

Faculty Education Committee (FEC)

Faculty of Medicine

24 February 2020

Confirmed Minutes

Present

Mr Martin Lupton (Chair), Ms Nikki Boyd, Dr Laki Buluwela, Mr Mohit Devgan, Mrs Rebekah Fletcher, Professor Steve Gentleman, Mr Waseem Hasan, Ms Jo Horsburgh, Dr Jeremy B Levy, Dr Naomi Low-Beer, Professor Alison McGregor, Mr Ben Russell, Dr Sophie Rutschmann, Professor Sue Smith, Mr Richard Viner, Professor Helen Ward, Ms Men-Yeut Wong, Mr Jeffery Vernon

Apologies

Mr Ashley Brooks, Mrs Trish Brown, Mr Gerry Greyling, Mr Chris Harris, Dr Sonia Kumar, Professor Ken MacLeod, Professor Mary Morell, Professor Peter Openshaw, Dr Chris Watkins

In Attendance

Mr Craig Meegan

1. Welcome and Apologies

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

2. Minutes from the Previous Meeting

The Committee approved the Minutes from the previous meeting held on 14 December 2021.

3. Matters Arising

With reference to item 3 the SOLE it was agreed that an update would be provided in due course.

ACTION: Head of the School of Medicine

With reference to item 4.1 it was noted that a formal decision on suspension of the A109 had not yet been taken. Discussions were ongoing and it was possible that the course would be revived over the next 12 months in a different form. An update would be provided in due course.

ACTION: Head of the School of Medicine Secretariat

With reference to item 7, Requirements for Probationary Lectures, a meeting would be arranged with HR to ensure that Faculty requirements were added into Probationary Lecturer (PL) contracts and to then liaise with the departments to ensure that these requirements were communicated clearly with PLs.

ACTION: Programme Director (Education)**ITEMS TO CONSIDERATION****4. Shared Project Call Process across Faculty of Medicine**

The committee considered and approved the introduction of the Shared Project Call process as being a Faculty endeavour.

5. Value of Teaching Project: Education Role and Responsibility Profiles and Teaching Activities and Associated Weightings

The committee agreed in that this was a necessary piece of work and that having accurate hours attached to specific roles was both desirable and necessary and that follow up meetings would take place.

ACTION: Academic Lead for Postgraduate Education**6. Reports from Subordinate Committees****6.1 Undergraduate School Board**

The committee approved the Undergraduate School Board Report. It was noted that the Student Attendance Policy had been submitted to the most recent SSLG and there had been broad support for the document. There remained some areas of student concern but the document was close to agreement.

6.2 Postgraduate Education Board

The committee approved the Postgraduate Education Board Report

6.3 Lee Kong Chian School of Medicine

The committee approved the Lee Kong Chian School of Medicine Report. It was noted that the COVID-19 virus was causing a large degree of disruption and that all clinical placements had had to be stopped. It was noted that final year students had completed their exams and that the impact was manageable but that there were implications for other years gaining their qualifications that needed to be worked out. There was discussion about what mitigation strategies were in place to handle an outbreak in the UK and it was confirmed that preparations were being made at a College and Faculty level.

ITEMS TO NOTE

7. Senate Minutes

The committee noted the list of the latest Senate minutes.

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

The committee noted the latest summary report from the QAEC.

9. Faculty Education Committee Reports

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

ANY OTHER BUSINESS

10. Financial Update

A brief financial update was provided indicating that budgets were being discussed with College and that it was not expected that there would be any major changes in the near future.

11. Relations with partner Trusts

It was noted that HEE had confirmed that they were changing the way in which they calculated student Tariffs and that this would have a direct financial effect on Trusts.

10. Dates of Future Meetings

20 April 2020, Ballroom, 58 Prince's Gate