

## Faculty Education Committee (FEC)

Faculty of Medicine

09 December 2019

Confirmed Minutes

---

### Present

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

### Apologies

Mr Gerry Greyling, Mr Chris Harris, Professor Mary Morell, Professor Peter Openshaw

### In Attendance

Ms Hailey Aitkin, Mr Craig Meegan

### 1. Welcome and Apologies

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

### 2. Minutes from the Previous Meeting

It was noted that the Minutes from the previous meeting should be updated to include the Union's NSS Response with recommendations and that, subject to this point being addressed, the Committee approved the Minutes from the previous meeting.

### 3. Matters Arising

With reference to item 3 the SOLE working group had met and 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 as it was now 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: Vice-Dean Head and of School of Medicine**

With reference to item 3 it was noted that the Traffic Lights initiative would be taken forward as part of the Student Feedback Initiative and an update provided to the Committee in due course.

**ACTION: Principal Teaching Fellow**

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. An update would be provided in due course.

**ACTION: Head of School of Medicine Secretariat**

With reference to item 14, 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**

With reference to item 15 it was noted that Requirements for Probationary Lecturers would be addressed by paper MEC2019-21 at this meeting.

With reference to item 16 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. This matter was ongoing and would follow the usual governance structure.

**ACTION: Head of School of Medicine Secretariat**

## ITEMS TO CONSIDERATION

### 4. **Analysis of the Postgraduate Experience Survey Data**

It was noted that students expressed anxiety about reporting issues and that this seemed to be particular to Medicine. There were discussions about implementing a College wide manner of dealing with issues rather than at department level which might help reduce this anxiety.

It was noted that supervisor training was best practice but in the future this would probably become mandatory. There was discussion about whether supervisors were doing too much for the PhD students. It was noted that some supervisors were overwhelmed and this could lead to students not wanting to bother their supervisor. It was also noted that if one supervisor had a cluster of students this seemed to be beneficial as the students would then support themselves in addition to the support of the supervisor. Thinking of ways to bring students into one place may be beneficial and plans to enhance student networking were in place. It was also suggested that having regular cohort writing groups would be beneficial to students as it can add structure to the programme.

It was agreed that the presentation would be circulated to the members and who could make comments as they saw fit.

### 5. **Student Feedback Initiative**

It was noted that Imperial College scored the lowest of all Russell Group Universities regarding feedback. There was discussion about whether this affected ranking and it was confirmed that it did not. The Committee agreed that although ranking was not affected this was an important matter and must be addressed. College was aware of this and a committee would be meeting later in the year. If actions came out of this Committee then it was expected that they would need to be localised.

The Traffic Lights Initiative had been an attempt to raise feedback standards, but it had had limited success as it was difficult to monitor. It was further noted that two important aspects for raising standards of feedback from the faculty side were to ensure that markers had sufficient time to provide feedback, by including it in their job plans, and the authority to ensure that feedback was not provided there would be consequences. One possible means of doing this would be to move to online marking. It was also noted that there was a lack of recognition from students of the different forms that feedback can take and thus a lot of good feedback was not recognised.

It was acknowledged that from a faculty point of view there are few levers to enforce change. The School was in the midst of curriculum review and it was agreed that this was a good time to further highlight the importance of feedback. It was agreed that the proposed new teaching should be examined to see how much of the papers proposed actions were already planned within the new curriculum and what else could be embedded there over the course of this year.

**ACTION: Principal Teaching Fellow**

### 6. **Module specifications of I-Explore STEMM module**

The Committee approved this project.

### 7. **Requirements for Probationary Lectures**

It was noted that many Probationary Lectures didn't know of certain School requirements that they needed to meet during their probationary period, i.e. attending a set number of teaching observation or teaching at a certain campus, as this was not in their contract. It was also noted that a document had been created in 2016 that clearly set out requirements and the timeframe in which they should be completed but that it was difficult to locate and left to individual departments to carry out. It was agreed that a meeting should be arranged with HR to ensure that these Faculty requirements were added into Probationary Lectures contracts and to then liaise with the departments to assess to how to put this into action and what support they may need to do so.

**ACTION: Head of School of Medicine Secretariat**

**8. Collaborative Module with the University of Westminster**

It was noted that this collaboration would allow students to learn about other aspects of health management including how well-designed space could have positive impacts on health. It was also noted that this module had gone through the curriculum review process and that it would not commit the School to any financial spend. It was further noted that the name of the Module should be checked to ensure it was consistent with that in the prospectus. The Committee approved the recommendation of the paper.

**ACTION: Head of School of Medicine Secretariat**

**9. Annual Monitoring Report**

It was noted that this report is submitted to QAEC and students. In the last cycle suggestions from QAEC led to the reporting process being streamlined, with an example being that items relating to external examiners was now address elsewhere, demonstrating that the process was responsive and dynamic.

It was noted that there was uncertainty as to whether the rates for non-continuation across all Years was above the benchmark and it was agreed that this point would be clarified and that the Committee approved this paper and agreed for it to be forwarded to QAEC

**ACTION: Head of School of Medicine Secretariat**

**10. Roles and Responsibilities**

It was noted that this proposal was made in the context of Postgraduate medicine and that if the Committee approval was required to have fruitful discussions with HR. The Committee approved that the Roles, Responsibilities and Activities project should be taken forward as a Faculty endeavour and was fully supportive of its suggestions.

**11. Reports from Subordinate Committees**

**11.1 Undergraduate School Board**

The committee approved the Undergraduate School Board Report

**11.2 Postgraduate Education Board**

The committee approved the Postgraduate Education Board Report

**11.3 Lee Kong Chian School of Medicine**

The committee approved the Lee Kong Chian School of Medicine Report

**ITEMS TO NOTE**

**12. Senate Minutes**

The committee noted the list of the latest Senate minutes.

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

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

**14. FEC Reports**

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

**ANY OTHER BUSINESS**

**15. Dates of Future Meetings**

24 February 2020, Ballroom, 58 Prince's Gate

20 April 2020, Ballroom, 58 Prince's Gate