

Faculty Education Committee (FEC) Faculty of Medicine

8 December 2016
Unconfirmed minutes

Present

Dr Laki Buluwela, Ms Giskin Day, Dr Dan Elson, Ms Susan English, Ms Rebekah Fletcher (Secretary), Professor Steve Gentleman, Mr Gerry Greyling, Mr Chris Harris, Dr Jo Harris, Professor Des Johnston (Chair), Dr Jeremy Levy, Mr Martin Lupton, Professor Myra McClure, Mr Luke McCrone, Professor Alison McGregor, Professor Sue Smith, Mr Richard Viner, Ms Sophie White.

Apologies

Mr Nigel Buck, Ms Jo Horsburgh, Professor Jeremy Nicholson, Mr Ahmed Shamso, Professor Helen Ward.

1 **Welcome and Apologies**

The chair welcomed attendees to the meeting and apologies, as above, were noted.

2 **Terms of Reference, Constitution and Membership 2016/17 [MEC2016-01]**

The committee noted the paper as approved by Senate.

3 **Faculty Representation on Senate and QAEC [MEC2016-02]**

The committee noted the members who are also on Senate and/or QAEC during 2016/17.

4 **Minutes of the meeting held on 6 June 2016 [MEC2016-03]**

With reference to item 4.1 [Personal Tutor conflict of interest], it was reported that the Boards' discussion on perceived potential conflicts of interest had been superceded by guidance from the General Medical Council that those overseeing pastoral care must not have oversight of progression.

The committee approved the minutes.

5 **Matters arising**

There were no matters arising for discussion.

ITEMS TO CONSIDER

6 **Undergraduate Annual Monitoring Report [AMR] for 2015/16 [MEC2016-04]**

The report reflects a large number of developments that took place in 2015-16. There has been further development of *Sofia*, including mapping links between assessment and curriculum. This will greatly increase transparency of assessment for students. *Sofia* was piloted in Years 3 and 6 with great success and will be rolled out across the MBBS in 2016/17. Other highlights include the appointment of a Communications Manager, who has introduced a cohesive digital identity for the School and a weekly bulletin to Years 5 and 6, which have been very well received.

For Biomedical Science, it was noted that the improvements to the programme had been very successful, with greatly improved NSS scores and SOLE.

Feedback continues to be of some concern. The College has introduced a new feedback policy which we feel could be very challenging to implement for such large cohorts; we have sent our response to the draft policy, which is to be discussed at QAEC in the New Year. The 2015 Year of Feedback's recommendations were presented and their implementation is now being led by the new Director of Student Support, Dr Julia Hillier.

The Committee noted that many of the items examiners had raised were being addressed. For example, concerns around the correct completion of marksheets for the Year 3 OSCE are being mitigated against by reviewing scores at the end of each station, and the introduction of an overall pass mark and minimum number of stations.

Some examiners commented on decreased attendance at lectures; an improved attendance policy will be introduced, alongside ongoing work to revitalise the mode of delivery of the curriculum.

Examiners consistently praised the overall standard and rigour of our assessment, double marking of SBA questions and use of data analysis and Assertion-Reason questions in the early years MBBS and Biomedical Sciences. Exam marking in Year 4 was raised as a concern and there is ongoing work to improve this.

It was noted that space continues to be a major problem, particularly in Medicine where the size of cohorts is very large. This is not only a problem for exams, but also a limiting factor in how well we are able to modernise our teaching methods and introduce a flipped classroom.

7 Surveys

7.1 Postgraduate Taught Experience Survey (PTES) 2016 College results and benchmarking [MEC2016-05]

The Committee noted College results and benchmarking. Departmental results were discussed in more detail at the Postgraduate Education Board.

7.2 Postgraduate Taught Experience Survey (PTES) 2016 Draft Departmental Action Plans [MEC2016-06]

The Committee noted that overall results were positive, although there was variation across courses. This variability in areas of strength and weakness requires a course-specific rather than departmental response, which is being discussed in more detail at the Postgraduate Education Board. Key areas of note include assessment and feedback, which are to be reviewed across departments. Departments would be keen for College to provide further guidance on assessment and feedback as part of the Teaching and Learning Strategy.

7.3 Undergraduate SOLE Survey results [MEC2016-07]

The Committee noted that there have been problems during the first term with the new clinical SOLE platform; the majority of these problems have now been resolved but there is a backlog of reporting. SOLE for Undergraduate students is discussed in more detail at Undergraduate Boards.

The committee discussed the number of surveys our students are requested to complete. Although the Surveys working group has reduced the amount of SOLE, our early years students are still surveyed at least once every two weeks, which causes considerable feedback fatigue. Since clinical teachers need feedback for regulatory requirements there are considerable barriers to further reducing the quantum of SOLE, although other medical schools have had some success in streamlining their feedback requirements.

This is a complex piece of work which has previously been delayed until the implementation of the new SOLE platform across College in accordance with the recommendation from the Surveys working group; however, this project seems to have drawn to a halt and further consideration should therefore be given to innovative solutions to the problem of feedback fatigue.

**Action: Head of School of Medicine Secretariat
Head of the Undergraduate School of Medicine**

7.4 Surveys Update for 2016/17 [MEC2016-08]

The committee noted the paper. The Postgraduate Taught Experience Survey will not run this year, but the Postgraduate Research Experience Survey will be running.

8 External Examiners

8.1 Outstanding External Examiner Appointments 2016/17 [MEC2016-09]

8.2 Outstanding UG External Examiner reports 2015/16 [MEC2016-10]

The Committee noted the papers and that action was being taken.

9 **Annual Report on Professional Skills Training for Master's Students for 2015/16**

The Committee noted that the Annual Report was more detailed than necessary for discussion. Registry have requested an executive summary in future.

10 **Report from the Faculty Boards**

10.1 **Report from the Undergraduate Medicine Board [MEC2016-12]**

The Committee noted that the Board had approved or is in the process of considering various modifications to the undergraduate Medicine programmes:

- New BSc intercalated with Bio-Engineering to begin in 2017/18; work is ongoing to refine learning outcomes and clarify specifications on module size and layout. Teaching space remains a concern.
- A pilot collaboration with London Ambulance Service.
- A Computational Medicine part C BSc project.
- A reinvention of the Science and Patient theme in year 2 into Clinical Research and Innovation; this will provide students with a choice of three-week research opportunities.

These changes would proceed through the governance structure as required.

The Committee considered the matter of the anticipated Medical Licensing Assessment, which will be introduced from 2022 and will take place at the end of the penultimate year rather than final year – this will necessitate a review of the curriculum and mode of delivery, in order that students are adequately prepared.

The Committee noted that there will be a great deal of work to do in order to improve the mode of delivery, particularly in the Early Years. There is eagerness and a pedagogical drive to move to a flipped classroom model, but appropriate teaching space is a great concern. Without support from College to adapt teaching space, there is a limit to the extent to which we can modernise our teaching. The committee looks forward to receiving more detail on the School's proposed solutions to this problem.

The Committee noted that there is apparently no teaching space available for Undergraduate students at the new White City campus, despite reports that there is to be unused space. This is a limiting factor for courses we hope to expand in future, such as the new Medical Biosciences BSc.

The committee considered the issue of financial hardship. Many of the graduate MBBS students are in severe financial difficulty, despite being made fully aware of the implications of self-funding their degree prior to admission. The College therefore has several courses of action available to it:

- Do nothing; this would have a severe negative impact on student mental health and satisfaction.
- Find hardship funds to support those affected.
- Close the course; the benefit of maturity that graduate students bring to the student population is outweighed by their financial difficulty.
- Since only independently wealthy students can afford such a course, we could refuse to take those who cannot demonstrate they have the funds to pay for it. We have previously offered, without publicising, a graduate course exempt from the BSc year.

This problem is a complex one and the School will continue to work on a possible solution.

10.2 **Update from the Lee Kong Chian School of Medicine [MEC2016-13]**

The Committee noted one proposed in-year (and therefore considered major) change to the curriculum; an amendment to the Student Selected block start date. This would extend the block from nine to twelve weeks in order that students have more flexibility over when to schedule their elective and vacation time.

The committee agreed that some consideration should be given to the fact that some elective placements might only take final year students; this might have some impact on the proposed flexibility.

These documents would proceed to the Quality Assurance and Enhancement Committee and thence to Senate.

10.3 **Minutes from the Undergraduate Science Board [MEC2016-19]**

The committee noted thanks to Dr Chris John, whose efforts have greatly improved the student satisfaction levels for the outgoing Biomedical Sciences course.

The new Medical Biosciences BSc is also anticipated to perform very well under the leadership of Dr Ana Costa-Pereira, with 700 applicants for 80 places in the first year.

ITEMS TO NOTE

- 11 **Chair's Report [MEC2016-14]**
The committee noted the Chair's report and that all actions taken by the Chair were in relation to cosmetic modifications to curriculum for the Lee Kong Chian School of Medicine.
- 12 **Academic Standards Framework update**
- 13 **Suspended and Withdrawn Programmes**
- 14 **Minor Modifications to Existing Programmes and Short Courses**
- 15 **Short Course Annual Monitoring of Delegate Numbers**
- 16 **Senate Minutes**
- 17 **Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate**
- 18 **FEC Reports**
- 19 **Minutes of the Postgraduate Professional Development Committee (PPDC)**
- 20 **Dispensation from anonymity**

ANY OTHER BUSINESS

21 **Teaching and Learning Innovation Applications**

Several individual departmental applications have requested a better digital learning hub; it was suggested that a single Faculty-wide proposal may be more effective than several individual applications. The committee noted that there seems to be support across departments for such a submission, and that there may be College support and expertise to create a digital hub.

This proposal could feed into planning round in the New Year, and should tie in with the new Digital Strategy.

22 **Dates of Meetings**

13 March 2017
14:30 – 16:30
Ballroom, 58 Princes Gate

24 April 2017
14:30 – 16:30
Ballroom, 58 Princes Gate