

Faculty Education Committee (FEC) Faculty of Medicine

4 December 2017
Confirmed minutes

Present

Dr Laki Buluwela, Mr Nick Burstow, Ms Giskin Day, Ms Susan English, Ms Rebekah Fletcher (Secretary), Professor Steve Gentleman, Professor Marjo-Riitta Jarvelin, Professor Des Johnston (Chair), Mr Martin Lupton, Mr Luke McCrone, Professor Alison McGregor, Professor Sue Smith, Mr Scott Tucker, Dr Jeffrey Vernon, Mr Richard Viner.

Apologies

Mr Gerry Greyling, Mr Chris Harris, Dr Jo Harris, Ms Jo Horsburgh, Dr Jeremy Levy, Dr Sophie Rutschmann (Dr Jeffrey Vernon deputising), Professor Helen Ward (Professor Marjo-Riitta Jarvelin deputising), Dr Chris Watkins.

1 Welcome and Apologies

The chair welcomed attendees to the meeting and apologies, as above, were noted. Mr Scott Tucker joins the committee as the Registry representative.

2 Minutes of the meeting held on 25 September 2017 [MEC2017-15]

The committee approved the minutes of the last meeting.

3 Matters arising

With reference to Minute 5.1, the National Student Survey 2018 will be opening on 8th January and the School has concerns around key areas of student satisfaction that are not easy to solve. The role of the Student Union is vital to both the smooth running of the School, and to the students, and the SU does an excellent job. However, we are keen to render more explicit the work we do with the Student Union. The ICSMSU president is working with the Head of Undergraduate Medicine to identify areas in which the School could better support and facilitate the SU in their academic activities. A paper will be presented to the UG Education Board and then to this committee.

Action: Head of Undergraduate Medicine

With reference to Minute 5.2, there continues to be a nationwide shortage of Hepatitis B vaccine. After discussion with Occupational Health, supervisors have been advised that a post-exposure vaccine would be considered acceptable if students were to be exposed. However, the committee felt that post-exposure vaccine was not sufficient care for our students; the shortage is due to end early 2018. Clarity on exact date for availability of vaccine, and further discussion with supervisors will be sought.

Action: Academic Lead for Postgraduate Education (deputy to advise)

ITEMS TO CONSIDER

4 Reports from Subordinate Committees

4.1 Undergraduate School Board [MEC2017-16]

The Undergraduate Board has accepted this committee's comments on the Graduate Medicine course; there is ongoing debate as to how best to improve the course; whilst it is not viable to run a completely separate course for only 25 students, the current interwoven nature of the programme is not yet meeting the high expectations we have for the Graduate Medicine course. The length of the programme is also problematic; most graduate programmes are four years long and a five-year programme has funding implications particularly for home students; however, we have only recently moved away from a 4-year programme which had low levels of student satisfaction. The UG Board will report back to the next committee meeting with potential options for improvement of the GM programme.

Action: Head of Undergraduate Medicine

The intake for the new BSc in Medical Biosciences was lower than anticipated, with only 69 students of the expected 84 places taking up their offers. However, there was a higher than expected

conversion rate for overseas students, and this has therefore not had a negative impact on forecasting.

The office of the Vice-Provost (Education) is making funding available through a bidding process as part of the implementation of the College's Learning and Teaching Strategy. The Vice-Dean (Education) has been asked to coordinate submissions from across the faculty, both PG and UG in order to maximise benefit. We will be engaging with HODs and education leads in departments to ensure everyone has the opportunity to input into the process.

BSc allocations; the School is reviewing the allocation process for BScs. There is some conflict between students' perception of fairness in allocation and student aversion to change, and between the College's desire to make full marks available and the School's desire to reduce unhealthy fixation on marks. We are reviewing the "happiness algorithm" as a potential allocation method but further modelling must be done before any change is introduced. We must also be mindful that a new cohort may be more open to a new allocation method, rather than implementing a change for a cohort already partway through their programme.

Action: Director of Undergraduate Science

4.2 **Postgraduate Education Board [MEC2017-17]**

As part of the curriculum and assessment pillar of the Learning and Teaching strategy, we have advertised for four strategic teaching fellow posts to support curriculum review and the active learning agenda.

The funds raised by the Summer School will be used to support Taught Masters Programme Scholarships.

It has been noted that many last-minute modifications to programme are being submitted to the Postgraduate Education Board and therefore requiring Chair's Action rather than full board oversight; this will be clamped down on in the New Year, with dates republicised to all members.

Action: Academic Lead for Postgraduate Education (deputy to advise)

A new pilot AMR template has been used this year and will be used going forward; a few additional sections may be added, particularly around the area of assessment and feedback, where both PG and UG fare poorly. It was acknowledged that there are improvements that could be made to the current template, and a meeting with PG, UG and registry input will be set up in the new year to discuss the format of the AMR going forward.

**Action: Academic Lead for Postgraduate Education (deputy to advise)
Head of School Secretariat
Registry Representative**

4.3 **Lee Kong Chian School of Medicine [MEC2017-18]**

The Student Assistantship Programme, Curriculum and Assessment Strategy and Year 5 Assessment Strategy were all approved by Chair's action. The committee is supportive of these changes.

The review of the Early Years is being led by Dr Anna Romito and is progressing well.

5 **Faculty Response to Undergraduate Annual Monitoring Report 2016/17 [MEC2017-19]**

The AMR papers were well received by the committee, although it was acknowledged that the structure of the AMR template could be improved (see 4.3 above).

There are two main areas for concern highlighted by the report. The issue of feedback remains very difficult; we do not properly teach our students to give constructive feedback, and the mechanisms by which we expect them to provide it are sub-par to the point of being useless. Students tell us that the structure of SOLE does not work for Medicine, and filling in SOLE is therefore excessively onerous for the perceived value. Response rates are so poor that lecturers and trusts collect their own feedback, which exacerbates the poor response rates for SOLE. Suggestions for improvements were made, both to the process and the systems we use to collect feedback; making better use of iPads for instantaneous feedback was strongly supported by the committee. The Vice-Provost (Education) is launching a working group to review the student feedback processes and systems, and we will have Faculty representation on this group.

Action: Head of School Secretariat

The most important factor in making improvements to our processes and to student satisfaction is the staff to deliver such change. Concern was raised over the small number of dedicated teachers and the lack of new staff; with the Learning and Teaching strategy implementation, the Faculty will need teachers with different skillsets from the traditional teaching methods. There is an increasing need to encourage and develop our teaching fellows in order that they stay with the College longer-

term. As there is still no teaching career path, emphasis and funding continues to rest within research and education is still sidelined. Proper academic profiles may help, but there is a need for hybrid teacher/researchers. The Learning and Teaching strategy's focus on education is warmly welcomed by the committee, but it was noted that a change to the College culture is necessary to further our educational goals, and that such a change will take years to implement. This lack of motivation for teaching hampers us severely in driving changes to improve the student experience; students frequently request slides in advance of lectures. However, our teachers feel so undervalued at present that we already struggle to retain our best faculty; we are not in a strong position to enforce any requirements as we do not have enough willing faculty to step in should anyone decide no longer to teach for us. The BSc review is considering teacher motivation and we hope to see improvements in faculty morale as a result of this.

Action: Director of Undergraduate Science

ITEMS TO NOTE

6 **Senate Minutes**

To note: the latest Senate minutes.

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

To note: the latest summary report from the Quality Assurance and Enhancement Committee.

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8 **FEC Reports**

To note: the latest reports from the other FECs as reported to the last QAEC.

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ANY OTHER BUSINESS

9 **Faculty Senior Tutor**

Congratulations were given to Dr Jeffrey Vernon, who has been appointed as Faculty Senior Tutor.

10 **Dates of Future Meetings**

05 March 2018, Ballroom, 58 Prince's Gate

16 April 2018, Ballroom, 58 Prince's Gate