

Faculty Education Committee (Medicine)

Minutes of Meeting held on Friday 1 April 2016

Present: Professor Desmond Johnston (Chair), Miss Susan English, Mrs Rebekah Fletcher, Professor Steve Gentleman, Mr Chris Harris, Dr Jeremy Levy, Mr Martin Lupton, Professor Alison McGregor, Mr Richard Monk, Mr Paul Ratcliffe, Dr Jane Saffell, Mr Richard Viner

In attendance: Mr Will Kendall

Apologies: Dr Laki Buluwela, Mr Nigel Buck, Ms Giskin Day, Mr Liucheng Guo, Dr Jo Harris, Dr Naomi Low-Ber, Professor Myra McClure, Professor Jeremy Nicholson, Mr Chun-Yin San, Professor Sue Smith, Professor Helen Ward

1. Welcome and apologies for absence	
	The Chair thanked members for attending and noted the apologies for absence.
2. Terms of Reference and Membership	
CONSIDERED:	MEC.2015.01: FEC Terms of Reference
NOTED:	2.1. That the Terms of Reference and Membership were noted. 2.2. That the committee's responsibilities include high-level strategic oversight for the Faculty and more detailed governance for LKCMedicine. 2.3. That the distinctive characteristics of the committee will develop over time.
3. Chair's Actions	
CONSIDERED:	MEC.2015.02: LKCMedicine Programme Specification 2015
NOTED:	3.1. That the Chair of the Medical Studies Committee approved by Chair's action the programme specifications for LKCMedicine 2015/16.
AGREED:	3.2. That the Committee ratifies the approval of this item.
4. Items for consideration	
	Report from the Undergraduate Medicine Board
CONSIDERED:	MEC.2015.03: Report from UMB
NOTED:	4.1. That the Programmes Committee has approved a new BSc pathway in Humanities, Ethics and Law, to be introduced in the academic year 2017/18. 4.2. That this new pathway is composed of three integrated modules; body, mind, and death and dying. 4.3. That the new BSc represents an exciting, unique offer and the School is keen to grow this area. 4.4. That the consequent withdrawal of Module C options in Medical Humanities, History of Medicine, and Death, Autopsy and the Law has caused some concern amongst students who would wish to do a project in these areas. 4.5. That the Module C model was unsustainable; we must let the BSc evolve and then review further possibilities for interested students. 4.6. That in light of the Year of Feedback report, a working group led by the new Director of Student Tutoring and Support will be looking at ways to improve feedback to students. 4.7. That since the School now has an extensive e-learning offer and records lectures for publication online, there is a lack of clarity around the need to attend lectures. 4.8. That an attendance policy is being drafted. 4.9. That the committee was supportive of the introduction of the Jenny Higham award, which will facilitate collaborations between students from LKCMedicine and from the School.

	<p>4.10. That students are to have the opportunity to apply for the Imperial Award, rewarding qualities and values other than the academic.</p> <p>4.11. That HENWL is centralising and rationalising its oversight of the Foundation Programme and as such, has taken over the postgraduate elements of the Foundation School; the undergraduate student-facing elements remain within the remit of the School.</p> <p>4.12. That the new platform for student online evaluation is ready for clinical years; a new project will be required to set up the new system for non-clinical years, which will need to integrate with timetabling systems.</p> <p>4.13. That the restructure of the Faculty Education Office will be finalised within the next few weeks.</p>
	Report from the Postgraduate Education Board
CONSIDERED:	MEC.2015.04: Report from PEB
NOTED:	<p>4.14. That the Summer School is expanding and is aiming to recruit between fifty and eighty students.</p> <p>4.15. That an Academic Coordinator and Director have been appointed.</p> <p>4.16. That postgraduate numbers are planned to double over the next five years as courses are modularised.</p> <p>4.17. That space and facilities will become more problematic as numbers increase; any review of these should be coordinated jointly between undergraduate and postgraduate teams.</p> <p>4.18. That departments will need support to cope with the increase in numbers; each department has its own admissions team but will need to work cross-team.</p> <p>4.19. That a working group is to be set up to facilitate the introduction of an informal clearing process between departments.</p> <p>4.20. That we must have a strong laboratory project offer for students; supervisors therefore need to be incentivised in order to ameliorate the perceived discrepancies in remuneration between undergraduate and postgraduate projects.</p> <p>4.21. That an undergraduate review of laboratory projects will be going ahead; this will be shared with academic departments.</p> <p>4.22. That the Provost's Board has published standards for Graduate Teaching Assistants, to which the Faculty must adhere; the Postgraduate Education Board will review these and take action.</p> <p>4.23. That a website to publicise teaching opportunities and match people with them would be beneficial, but that it is very difficult to ring-fence money for Graduate Teaching Assistants once this has been distributed to departments.</p>
AGREED:	<p>4.24. That strong impact cases must be built in anticipation of the Teaching Excellence Framework; examples of good practice should be drawn together from now forward.</p> <p style="text-align: right;">ACTION: Associate Deans</p>
	Verbal Report from the Undergraduate Science Board
REPORTED:	<p>4.25. That this first meeting of the Board discussed several small changes which would usually be classed as minor, but which are in-session and must therefore proceed through governance as major changes.</p> <p>4.26. That this approach cannot continue under the new governance structure; the Competition and Markets Authority are also becoming increasingly strict on changes to publicised programmes.</p> <p>4.27. That two Board members will scrutinise each new proposal and report to the board, in order to reduce the intensity of work under the new governance structure.</p> <p>4.28. That the new Medical Biosciences programme will need a great deal of support in start up; recruitment is underway.</p> <p>4.29. That Registry and the Educational Development Unit have given a great deal of helpful input into the new programme and we are grateful for their support.</p> <p>4.30. That the Education Development Unit offers invaluable academic educational input as an excellent pedagogical sounding board, and needs continuing College investment.</p>

AGREED:	4.31. That a member of the Educational Development Unit should be re-invited to the Faculty Education Committee (Medicine) and to the Undergraduate Medicine Board. ACTION: Head of School Secretariat
	Lee Kong Chian School of Medicine Update
CONSIDERED:	MEC.2015.05: Report from LKCMedicine
NOTED:	4.32. That the business from LKCMedicine has already passed through several committees and that the role of this committee is to approve for report to QAEC. 4.33. That the year 4 curriculum documentation has undergone some revision to strengthen the presence of science in the curriculum. 4.34. That early years' assessment has been modified for 2016/17 to include Single Best Answer questions in order to reduce the marking workload; approved for report to QAEC. 4.35. That the Disability Service provision has been brought in line with UK expectations; approved for report to QAEC. 4.36. That the attendance and leave policy has been updated to reflect the need for compulsory attendance in a team-based learning environment; approved for report to QAEC. 4.37. That the correction of even typographical errors is referred to as "minor modification" in LKCMedicine, which does not tally with the College governance process; if these purely cosmetic changes are to happen in-session an appropriate governance route will need to be defined. 4.38. That graduation hood colours have been chosen; approved for report to QAEC. 4.39. That the external examiners' report was reviewed along with the Annual Monitoring Report. 4.40. That thanks be recorded to all involved in the establishment of LKCMedicine; this has been a fantastic achievement in collaborative practice.
AGREED:	4.41. That clarification of the appropriate governance route for cosmetic curriculum change should be sought. ACTION: Deputy Director of Education Management
5. Items to Note	
	Suspended and Withdrawn Programmes
CONSIDERED:	MEC.2015.06: Suspended and Withdrawn Programmes
NOTED:	5.1. The list of current programmes by status for the academic year 2015/16.
	Short Course Annual Monitoring of Delegate Numbers
CONSIDERED:	MEC.2015.07: Short course annual monitoring of delegate numbers
NOTED:	5.2. The results of the short course annual monitoring of delegate numbers exercise for the academic year 2014/15.
	Postgraduate Taught Experience Survey (PTES) 2016
REPORTED:	5.3. That the PTES will run between Thursday 19 May and Thursday 16 June 2016. 5.4. That there will be no additional institutional questions.
	Outstanding External Examiner Appointments 2015/16
CONSIDERED:	MEC.2015.08: Outstanding External Examiner Appointments 2015-16 (Medicine)
NOTED:	5.5. That a small number of appointments are outstanding; Genomic Medicine, Surgical Innovation and Health Policy. 5.6. That since exams are approaching and external examiners will be required to give approval of them, these appointments are now urgent.
AGREED:	5.7. That outstanding external examiner appointments will be raised with some urgency with the relevant departments. ACTION: Deputy Director of Education Management Head of Programme Management

	Outstanding External Examiner Reports 2014/15
CONSIDERED:	MEC.2015.09: Outstanding External Examiner Reports 2014-15 (Medicine)
NOTED:	5.8. That there are fourteen external examiner reports outstanding. 5.9. That some external examiners consider the role an act of good will due to the limited remuneration, and that measures should therefore be taken to reduce inconvenience to external examiners through process improvement and support.
AGREED:	5.10. That reporting forms should be available on the day of examinations. ACTION: Head of Programme Management 5.11. That a group should meet to discuss improvement of reporting processes. ACTION: Head of Programme Management Director of Education Management Head of the Undergraduate School of Medicine Assistant Registrar (Senate & Academic Review)
6. Any other business	
	Staff changes
REPORTED:	6.1 That thanks are extended to the outgoing Director of Admissions, Equality and Diversity. 6.2 That Professor Simone Buitendijk has been appointed as the new Vice Provost (Education).
	Programme Modularisation
	6.3 That programmes across College will need to be modularised in order to improve cross-faculty and cross-university programme sharing. 6.4 That the majority of faculties would prefer modular units to be measured in multiples or fractions of 15 ECTS credits 6.5 That a minority of faculties would prefer units to be measured in multiples of six ECTS credits. 6.6 That extensive work has already taken place in our postgraduate programmes towards the goal of modularisation on the basis of multiples or fractions of 15 ECTS credits.
	Facilities
	6.7 That a cross-campus review of facilities is underway. 6.8 That the Hammersmith campus requires the most urgent attention, whilst Charing Cross is of great importance to undergraduate medicine. 6.9 That the Director of Education Management is leading a working group to explore our requirements for facilities in the Wolfson Education Centre at the Hammersmith campus. 6.10 That teaching hospitals have been particularly heavily hit by a recent report on unused clinical space; the School may need to lend support to these hospitals to ensure there is room for teaching as they are put under pressure to optimise their clinical space.
7. Date of the next meeting	
REPORTED:	Monday 6 June, 14:30 Drawing Room, 170 Queen's Gate, South Kensington campus

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Reference	Action	Responsible Officer	Completion Date	Progress
1 April 2016				
April 2016 – 4.24	Report from the Postgraduate Education Board That strong impact cases must be built in anticipation of the Teaching Excellence Framework; examples of good practice should be drawn together from now forward.	Jane Saffell Martin Lupton	Update June 2016	
April 2016 – 4.31	Verbal Report from the Undergraduate Science Board That a member of the Educational Development Unit should be re-invited to the Faculty Education Committee (Medicine) and to the Undergraduate Medicine Board.	Rebekah Fletcher	June 2016	
April 2016 – 4.41	Lee Kong Chian School of Medicine Update That clarification of the appropriate governance route for cosmetic curriculum change should be sought.	Paul Ratcliffe	June 2016	
April 2016 – 5.7	Outstanding External Examiner Appointments 2015/16 That outstanding external examiner appointments will be raised with some urgency with the relevant departments.	Paul Ratcliffe Chris Harris	June 2016	
April 2016 – 5.10	Outstanding External Examiner Reports 2014/15 That reporting forms should be available on the day of examinations.	Chris Harris	To be implemented for next session.	
April 2016 – 5.11	Outstanding External Examiner Reports 2014/15 That a group should meet to discuss improvement of reporting processes.	Chris Harris Susan English Martin Lupton Richard Monk		