

Faculty Education Committee (FEC)

Faculty of Medicine

26 September 2019

Confirmed minutes

Present

Mr Martin Lupton (Chair), Ms Nikki Boyd, Mr Ashley Brooks, Mrs Trish Brown, Dr Laki Buluwela, Mr Mohit Devgan, Professor Steve Gentleman, Mr Chris Harris, Mr Waseem Hasan, Dr Jeremy B Levy, Dr Naomi Low-Beer, Mr Martin Lupton, Professor Mary Morell, Mr Ben Russell, Dr Sophie Rutschmann, Mr Jeffery Vernon, Mr Richard Viner, Professor Helen Ward, Dr Chris Watkins, Ms Men-Yeut Wong

Apologies

Mrs Rebekah Fletcher, Mr Gerry Greyling, Ms Jo Horsburgh, Dr Sonia Kumar, Professor Ken MacLeod, Professor Alison McGregor, Professor Peter Openshaw, Professor Sue Smith

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 2019/20 [MEC2019-01]

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 and additional members. It was noted that Professor Jeremy Nicolson should be removed from the membership as he was no longer in post.

ACTION: Committee Secretary

There was discussion as to whether a representative from the Centre for Languages, Culture and Communication (CLCC) should be added to the committee membership but it was decided that it would be more appropriate for a representative to be added to the Undergraduate School Board.

ACTION: Committee Secretary

Concerns were raised about the volume of paperwork and the number of members. While it was acknowledged that paperwork associated with the FEC was substantial it was noted that papers were received from all sectors of the School of Medicine, some for discussion and some to note, and that it would be very difficult to maintain the required level of oversight and reduce the amount of paperwork. It was conceded that at 30 members the FEC had a large membership, but it was also noted that this was an important forum for key members from across the School to get together and discuss/bring up important issues.

There was discussion about the purpose of the Faculty Education Committee. It was agreed that the FEC should provide a forum to think strategically about education across the whole Faculty and thus should identify defining principles, for example for to focus on strengths and future growth areas, address disconnect, differences in undergraduate and postgraduate offering etc. It was agreed that the agenda for future meetings would be reviewed to encourage strategic discussion.

ACTION: Head of School of Medicine

3. Minutes from the Previous Meeting [MEC2019-02]

The committee approved the Minutes of the last meeting.

4. Minutes from the Extraordinary Meeting [MEC2019-03]

The committee approved the Minutes of the Extraordinary meeting

5. Matters Arising

With reference to item 3 The SOLE working group had met and it had been decided that use of SOLE should be discontinued. SOLE questions would remain unchanged for this coming year, but it had been agreed for senior members of the School to assess how SOLE questions could be changed for Phase 1. It was noted that College had not set a timeframe for updating SOLE but that progress had been made in that it was recognised that the structure of SOLE for Medicine was not fit for purpose. It was agreed that an update would be provided at the next meeting.

ACTION: Head of School of Medicine Secretariat

With reference to item 3 it was noted that an update on the Traffic Lights initiative would be provided at the next meeting

ACTION: Head of School of Medicine Secretariat

With reference to item 3 it was noted that the themes identified at the Feedback Seminars the themes identified at the Feedback Seminars had been put into a paper and taken to the Staff Student Liaison Groups (SSLG). The paper would follow the usual governance process.

ACTION: Head of School of Medicine Secretariat

With reference to item 4.1 it was noted that a formal decision on suspension of the A109 had not yet been taken. Meetings with senior members of College would take place with the School's position being that the programme should be permanently suspended unless a means of providing financial assistance to students was confirmed.

With reference to item 11 It was noted that complaints are, by and large, closed successfully by the relevant system. After further investigation it was noted that the instances reported were usually related to very specific cases. The amount of information that could be shared, and with whom, was being discussed to ensure it was consistent with GDPR guidelines and guidance would be produced.

ITEMS FOR CONSIDERATION

6. Surveys

6.1 National Student Survey [MEC2019-04]

A paper had been submitted to the Undergraduate Board analysing the themes and trends for MBBS and BMS in which key themes and action points were identified. Most relevant for the School were assessment and feedback and discussions had been had and steps were being taken to address the issues identified. Wellbeing and mental health came up a repeatedly with frustration being expressed around administration and management and a lot of vitriol about ranking. Overall satisfaction placed the School at the upper end of the College, with it being noted that key areas that the School doesn't score well in were the same as those of College. It also was noted that there was a disconnect between students' perceptions and reality, with the amount of testing being used as an example, and discussion about whether the School could communicate more clearly with students to reduce this disconnect.

6.2 Student Experience Survey Results and Action Plan

The committee noted the results of the 2018/19 Student Experience Survey.

6.3 Updated Surveys Calendar [MEC2019-06]

The committee noted the surveys calendar and update for the academic year 2019/20.

7. External Examiner Appointments and Reports

7.1 Summary of UG External Examiners Reports 2018/19

It was noted that with the new curriculum a means of means of updating/training external examiners should be explored. This may take happen at Imperial itself or, for logistical reasons, virtually via the internet. This would also be a good chance to gain feedback from the external examiners

7.2 Outstanding UG External Examiner Reports

It was noted that there were a series of unassigned actions within this paper. It was agreed that the paper would be circulated to the relevant sub-committees for actions to be assigned and addressed.

ACTION: Head of School of Medicine Secretariat

7.3 List of Outstanding External Examiner Appointments

The committee noted the list of External Examiner appointments outstanding for the 2019-20 academic year.

8. Reports from Subordinate Committees

8.1 Undergraduate School Board [MEC2019-10]

The committee approved the Undergraduate School Board Report.

8.2 Postgraduate Education Board [MEC2019-11]

The committee approved the Postgraduate Education Board Report.

8.3 Lee Kong Chian School of Medicine [MEC2019-12]

The committee approved the Lee Kong Chian School of Medicine Report

ITEMS TO NOTE

9. Programmes

9.1 List of Accredited programmes [MEC2019-13]

The committee noted the list of accredited programmes for the academic year 2018/20.

9.2 List of suspended programmes [MEC2019-14]

The committee noted the list of suspended and withdrawn programmes for the academic year 2019/20.

9.3 UG entry requirements [MEC2019-15]

The committee noted the changes to the 2021/22 UG entry requirements.

10. New regulations, policies and procedures [MEC2019-16]

The committee noted the list of changes to regulations and policies that have been approved for 2019/20.

11. Senate Minutes

The committee noted the list of the latest Senate minutes.

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

The committee noted the latest summary report from the Quality Assurance and Enhancement Committee.

13. FEC Reports

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

ANY OTHER BUSINESS

14. Mitigating Circumstances Uplift process

That there was discussion about the Mitigating Circumstances Uplift process. It was noted that historically this had been dealt with differently across the College. It was further noted that as there was now a new modular system in place across the School this meant that there would need to be a change to the current process to ensure a standardised approach across the School.

ACTION: Head of School of Medicine Secretariat

15. Requirements for Probationary Lecturers

That there was discussion about the Requirements for Probationary Lecturers. It was noted that many new staff members didn't know of certain School requirements that they needed to meet during the probationary period, i.e. attending a set number of teaching observation or teaching at a certain campus. This information used to be included in an induction which no longer happens, and probationary lecturers feel this is unfair. A paper would be produced and submitted to the next meeting of FEC.

ACTION: Principal Teaching Fellow, PG Medicine

16. Student Indemnity and Insurance

That there was discussion about the provision of student Indemnity and Insurance while on clinical placements and whether students should be mandated to join a Medical Defence Organisation. It was agreed that this item would be addressed and an updated provided to the committee at the next meeting.

ACTION: Head of School of Medicine Secretariat

17. **Dates of Future Meetings**

09 December 2019, Ballroom, 58 Prince's Gate

24 February 2020, Ballroom, 58 Prince's Gate

20 April 2020, Ballroom, 58 Prince's Gate