

Faculty Education Committee (FEC)

Faculty of Medicine

6 June 2016
Confirmed minutes

Present

Dr Laki Buluwela, Ms Giskin Day, Dr Dan Elson, Ms Susan English, Professor Steve Gentleman, Mr Chris Harris (Secretary), Dr Jo Harris, Professor Des Johnston (Chair), Dr Jeremy Levy, Mr Martin Lupton, Paul Ratcliffe, Dr Jane Saffell, Mr Chun-Yin San, Professor Sue Smith, Professor Helen Ward.

Mr James Balloch and Ms Valerie Johnson (for item 3); Mr John Crook and Mr Craig Walker (for item 12)

Apologies

Mr Nigel Buck, Ms Rebekah Fletcher, Professor Myra McClure, Professor Jeremy Nicholson, Mr Richard Viner.

1 Welcome and Apologies

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

2 Minutes of the meeting held on 1 April 2016 [MEC.2015.10]

The committee approved the minutes.

3 Operational Excellence (OE) programme update

The committee received an update on the OE programme from Ms Valerie Johnson, Senior Change Manager, and Mr James Balloch, Deputy Academic Registrar.

It was reported that the OE programme seeks to introduce efficiencies in processes for students and staff throughout the College and that a number of projects are in progress under its umbrella. These include projects in estates, HR, Finance, and of particular note for the Committee, the Student Information Management Programme (SIMP).

It was further reported that SIMP is working to deliver Banner and associated architecture, with some early benefits from Autumn 2016, working towards full implementation in 2018.

It was confirmed that the approach was to use 'best of breed' software to complement the core Banner functionality and integration with other systems such as Sofia would be ensured.

The Committee commented that the deployment of teaching workload functionality would be helpful, and the Deputy Academic Registrar agreed to feed this back.

ITEMS TO CONSIDER

4 Report from the Faculty Boards

4.1 Report from the Undergraduate Medicine Board [MEC.2015.11]

The Committee noted that the Board had approved various modifications to the undergraduate Medicine programmes:

- Year 1 Respiratory and Alimentary systems courses.
- The format of the Year 3 written examination.
- The format of Year 5 written examination.
- A number of changes to the Year 6 examinations that include an integrated Medicine and Surgery PACES, following the success of the changes that were introduced as a result of the BMA industrial action that took place earlier in the year.

These changes would proceed through the governance structure as required.

The Committee considered the matter of Personal Tutor conflict of interest along with paper MEC.2015. It was reported that an issue had been raised about a perceived potential conflict of interest between staff with senior roles in the setting of assessments (such as Chairs of Examination Boards) also acting as personal tutors. It was underlined that there was no reason to believe that staff had not acted entirely scrupulously.

The Committee took the view that this matter is well managed by academics, but that it would be important to have very explicit practice for managing conflicts in this area. For example, it might be appropriate to have Deputy Chairs of Exam Boards for when potential conflicts arise.

The Committee agreed that it would be helpful to have a wider College-level discussion about the issue and to explore the practice in other faculties. This could be discussed at the Quality Assurance and Enhancement Committee.

ACTION: Chair

4.2 **Report from the Postgraduate Education Board [MEC.2015.12]**

It was reported that the Faculty was targeting a high response rate in the Postgraduate Taught Experience Survey (PTES).

Strategic approval had been granted for a new laboratory-based short course and a new Trauma stream for the Surgical Innovation PG Cert/PG Diploma/MSc programmes.

It was noted that a large recruitment drive was underway to support the expansion of postgraduate programmes in the Faculty. Work had been undertaken to introduce a pool for students in the event they are unable to obtain a place on their top choice of programmes.

The Committee was informed that Dr Jeffrey Vernon had been appointed to the role of Senior Teaching Fellow (Postgraduate Education) and would be joining the College in July.

4.3 **Update from Undergraduate Science**

It was reported that work is ongoing for the new Medical Biosciences Programme that will launch in 2017-18. Module leads were in the process of being recruited and work on the admissions processes were beginning.

It was further reported that the response rate for this year's National Student Survey was 87%.

4.4 **Update from the Lee Kong Chian School of Medicine [MEC.2015.13]**

The Committee approved the following documents:

- Year 4 curriculum documentation
- Regulations for the Award of the Five Year Joint NTU/Imperial (LKCMedicine) MBBS Degree Programme
- Examination Regulations for the Five Year Joint NTU/Imperial (LKCMedicine) MBBS Degree Programme and Guidelines for External Examiners
- Procedure for Consideration of Representations concerning decisions of Boards of Examiners for the Five Year Joint NTU/Imperial (LKCSOM) MBBS Degree Programme
- Academic Integrity Policy and Procedures for Students
- Admissions Policy and Procedures for the Five Year MBBS Degree Programme
- Student Registration: Unsatisfactory Academic Progress policy

These documents would proceed to the Quality Assurance and Enhancement Committee and thence to Senate.

It was reported that there was a need for calibration between the institutions with regard to levels of approval and reporting and that work was in progress on this matter.

5 Surveys

5.1 Undergraduate SOLE survey results [MEC.2015.14]

The Committee noted the results for the other faculties. Undergraduate Medicine SOLE data are reported to, and discussed in detail at, the Undergraduate Medicine Board.

5.2 Postgraduate SOLE survey results [MEC.2015.15]

The Committee noted that there was variation in departmental participation in postgraduate SOLE, which accounts to some extent for the range of response rates. No concerns were noted but the results will be discussed in more detail at the Postgraduate Education Board.

5.3 Student Experience Survey results [MEC.2015.16]

The Committee noted that the Student Experience Survey is extremely long, that the results had not been stratified by Faculty, and that there was no analysis of the results to aid discussion. It was agreed that this should be fed back to the Education Office.

Action: Head of School of Medicine Secretariat

6 External Examiners

6.1 External Examiner appointments due to expire in 2015-16 [MEC.2015.17]

6.2 Outstanding External Examiner Appointments 2014-15 [MEC.2015.18]

6.3 Outstanding External Examiner reports 2014-15 [MEC.2015.19]

The Committee noted the papers and that action was being taken.

6.4 Summary of undergraduate External Examiner reports 2014-15 [MEC.2015.20]

The Committee noted that many of the items examiners had raised were being addressed. For example, the integration of surgery and medicine PACES, the introduction of a practical anatomy examination and the phased withdrawal of Extended Matching Questions.

6.5 Summary of master's External Examiner reports 2014-15 [MEC.2015.21]

The Committee noted the results, and that they would be discussed in detail at the Postgraduate Education Board.

7 Annual Monitoring Report (School of Medicine)

The Committee noted that the Annual Monitoring Report was for the academic year 2014-15 – its passage to the Committee had been delayed due to changes in the governance structure. It was also noted that the structure of the annual monitoring report has changed significantly and now only requires reporting by exception.

The report reflects a large number of developments that took place in 2014-15. Highlights included progress on curriculum mapping and the curriculum mapping tool *Sofia*, the Year of Feedback project led by Dr Elizabeth Muir, and the further rollout of iPads. For Medicine, it was noted that the requirement not to over-recruit had become very onerous indeed. Thanks were recorded to Professor Simon Taylor-Robinson for his help with the gap year scheme.

For Biomedical Science, it was noted that the programme was in the process of being revitalised and that students had very much noticed a transformation.

It was noted that exam space continues to be a major problem, particularly in Medicine where the size of cohorts is very large. It was noted that a pan-College working group on the issue has been created. The School is also exploring innovative solutions to the problem.

ITEMS TO NOTE

8 Quality Assurance and Enhancement Committee

9 Academic Standards Framework update

10 Minutes of the Postgraduate Professional Development Committee

11 Principles underpinning the Academic Regulations

It was agreed that further consultation would be required and that the paper should be circulated to the Boards for comments.

ACTION: Secretary

ANY OTHER BUSINESS**12 Space**

The Committee received an update from Mr John Crook, Head of Timetabling, and Mr Craig Walker on behalf of the OE programme, on an ongoing space review. It was reported that with the growth in teaching, there was a need to optimise teaching space. It was noted that a range of challenges needed to be addressed, including low student satisfaction, low utilisation, space mix, access control, and charging models. It was reported that these areas would be addressed through a new space policy.

The Committee noted that there were significant problems with the current room booking systems that need to be addressed and it was reported that this was being considered as part of the review.

The Committee commented that space mix was a particular problem, and that policy development should address the need for flexible space that is suitable for changes in models of educational delivery.

13 Dates of Meetings

To be announced.