

## Faculty Education Committee (FEC)

Faculty of Medicine

21 September 2020

Confirmed Minutes

### Present

Mr Martin Lupton, Professor Peter Openshaw, Professor Amir H Sam, Dr Sophie Rutschmann, Professor Helen Ward, Professor Louise Donnelly, Professor Steve Gentleman, Professor Mary Morell, Professor Alison McGregor, Dr Niamh Martin, Professor Ken MacLeod, Dr Sonia Kumar, Mr Jeffery Vernon, Dr Chris Watkins, Mr Richard Viner, Ms Vanessa Powell, Mr Gerry Greyling, Mr Chris Harris, Mrs Trish Brown, Mr Muntaha Naeem, Mr Zixiao Wang, Ms Michaela Flegrova, Ms Rachel Kwok, Ms Men-Yeut Wong, Mrs Nikki Boyd, Ms Men-Yeut Wong

### Apologies

Dr Laki Buluwela, Dr Naomi Low-Beer

### In Attendance

Alexandra Pitt, Craig Meegan

#### 1. Welcome and Apologies

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

2. **Faculty Education Committee Terms of Reference, constitution and membership for 2020/21** That the Terms of Reference and constitution for 2020/21 were approved. It was noted that the membership should be updated to include Professor Jeremy Levy, Director of Imperial Clinical Academic Training Office (CATO), as the link over the last 3 years had proved very useful. note that Terms of Reference (ToR) for 2020/21 were the same as for the previous year but that Registry was in the process of revising FEC ToRs and there should be an update in the New Year.

#### 3.1 Minutes from the Previous Meeting

That the committee approved the Minutes from the previous meeting held on 24 February 2020.

#### 3.2

#### Minutes from the Extraordinary Meeting

That the committee approved the Minutes from the Extraordinary meeting held on 30 July 2020. It was noted that at the meeting the committee had been unable to approve item 13 (appendix I), "Introduction of new longitudinal course - Digital Health", proposed by Lee Kong Chian School of Medicine (LKC) as it was perceived to be a major change but had been submitted after the deadline for major changes had passed. The Committee had provided feedback which LKC would endeavor to address.

#### 4. Matters Arising

With reference to item 3, SOLE, it was noted that a new Fellow had been recruited and part of their remit was to re-examine the way in which SOLE feedback was evaluated. The members were informed that there were promising signs that SOLE could be used more dynamically to gain more relevant and timely information. A paper was being produced and would be sent to the School of Medicine Board. It was agreed that an update would be provided in due course.

**ACTION: Head of the 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. Discussions were ongoing, and it was possible that the course would be revived over the next 12 months in a different form. An update would be provided in due course.

**ACTION: Vice Dean (Education)**

With reference to item 7, Requirements for Probationary Lectures, it was noted that this item was ongoing.

**ACTION: Programme Director (Education)**

## ITEMS TO CONSIDERATION

#### 5. Chairs Update

The Chair expressed his gratitude to the members and everyone in the Faculty for the amazing work and contributions they had made during the covid-19 pandemic. It was acknowledged that everyone had been working flat out to ensure that the students were provided with the best possible experience given the

circumstance. Concerns were raised about how face-to-face teaching would be provided and what to do should a member of staff or student show symptoms of covid. It was confirmed that guidance was being updated by the College as the situation evolved. Staff parking was discussed in the context of face-to-face teaching and it was confirmed that this was available at several central sites but would need to be requested in advance. It was further noted that a great deal of work was being put into the Schools Digital strategy and that and update on this would be provided in due course.

**ACTION: Vice Dean (Education)**

**6. Academic Development in the Faculty**

A presentation about Academic Development in the Faculty was provided by Alexandra Pitt, Senior Academic Developer (Education Transformation). The members were invited to share any comments or feedback with Alexandra offline.

**7. National Student Survey**

It was noted that this year, the published quantitative results for UG MBBS and BMB were subject to inaccuracies due to a College submission error which incorporated the two into one subject code. The published results were therefore an aggregation of the two programmes which attributes lowers scores to the MBBS programme and higher scores to the BMB programme. It was further noted that the College had relatively low scores in Assessment and Feedback, Learning Opportunities and Academic support but that actions were being taken to address this and would be progressed through the relevant governance routes.

**8. Reports from Subordinate Committees**

**8.1 Undergraduate School Board**

The committee approved the Undergraduate School Board Report.

**8.2 Postgraduate Education Board**

The committee approved the Postgraduate Education Board Report

**8.3 Lee Kong Chian School of Medicine**

The committee approved the Lee Kong Chian School of Medicine Report. It was noted that the issue regarding the "Introduction of new longitudinal course - Digital Health" as proposed by LKC demonstrated the differing governance timelines and processes of the two institutions. It was agreed that conversations would take place to see if measures could be put into place to streamline this process.

**ACTION: Vice Dean (Education)**

**ITEMS TO NOTE**

**9. Student Experience Survey Results and Action Plan**

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

**10. List of Accredited programmes**

The committee noted a list of accredited programmes for the academic year 2020/21.

**11. List of suspended programmes**

The committee noted a list of suspended and withdrawn programmes for the academic year 2020/21.

**12. New regulations, policies and procedures**

The committee noted the changes to regulations and policies that have been approved for 2020/21.

**13. Chair's Actions**

The committee noted and approved the Chair's Actions since the last meeting.

**14. Senate Minutes**

The committee noted the list of the latest Senate minutes.

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

The committee noted the latest summary report from the QAEC.

**16. Faculty Education Committee Reports**

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

**ANY OTHER BUSINESS**

17. There was no other business

**18. Dates of Future Meetings**

14 December 2020

22 February 2021

19 April 2021