

## Faculty Education Committee (FEC)

Faculty of Medicine

14 December 2020

Confirmed Minutes

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### Present

Mr Martin Lupton, Professor Amir H Sam, Dr Sophie Rutschmann, Professor Helen Ward, Professor Louise Donnelly, Professor Steve Gentleman, Professor Mary Morell, Professor Alison McGregor, Dr Niamh Martin, Dr Sonia Kumar, Mr Jeffery Vernon, Dr Chris Watkins, Ms Vanessa Powell, Mr Gerry Greyling, Mr Chris Harris, Mr Muntaha Naeem, Mr Zixiao Wang, Ms Michaela Flegrova, Ms Rachel Kwok, Ms Men-Yeut Wong, Mrs Nikki Boyd, Ms Men-Yeut Wong

### Apologies

Ms Trisha Brown, Mr Richard Viner, Professor Ken MacLeod

#### 1. Welcome and Apologies

The Chair welcomed the attendees and apologies, as above, where noted.

#### 2. Minutes from the Previous Meeting [\[MEC2020-13\]](#)

That the committee approved the Minutes from the previous meeting held on 21 September 2020.

That it was noted that Minute 2, Faculty Education Committee Terms of Reference, constitution and membership for 2020/21, should be updated to note that Terms of Reference (ToR) for 2020/21 were the same as for the previous year but that Registry was in the process of revising FEC ToRs and there should be an update in the New Year.

#### 3. Matters Arising

With reference to item 4, SOLE, the members were informed that there were promising signs that SOLE could be used more dynamically to gain more relevant and timely information. It was noted that work on SOLE was being undertaken at both College and Department level and the School was represented in both of these forums to avoid duplication. It was agreed that an update would be provided in due course.

**ACTION: Head of the School of Medicine Secretariat**

With reference to item 4.1, a formal decision on suspension of the A109, that this would be addressed in this meeting.

With reference to item 7, Requirements for Probationary Lectures, it was noted that this item was ongoing.

With reference to item 5, the School's Digital Strategy, it was noted that this would be addressed in this meeting.

With reference to item 7, National Student Survey, it was emphasized that the School's scores had been low and there was discussion about whether this should be made a standing item at this committee. It was noted that the NSS had been discussed at the relevant Boards and that action plans were in place and would be fed through to the FEC via reports from Subordinate Committees.

With reference to item 8.3, LKC and IC to discuss further aligning/streamlining the governance process, had taken place.

### ITEMS FOR CONSIDERATION

#### 4. Digital Strategy

The Chair informed the members that College was in the process of developing a Digital Strategy. College proposed that each Faculty would have an EdTech lab with an academic attached to it and that the funding for each of these would most likely be similar across departments. It was noted that at the time of meeting the College draft had been reviewed by the Departments and all were in agreements regarding the principles but that the details were still to be finalized. It was expected that the final version would be signed-off in the New Year. It was noted that once the policy had been adopted by the College a working group should be established to discuss implementation. It was noted that digital support was currently being provided by the Learning and Governance Group but that moving forward a new system would need

to be established.

**5. Future of the Graduate Entry Programme [\[MEC2020-14\]](#)**

That it was noted that a series of options had been identified and summarized in the above paper. It was noted by the committee that the paper was written by Mr Chris Harris and not Ms Trisha Brown, as was erroneously written in the paper, and was intended to be noted by the committee for their information. It was confirmed that the paper would be discussed at the School of Medicine Board (SMB) on 04 Feb 2021 and their recommendation would come back to the next meeting of this committee, at which time further discussion could take place if required.

**6. Learning and Teaching Report [\[MEC2020-15\]](#)**

It was noted that due to the effects of the Covid-19 pandemic, many items identified in Jan 2020 were scaled back whilst the Faculty worked to ensure the students learning experience was maintained during the spring/early summer and autumn lockdowns. Although the pandemic response provided a rich learning & development opportunity for digitising the curriculum it hampered progress and blurred the transition between business as usual and the planned curriculum transformation. Despite this, the pedagogy transformation programme had completed the first two years and made some notable achievements as documented by the paper.

**7. Reports from Subordinate Committees**

**7.1 School of Medicine Board [\[MEC2020-17\]](#)**

The committee approved the Undergraduate School Board Report. It was noted that NSS feedback was being addressed with an action plan that had been approved by the Board and that an meeting to discuss progress would be held in the New Year. The Head of School also highlighted the new Pre-Foundation Assistantships.

**7.2 Postgraduate Education Board [\[MEC2020-18\]](#)**

The committee approved the Postgraduate Education Board Report. It was noted that covid had provided impetus for a great deal of ideas and a number of MSc programmes had been proposed but that the correct route to gain funding was unclear. It was agreed that a road map detailing the process of how to establish a new course, from inception, development and funding should be investigated to avoid duplicated/wasted work.

**7.3 Lee Kong Chian School of Medicine [\[MEC2020-19\]](#)**

The committee approved the Lee Kong Chian School of Medicine Report. It was noted that at the Extraordinary Meeting of FEC the committee had provided feedback to LKC regarding the "Introduction of a new longitudinal course - Digital Health". It was reported that all feedback had been addressed and that the committee was happy to approve the changes.

## **ITEMS TO NOTE**

**8. Senate Minutes**

The committee noted the latest Senate minutes.

**9. Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate**

The committee noted the latest summary report from the QAEC.

**10. Faculty Education Committee Reports**

The committee noted the latest reports from the other FECs as reported to the last QAEC.

**11. Any Other Business**

**11.1 Guidelines on audio and video lecture recording.**

That it was noted that this policy was currently being reviewed and that the view of the Union and Students differed in regards to what should/could be recorded. An email asking for feedback had been sent out and the members could provide their feedback should they wish to do so.

**12. Dates of Future Meetings**

22 February 2021

19 April 2021