

## Faculty Education Committee (FEC)

Faculty of Medicine

15 April 2019

Confirmed minutes

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### Present

Mr Martin Lupton (Chair), Ms Trisha Brown, Susan English, Mr Dan Faehndrich, Mrs Rebekah Fletcher, Mr Gerry Greyling, Mr Chris Harris, Dr Joanne Harris, Ms Lucy Hemming, Dr Sonia Kumar, Dr Jeremy Levy, Dr Naomi Low-Beer, Professor Alison McGregor, Professor Jeremy Nicholson, Mr Richard Viner, Professor Helen Ward, Dr Chris Watkins, Mr Craig Meegan

### Apologies

Mrs Nikki Boyd, Professor Laki Buluwela, Professor Steve Gentleman, Dr Jo Horsburgh, Mr Alejandro Luy, Dr Niamh Martin, Professor Ken McLeod, Professor Mary Morrell, Professor Peter Openshaw, Professor Sue Smith, Ms Ute Thiermann, Dr Michael Weatherburn, Ms Men-Yeut Wong

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#### 1. Welcome and Apologies

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

#### 2. Minutes from the Previous Meeting [\[MEC2018-34\]](#)

The committee approved the minutes of the last meeting.

#### 3. 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. A Learning Module Evaluation (LME) Sub-group, chaired by Professor Simone Buitendijk had been established to recommend a new approach to gathering student evaluations. The approach would be aligned to the Learning and Teaching Strategy and provide a consistent, College-wide approach to providing formative and constructive feedback. To facilitate this an understanding of what other systems / surveys were in use to supplement SOLE and what changes, if any, could be made to the current SOLE questions in the interim period to make it better suit the needs of staff and students was required.

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

With reference to item 3 it was noted that discussions had taken place between the Presidents of the various Student Unions and the Secretariat about how best to proceed with the Traffic Lights initiative and it had been agreed that this matter would be taken forward by the Secretariat. It was further noted that it would be possible to begin assessing the length of the feedback process; submission, marking, feedback, by using data already available on BlackBoard.

With reference to item 3 it was noted that the themes identified at the Feedback Seminars included male dominated clinical environments, students feeling unable to / not knowing how to raise issues and a perceived failing of academic support. There was also an incident of a women of colour feeling disassociated in the clinical environment. The members agreed that a paper summarising the themes identified in the Feedback Seminars should be produced and taken to the Staff Student Liaison Groups.

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

### ITEMS FOR CONSIDERATION

#### 4. Reports from Subordinate Committees

##### 4.1 Undergraduate School Board [\[MEC2018-35\]](#)

The committee approved the Undergraduate School Report. It was reported that the Undergraduate School Board meeting of 14 March 2019 had had to be cancelled. The paperwork had been circulated to the members and their feedback sought. No objections were raised to any of the Papers and as such the recommendations were approved by Chair's Action.

It was reported that the A109 programme would be further suspended for entry in the academic year of 2020/21 as the School did not feel it feasible to reintroduce a cohort of Graduate students into the programme while it was rolling out and rationalising the new curriculum. It was noted that the course was expensive to run and, for that reason, a potential risk. It was felt that the time had come for the School to decide the future of this course and that a working group should be established to explore options. The findings would be presented at the next committee meeting.

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

It was reported that the Board had approved the continuation of MBBS Academic Tutoring into Year 2 for the current cohort taking the established curriculum and the provision of Academic Tutors for the 2019/2020 Year 1 intake who would follow the new curriculum. There was discussion about the difficulty in maintaining high standards as the programme was further rolled out. It was noted that recruiting 40 new tutors would be challenging and that a clear job description should be produced so that tutors could be evaluated and held accountable for the work and service they provided. It was also noted that confirmation about whether the new tutors would remain in the Welfare system and whether additional funding would be required and was still to be confirmed.

**4.2 Postgraduate Education Board [\[MEC2018-36\]](#)**

The committee approved the Postgraduate Board Report. It was noted that results from the 2018 Postgraduate Taught Experience Survey had been released. A working group, including representatives from 16 faculties across the College, had been established to address the consistently low scores in the area of assessment and feedback. It was also reported that a digital means of providing feedback to students was being developed.

**4.3 Lee Kong Chian School of Medicine [\[MEC2018-37\]](#)**

The committee approved the Lee Kong Chian School of Medicine Report. It was noted that Singapore had asked whether placements in Family and Emergency Medicine could be found in London for some of their students. The members noted that if an appropriate model were identified they would be happy to take things further.

**5. Imperial College Student Protection Plan [\[MEC2018-38\]](#)**

The members confirmed that they felt this was a reasonable document and expressed their support.

**6. PTES Faculty Report [\[MEC2018-39\]](#)**

The members noted the report and raised no objections.

**ITEMS TO NOTE**

**7. Academic Appeals Procedure for Research Programmes and Consultation Paper [\[MEC2018-40\]](#)**

The draft of the above paper was noted.

**8. Senate Minutes**

The latest Senate Minutes were noted.

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

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

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**10. FEC Reports**

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

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## ANY OTHER BUSINESS

11. It was noted that the School was considering establishing a mental health/welfare drop-in centre service for undergraduate and postgraduate students. It would be anonymous and staff would be responsible for ensuring that students was signposted to the correct service or staff member. This would be in addition to the academic tutors as many students were unwilling to go to them as they felt that doing so could have a detrimental effect on their academic progression which meant that the FoM often didn't hear about issues in the early stages. It was suggested that the School should examine the Registry Student Hub model and also that the service could be based at the Charing Cross campus.
12. It was noted that when making complaints, students often did not know what kind of complaint they had and who it should be reported to. This could lead to complaints not being properly reported and to complaints that are reported not being properly closed off. The amount of information that can be shared, and with whom, is being discussed to ensure it is consistent with GDPR guidelines and guidance will be produced.

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

13. **Dates of Future Meetings**
  - 23 September 2019, Ballroom, 58 Prince's Gate
  - 09 December 2019, Ballroom, 58 Prince's Gate
  - 24 February 2020, Ballroom, 58 Prince's Gate
  - 20 April 2020, Ballroom, 58 Prince's Gate