

**Faculty Education Committee (FEC)**  
Faculty of Medicine

5 March 2018  
Confirmed minutes

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**Present**

Dr Laki Buluwela, Mr Nick Burstow, Ms Giskin Day, Dr Sophie Rutschmann, Ms Susan English, Ms Rebekah Fletcher (Secretary), Mr Gerry Greyling, Ms Jo Horsburgh, Professor Des Johnston (Chair), Professor Alison McGregor, Professor Sue Smith, Ms Men-Yeut Wong, Mr Richard Viner, Dr Chris Watkins, Mr James Wild

**Apologies**

Mr Martin Lupton, Dr Jeremy Levy, Mr Chris Harris, Mr Luke McCrone, Professor Steve Gentleman

**1 Welcome and Apologies**

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

**2 Minutes of the meeting held on 04 December 2017 [MEC2018-01]**

Update to item 3: We are keen to render more explicitly the work we do with the Student Union. The committee approved the minutes of the last meeting.

**3 Matters arising**

With reference to Minute 4.1, there has been an increase in the number of students expressing financial difficulty on the Graduate Medicine course. Some students have commented that they feel misinformed of the financial implications of studying at medical school. The school continues to work on sending a clear message to students.

**ACTION: Head of School Secretariat**

With reference to Minute 4.1, the School of Medicine continues to review the BSc pathway allocation process to ensure the best possible algorithm is in place. For the most popular BSc courses, it is not possible to allocate all students to their first choice. The current ranking process can cause students distress. The ICU Deputy President will take the existing algorithm to the Faculty Education Manager for Natural Sciences to see if there are any other systems used by other departments that might be viable alternatives.

**ACTION: ICU Deputy President Education**

With reference to Minute 4.2, the LKC Annual Monitoring Report will be presented at the next LKC MEC on 4 April 2018.

**ACTION: Assistant Registrar (Monitoring and Review)**

With reference to item 5, SOLE remains an ineffective feedback solution for medicine. How we amass and interpret student feedback must be reconsidered, and all faculties are being asked to think about how they do this. A Teaching Fellow is reviewing SOLE alongside alternative feedback solutions employed at other universities. We continue to look for opportunities across the MBBS/BSc course to run a feedback pilot. Some opposition was received to the proposal to run this in the early years. The committee agreed the BSc might be a suitable year to run the pilot. The BSc year is currently being restructured to incorporate an improved feedback provision from module leads. This restructure will also address the amount of factual recall currently expected of students, and provide a better grounding in research practices and improved preparation for a transition to PhD study.

**ACTION: Head of School Secretariat and Head of Year 4**

## **ITEMS TO CONSIDER**

### **4 Reports from Subordinate Committees**

#### **4.1 Undergraduate School Board [MEC2018-02]**

As part of the exam resourcing project, access to the Great Hall was requested for summative examinations. Priority is to be given to conferencing before faculties. The School continues to explore exam space options.

The BMB course has seen a number of changes made to it as a new programme. In response to the amount of work this has generated, a new guidance document will be produced for governance processes, to be made available to all staffs. College has also published guidance which this will feed into, and we must continue to manage our governance structures to ensure tight deadlines are met.

**ACTION: Head of School Secretariat**

Following the rollout of the Year 3 10 week placement in Primary Care, the first of two MICA pilots was successfully completed with 50 practices, with a second ongoing involving a further 100.

**ACTION: Head of UG Medicine (to liaise with Director of Primary Care, Head of Year 1 & 2)**

#### **4.2 Lee Kong Chian School of Medicine [MEC2018-04]**

Work on the PG certificate is being finalised and should be ready for submission to OLIG in April. Additional staff have been recruited to support the curriculum review. Student involvement has been sought through informal in-class question sessions for TBL, questionnaires following each block or course for all years of the course, and through SSLG meetings.

The duration of each Year 3 clinical block is being reduced to shorten the academic year by three weeks in response to feedback from students. This will provide them with a greater amount of space between the end of Year 3 and commencement of Year 4, therefore allowing a longer vacation period.

The Year 4 curriculum will be revised to incorporate nutritional aspects via the first clinical teaching week. This is designed to give students a holistic overview to management. The committee was in support of these changes.

### **5 Lee Kong Chian School of Medicine [MEC2018-05]**

The AMR was well received by the committee.

In reference to the strong support received for the House system, the committee recommended this was reviewed again by the School of Medicine for consideration in line with future increased cohort numbers.

**ACTION: Head of Undergraduate Medicine**

### **6 Audit of Year 1 Assessment Feedback [MEC2018-06]**

There has never been a Faculty-wide review of adherence to feedback policy. Further to the successful pilot of the 'feedback traffic light' system employed by Life Sciences, some departments have adopted the same system. Medicine had a lower percentage score (80%) for items returned in a stipulated timeframe than other departments. Across College, only a quarter of students received a reason for late feedback. The faculty is aware of this issue but we have not yet been able to find a solution to improve feedback delivery. A formal commitment should be written to ensure it is appropriately communicate to students if feedback is going to be late, and this should further assess how teachers can be assisted in delivering this commitment. There have also been changes in administrative personnel which has impacted on the consistency of feedback delivery. It must also be ensured that all academics are fully aware of the guidelines for returning feedback.

**ACTION: Head of Undergraduate Medicine**

## **ITEMS TO NOTE**

### **7 Learning and Teaching Strategy Update**

Faculties have been allocated funding for the reinvigoration of education. The School's own five-year strategy published in 2015 aligns closely with the College Learning and Teaching strategy.

In developing module level learning outcomes, a carefully adherence to governance procedures is required, with many elements requiring the preparation of detailed change documentation.

We must be coherent about how we apply for funding. We will have Teaching Fellow resources to assist with this. The deadline for submission is October 2018. Multiple late submissions will result in a bottleneck effect with insufficient resources to deal with the backlog.

All departments must be involved, and the committee recommends that Education Leads would be best placed to lead for each. A meeting will be arranged with the Education Leads and the Chair.

**ACTION: Head of School Secretariat**

6 **Senate Minutes**

To note: the latest Senate minutes.

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7 **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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8 **FEC Reports**

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

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**ANY OTHER BUSINESS**

9 **Dates of Future Meetings**

16 April 2018, Ballroom, 58 Prince's Gate