

Faculty Education Committee (FEC)

Faculty of Medicine

13 September 2021

Confirmed Minutes

Present

Mr Martin Lupton, Professor Amir H Sam, Dr Sophie Rutschmann, Professor Laki Buluwela, Dr Emma Keeling, Professor Helen Ward, Professor Louise Donnelly, Professor Steve Gentleman, Professor Mary Morell, Professor Alison McGregor, Mr Jeffery Vernon, Dr Chris Watkins, Mr Richard Viner, Ms Vanessa Powell, Ms Alex Bonczoszek, Mr Samuel Hammond, Mr Lloyd James, Mr Daniel Lo, Ms Julia Komor, Ms Men-Yeut Wong, Mrs Nikki Boyd

In attendance

Ms Robyn Price, Mr Mark Skopec

Apologies

Professor Dorian Haskard, Dr Omid Halse, Professor Ken MacLeod, Dr Sonia Kumar, Ms Trisha Brown

1. Welcome and Apologies

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

2. Faculty Education Committee Terms of Reference, constitution and membership for 2021/22

That the terms of reference (ToR) and constitution for 2021/22 were discussed and approved. It was noted that Registry had confirmed there would be no change to the ToR and constitution of FEC in 2021/22 and thus the document met College requirements. It was agreed that the meeting would hence forth be attended by only one of the Educational Managers on a rotating basis. It was noted that the Chair would meet with the Head of the School Secretariat to review the committee membership.

3. Minutes from the Previous Meeting

That the committee approved the Minutes from the previous meeting held on 19 April 2021.

4. Matters Arising

With reference to item 4, SOLE, it was noted that work continued to be undertaken at both College and Department level. 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, Requirements for Probationary Lectures, it was noted that this item was ongoing, and an update would be presented in due course.

ACTION: Programme Director (Education)

ITEMS FOR CONSIDERATION

5. Chairs Update

That the Chair noted the current governance structure: that BMB reported to the School of Medicine Board (SMB) which reported to FEC and that PEB, LKC and PESC also reported to FEC, and asked for comments. There was discussion about whether BMB should be separated from the SMB but it was noted that BMB matters were discussed within the SMB and the two were well integrated and the committee agreed that the current structure should be maintained. It was also noted that PEB dealt mainly with quality and academic content whereas PECS dealt more with strategic issues, so it would be better if they were kept side to side.

6. Faculty of Medicine Digital Strategy

The Chair informed the members that the final draft of the Digital Strategy had been completed. Part of the strategy was to recruit a new lead for the "EdTech lab". When this person was appointed there would be three team members to support the development of digital programmes. It was noted that at present there were two models of digital programme;

1. New programmes
2. Enhancements to existing in-person programmes

It was noted that at present the funding model for developing digital programme was to work with an outside party who would, in return for funding the development, share in both the risks and profits. It was expected that once these programmes had demonstrated the ability to generate income that College would be willing to assist with funding. It was also noted that the amount of attributed costs College would attach to an online programme had not been decided and that open content did not attract attributed costs.

7. Decolonising curricula: converting reading lists into machine readable code to analyze regional representation at pace and scale [MEC2021-13]

A presentation was made on the above subject. The members thanked the team and were supportive of the project.

8. National Student Survey

It was noted that a detailed analysis had not yet been produced and would be submitted to the School of Medicine Board in due course. However, some key updates were that the BMB programme had seen the highest increase of any programme in College. That the College went up by more than 80 places based in the NSS ranking and as a result came out top among the Russel Group Universities. It was noted that despite these improvements, assessment and feedback continued to be identified as areas for improvement.

REPORTS FROM SUBORDINATE COMMITTEES

9. School of Medicine Board

The committee approved the School of Medicine Board Report. The Chair of the Board provided the following summary:

- **Pre-Foundation Apprenticeship (PFA)** – This has been well received and was being cited by HEE as a successful model. However, it was noted that improving preparedness to practice may not translate to improvements in NSS initially.
- **Exam Software** – That the School was undertaking a survey of the market to see if a new software would better fit the School's needs.
- **School Strategy** – That development of a new strategy was proceeding as planned with the School currently engaged in horizon scanning and meeting with key stakeholders.
- **Deputy Senior Tutor** – That this role had been approved and a candidate appointed.
- **Insendi** – That this had been rolled out to Phases 1 and 2. It was noted that pairing the academic digital development leads with the technology enhanced education had worked very well and thanks were given to all for their work on this.
- **Raising Concerns Policy** – That this was in place and working well.
- **Dress code** – That this was being updated.

10. Postgraduate Education Board

The committee approved the Postgraduate Education Board Report. It was noted that at Staff Student Liaison Committees students had brought up issues that were really department matters. It had been decided that to address this a new meeting was not necessary, rather it would be better to embed students in the committees system and that this was being examined. It was also noted that systems for looking after students that needed more support were being evaluated.

11. Lee Kong Chian School of Medicine

The committee consider and approved the below curriculum changes for the 2021-22 academic year:

- Years 1 and 2: In-Course Assessment for Clinical Communication, Clinical Procedures and Clinical Methods
- Years 1 and 2: Shift of Anatomy of Vertebral Column Session from Year 2 Nervous System (NS) to Year 1 Musculoskeletal System (MSK)

- Year 1: Simulation-Based Training in Clinical Procedures
- Year 2: Science Practical Assessment Method - Observing Embryonic Development in Real Time
- Year 5: Additional Clinical Procedures Training Session – Revision of Clinical Procedures (Years 1 – 4)

The committee noted for information that the below items had been approved by Chair's action;

- Years 1 to 4: Curriculum and Examinations - AY 2020-21. Approved on 2nd July 2021.
- Programme Specification for the Five-Year Joint Imperial/NTU (LKC Medicine) MBBS Degree Programme – AY2021-22. Approved on 11th June 2021.

ITEMS TO NOTE

- 12. Student Experience Survey Results and Action Plan**
The committee noted the results of the 2020/21 Student Experience Survey.
- 13. List of Outstanding External Examiner Appointments**
The committee noted the list of Outstanding External Examiner Appointments.
- 14. Outstanding UG external examiner reports 2020/21**
The committee noted list of outstanding UG external examiner reports 2020/21
- 15. List of Accredited programmes**
The committee noted the list of accredited programmes for the academic year 2020/21.
- 16. List of suspended programmes**
The committee noted the list of suspended programmes for the academic year 2020/21.
- 17. Chair's Actions**
The committee noted the Chair's Actions since the last meeting.
- 18. Senate Minutes**
The committee noted the latest Senate minutes.
- 19. Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate**
The committee noted the latest summary report from the QAEC.
- 20. Faculty Education Committee Reports**
The committee noted the latest reports from the other FECs as reported to the last QAEC.
- 21. Any Other Business**
There was no other business.
- 22. Dates of Future Meetings**
20 December 2021
21 February 2022
30 May 2022