- f) That the Faculty of Medicine had provided £17,000 to fund leadership training for senior WMS staff and had also provided approximately £3,000 for prizes awarded to students registered on the MBChB course and postgraduate taught programmes and teaching staff as set out in document **BFM 18.16/17**.

45.16/17 Dean of School of Medicine

RECEIVED:

An update from the Chief Operating Officer and the Head of the MBChB course in the absence of the Dean of the School of Medicine

REPORTED:

By the Chief Operating Officer:

- (a) That a much improved Athena SWAN application for a Silver award had been submitted in early May 2017, formal feedback was expected in due course;

By the Head of the MBChB course:

- (b) That WMS was currently constructing a response to the government's consultation to increase the previously tightly controlled numbers of students studying Medicine;
- (c) That a total of 1500 extra places had been earmarked by the government for distribution amongst Universities with a start date from the academic year 2019/20; 500 places had already been allocated to Universities and the remaining 1000 places would be allocated to Universities after a bidding process;
- (d) That expansion of medical student places was welcome, but placed pressure on resources and facilities at Warwick Medical School, placement providers, staff recruitment and retention and timelines were seen as ambitious especially when Medical Schools with an innovative curriculum would be likely to be successful, there is not much time to devote to develop such an innovative curriculum for a 2019/20 entry;
- (e) That WMS was also currently exploring a larger bid for potential extra student places in collaboration with another University which would offer the graduate entry Warwick medical degree, this proposal is still being worked on and will be considered by Senate in the near future and is expected to be reported to the Board of Faculty of Medicine in the near future.

46.16/17 Pro-Dean (Education)

RECEIVED:

- a) The recommendations from the WMS ITLR report (**BFM 19.16/17**);
- b) The ITLR Faculty Engagement report from the Faculty of Medicine (**BFM 20.16/17**);
- c) The ITLR action plan for WMS (**BFM 25/16/17**);

REPORTED:

- d) That the NSS 2016 action plan was reviewed every two weeks and significant progress had been made already in relation to the actions and goals set out in it;

- e) That the WMS NSS 2017 response was 39% which meant that it was below the 50% threshold to be reported, but that free text comments submitted by the final year students would be released to WMS for further analysis and action;
- f) That the NSS 2017 opened just before the final year examinations for the final year cohort in 2016/17 followed by final year students starting their elective. In addition, the Warwick Union of Students had encouraged final year students to boycott the NSS 2017 which was also seen as an extra factor which may have suppressed NSS 2017 response rates of final year MBChB students;
- g) That plans had been made to increase participation of NSS 2018 responses and this included the creation of student champions in the belief that participation rates changes naturally over the years to come;
- h) That actions set out in the ITLR action plan for WMS (BFM 25/16/17) were in the process of being implemented, this included close monitoring of NSS outcomes and how to increase PGR student numbers under the new PGR Director, Dr Jason Madan.

47.16/17 WMS Welfare and Strategy Group

RECEIVED:

An update from the Co-Chair of the Welfare Strategy Group, Mr Graham Partridge

REPORTED:

- a) That the purpose of the Welfare Strategy Group in WMS was to promote a positive working culture and collegiate environment in WMS, to be responsible for facilitating effective communications within WMS, to take forward action plans arising from Athena SWAN and Pulse surveys and to provide reports for the Staff Student Liaison Committees and the Senior Management Group as appropriate;
- b) That the Welfare Strategy Group met bimonthly and recent work streams of the Group concentrated on Health and Wellbeing; Gender parity; Equal opportunities and enhancing the WMS culture;
- c) That a recent focus was the submission for the Silver Athena SWAN award to be re-awarded; this was strategically important for WMS as certain funding streams, e.g. NIHR funding would become unavailable if the Athena SWAN Silver award would not be granted anymore;
- d) That a Health and Wellbeing Day had been organised for the 7 April 2017, this had been well attended by WMS staff and it is hoped that certain initiatives encouraging staff to take lunch breaks and take part in physical activity classes would be well attended;
- e) That the Welfare Strategy Group wanted to ensure that members successes and pockets of brilliance were celebrated within WMS and to give credit to large numbers of staff who go beyond the call of duty; one way to acknowledge such success is evident in the WMS staff awards held annually;
- f) That WMS and the School of Life Sciences should be working together on Gibbet Hill on Athena SWAN matters which will help to strengthen any Athena SWAN applications;

48.16/17 Health and Safety report

CONSIDERED:

The annual Health and Safety report from the Dean of Medicine (**BFM 21.16/17 and BFM 22.16/17**)

REPORTED:

- a) That QuEMIS submission rates remained low as only 37% of QUEMIS forms had been completed by PIs; this was due to a technical problem which needed to be resolved as the recording of rooms was not correct on the system;
- b) That the School of Life Sciences had experienced a similar problem and that not all labs and shared labs had been recorded within the QuEMIS database, this was due to not the correct PIs being recorded and thus not the correct staff being engaged with this process, this had been highlighted to the University Health and Safety Director, Mr John Phillips;
- c) That members raised a query about reports to the Human Tissue Authority and it was assumed that WMS Senior Management Group corresponded with the Human Tissue Authority rather than the University Executive Health and Safety Committee, it was agreed that a revised Organogram presented by Dr Victor Zammit should be considered again at the next meeting of the Faculty Board in autumn 2017.

49.16/17 University Research Centres

CONSIDERED:

The proposal to establish a new University Research Centre called "Centre for Exoplanet and Habitability" (**BFM 23.16/17**)

RESOLVED:

That members of the Board of Faculty of Medicine endorsed the proposal to establish a new University Research Centre called "Centre for Exoplanets and Habitability" and noted that the University of Warwick had a world leading research group in exoplanets which should be further strengthened and supported via the establishment of this new Research Centre.

50.16/17 Review of Personal Tutoring at the University of Warwick

CONSIDERED:

A report from the Dean of Students, Dr Louise Gracia, on the review of Personal Tutoring at the University of Warwick (**BFM 24.16/17**)

REPORTED:

- a) That AQSC had approved a review of the personal tutoring system at Warwick in February 2017; a review group consisting of central and departmental University staff and an external representative was set up to carry out this review with the aim to produce a final report in September 2017;
- b) That the review group had gathered extensive data and information from a web survey, NSS qualitative comments, SSLC meetings;

- c) That early findings had indicated that personal tutoring system was well regarded by students at Warwick;
 - d) That in some departments the system worked well and was not broken with some departments though struggling with providing a well-resourced personal tutor service;
 - e) That there was a strong sense that personal tutoring was a shared responsibility amongst all academic staff.
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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>.

51.16/17 Assessment and Feedback

RECEIVED:

- (a) The report on timeliness of feedback for PGT assessments submitted in Spring 2016-17 across the Faculty (**GSCFM 91.16/17**);
- (b) The report on timeliness of feedback for assessment on the MBChB programme (**MUSC 78.16/17**) and the Certificate of Diabetes Care (**MUSC 79.16/17**)

52.16.17 Report from the Faculty Undergraduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Undergraduate Studies Committee held on 10 May 2017 would be published at:

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

53.16/17 Report from the Faculty Graduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Graduate Studies Committee held on 9 May 2017 will be published at:

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

54.16/17 Dates of 2017-18 Board Meetings

REPORTED:

That dates of the next meeting of the Board of Faculty for the academic year 2017/18 would be announced in August 2017.