

Faculty Education Committee (FEC)
Faculty of Medicine

10 December 2018
Confirmed minutes

Present

Mr Martin Lupton (Chair), Mr Chris Harris, Mrs Rebekah Fletcher, Ms Men-Yeut Wong, Professor Sue Smith, Dr Chris Watkins, Mr Richard Viner, Mr Dan Faehndrich, Mr Gerry Greyling, Prof Steve Gentleman, Mr James Wild, Dr Sophie Rutschmann, Dr Michael Weatherburn, Professor Alison McGregor, Professor Laki Buluwela, Professor Helen Ward, Ms Jo Horsburgh, Dr Jeremy Levy, Dr Naomi Low-Beer, Dr Sonia Kumar, Prof Mary Morrell, Ms Hannah Sullivan-Guckian

Apologies

Ms Susan English, Prof Peter Openshaw, Mr Alistair Ludley, Prof Ken MacLeod, Ms Nikki Boyd, Dr Jo Harris, Ms Ute Thiermann, Mr Alejandro Luy

1. Welcome and Apologies

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

2. Faculty Education Committee Terms of Reference, constitution and membership for 2018-19 [MEC2018-23]

The committee noted the Terms of Reference, constitution and membership list for the next academic year with amendments to the membership to reflect new staff, additional members and an addendum made regarding the committee's Faculty-wide view of educational strategy.

3. Minutes of the meeting held on 24 September 2018 [MEC2018-24]

The committee approved the minutes of the last meeting.

4. Matters arising

With reference to item 4 the SOLE working group has met and it has been decided that use of SOLE should be discontinued. Discussions are on-going about how this can be achieved as a number of outstanding issues need to be addressed. Update to be provided at next meeting.

ACTION: Strategic Lead for Curriculum Mapping and FoM Lead for L&T Strategy

With reference to item 4 work in Phase 3 of curriculum review is looking to assign students to groups which are kept together as much as possible.

With reference to item 5.1 it was noted that there has been a 25% increase in applications this year, with BMAT scores available soon. It was also noted that College has given *post-hoc* approval for allowing lower BMAT scores for some WP groups. Work is being undertaken to establish lowest grade that can be taken. It has also been agreed that AAA offers can be made for WP students. Coaching and other support is included within the new curriculum to help them succeed and funding is being sought to increase this support.

ACTION: Head of School and Deputy Head of School

With reference to item 6 it was noted that traffic lights still issues to be worked on with this, currently no major sanctions for breaching a traffic light. This is an important area and work is ongoing.

With reference to item 7 information provided by HR to new starters in the Faculty a response is yet to be received from HR.

ACTION: Deputy Director of Education

ITEMS TO CONSIDER

5. Reports from Subordinate Committees

5.1. Undergraduate School Board [MEC2018-25]

The committee approved the Undergraduate School Report. The School reported a drop in home applications, compensated for by an increase in EU applications. Adjustments have been made to the academic honesty procedure, as well as entry requirements, which have been updated in response to changes to International Baccalaureate mathematics curricula.

The School reported a drop of two places in the overall ranking for medicine, but that it continues to score highly compared to other London schools. There have been delays in receiving a number of external examiner reports and these have been requested.

5.2. Postgraduate Education Board [MEC2018-26]

The committee approved the Postgraduate Board Report. It was reported that it is now compulsory for all postgraduates to be assigned separate academic and welfare tutors, summer school recruitment has increased to 71, with a net profit of £130,000, which will be used to fund Dean's Masters Scholarships. Postgraduate faculty-level recruitment targets have been exceeded.

As curriculum review progresses five of the 28 postgraduate programmes have now submitted their proposals. StudentShapers will facilitate staff to work in partnership with students especially in teaching and learning areas such as digital innovation and designing assessment.

5.3 Lee Kong Chian School of Medicine [MEC2018-27]

In year changes were approved to LOs for practical skills sessions offered in Years 1 and 2, bringing these into line with standard operating procedures at Health Care Institutes in Singapore. In addition LOs pertaining to Aseptic Non-Touch Technique (ANTT) were added as this is a requirement for students taking part in the LKC Medicine Electives Programme at Imperial.

It was noted that due to slightly different timelines at LKC mean there are more in year changes which need to come through FEC and subsequently additional reports. Curriculum review and renewal is ongoing and all blocks and courses have been reviewed and the focus this academic year is implementation of the review outcomes for Years 1 and 2.

6 Recognition agreement with the Universiti Brunei Darussalam [MEC2018-28]

Universiti Brunei Darussalam (UBD) has requested clinical experience for some of their students. They have experience with a number of UK universities in St. George's and Southampton. UBD students could fill the spaces left by OS students as this year only 18 of 24 OS places have been taken. A curriculum mapping exercise has been undertaken and the early years align. It is proposed that in 2020/21 UBD students join years 3, 5 and 6, for clinical experience.

It was noted that there are concerns around reputational issues of having links with Brunei. It was also noted that ICL has existing links to such countries and that UBD is an organization independent from the government of Brunei.

It was noted that there are concerns about how the arrangements might work when the new curriculum is introduced, in particular implications for these students joining the five month F0 apprenticeship, as this might bring additional challenges for clinical teachers and other students should these students have very different ways of working. The UBD curriculum has not been mapped to the new curriculum, once this is implemented curricula may not map so agreement may no longer be viable.

It was agreed that as a one year pilot the agreement would be unlikely to do harm and should be monitored to see how the students get on. It was noted that Southampton and St. George's have provided feedback that the students are academically able and happy to be in London.

It was noted that UBD students would not fit clearly with a cohort, as they will not necessarily be doing a BSc year, nor are they graduates (though not part of the current plan they will be offered the option to do BSc). This should be given consideration to ensure they are properly supported, it was suggested that their mentorship could be associated with graduate entry. It was noted there are a number of ways they could be supported, for example sending them to the same hospital but allocating different firms. ICSMSU should be made aware they might need extra support.

ACTION: Head of School

7 Annual Monitoring Report [MEC2018-29]

It was noted the Annual Monitoring Report highlights that Sofia and Practique have been well-received, as have study skills support; improved signposting to welfare support; and greater consistencies in personal tutors. These are reflected in improved NSS scores for Assessment and Feedback and Academic Support.

It was noted that the process for appointing tutors is becoming increasingly professionalized. At present tutors in clinical years are interviewed and this year there was a selection process for Tutors in early years.

A number of issues continue to persist, in particular a sense of belonging. NSS scores for learning community are low and work is ongoing to look at communities in clinical years. Heterogeneity of clinical placements continues to be an issue. Mental health is an increasingly prevalent issue and work is also ongoing to look at how we can better serve students. There are ongoing issues with lack of space.

It was noted that although non-continuation numbers are very low, in some cases they are above TEF benchmark levels. Individual cases of non-continuation should be investigated.

ACTION: Head of School Secretariat

Split NSS metrics which have been considered in the AMR for the first time indicate particularly low satisfaction among EU students, it was suggested this may be due to Brexit. It was noted College is offering support to EU students and that guarantees are in place for students who are already enrolled. Metrics also indicated lower satisfaction among females. Focus groups should be held to investigate reasons behind discrepancies among split groups.

ACTION: Head of School Secretariat and President ICSMSU

There have been issues with policy and guidance imposed by College, in particular in a case of sexual assault the support required to get them back on course was not provided. A timeline of recent cases has been put together. This timeline should be discussed with College.

ACTION: Head of School

Issues with the AMR process were noted. The processes for both PG and UG are cumbersome, with scope for improvement. Automated data analysis could greatly improve the process. This issue is to be raised again with College, with another request to be made for investment in automated analysis.

ACTION: Head of School

ITEMS TO NOTE

8. The Faculty Education Committee's role with regard to strategy

Faculty Education Committee should provide a forum to think strategically about education across the whole Faculty and thus should identify defining principles; set a vision for coming years (to include financial transparency, support for staff and curriculum review); and identify KPIs to measure

success. Next steps were identified as the development of a management plan; the appointment of individuals to progress development areas; and for FEC to monitor progress.

A strategic approach to education should help staff feel part of a bigger picture and identify where we want to put our educational effort.

Strategy should align to wider learning and teaching strategy to avoid duplication and focus on making College strategy work for medicine.

Strategy should focus on what the Faculty wants to achieve with conversations taking place beyond FEC. Strategy needs to focus on strengths and future growth areas and address disconnect, for example, differences in undergraduate and postgraduate offering.

The learning and teaching strategy is a skeleton for FEC to develop, taking into account factors including widening participation, diversity and NHS workforce planning, supported by a top down change in culture.

The creation of eight departments through the Faculty reorganization which will be a good opportunity for departments to consider from the outset what they would like to achieve in the education space.

There are lots of opportunities at postgraduate level, for example 1+3 MRes courses, however, there remain complex issues around projects.

Strategy should consider financial viability of courses with small numbers of students and provide guidance to departments about how to decide which courses to keep and ensure these decisions are made in line with wider strategy.

A template should be developed outlining how a new head of department might think about how education fits into their new departmental strategy.

ACTION: Head of School

Education is important for impact, for example around workforce challenges, this should feature in strategy.

The Dyson School is a good example of an integrated approach to research and education and perhaps should be consulted.

An education strategy should be informed by needs of employers and they should be consulted, as they were when the BMB was developed. We should also consider what the NHS and patients would like to see in doctors and other medical staff.

It was noted that a faculty vision might help develop a faculty-wide sense of belonging among staff and students.

Outside of the committee related work is being taken forward looking at how remuneration contributes to education; how staff are developed as teachers at Imperial; student perspectives on teaching; and space. It is hoped these will be brought together at the next meeting.

11. Senate Minutes

To note: the latest Senate minutes.

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

To note: the latest summary report from the Quality Assurance and Enhancement Committee.

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13. FEC Reports

To note: the latest reports from the other FECs as reported to the last QAEC.

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ANY OTHER BUSINESS

14. Dates of Future Meetings

The committee noted the remaining meeting dates for 2018/19;

25 February 2019, Ballroom, 58 Prince's Gate

15 April 2019, Ballroom, 58 Prince's Gate