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<th>Paper Title</th>
<th>Minutes of the previous meeting</th>
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<td>Outcome requested</td>
<td>The Faculty Board is asked to <strong>confirm</strong> the minutes of the previous meeting held on 25th November 2009.</td>
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<tr>
<td>Executive Summary</td>
<td>Not applicable</td>
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<td>Regulatory/statutory reference points and links to College strategy</td>
<td>Not applicable</td>
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<td>Reporting/consideration route for the paper</td>
<td>Not applicable</td>
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<td>Timing</td>
<td>Not applicable</td>
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| Author                                           | Sarah Cowls  
Assistant Academic Registrar                                                         |
| Senior Management/Lay Sponsor (if applicable)     | Not applicable                                                                                   |
Medicine and Dentistry Faculty Board

Minutes of the meeting of the Medicine and dentistry Faculty Board held on 25th November 2009

DRAFT

Present:

Prof. Chris Fowler (Chair) Dr Rob Bennett Dr Mark Carroll
Dr Vivien Cook Prof. Ray Croucher Prof. Nick Goulding
Prof. Mark Hector Prof. Olwyn Westwood

In attendance

Sarah Cowls (Secretary) Neil Rayment (Graduate School Manager) Caroline Walker (Educational and Staff Development)

Apologies for absence:

Prof. Susan Dilly Prof. Paola Domizio Dr Danë Goodsman
Prof. Farida Fortune Dr Andy Flett Dr Jon Fuller
Prof. Stephen Greenwald Prof. Joy Hinson Prof. Atholl Johnston
Prof. Bruce Kidd Prof. Michael Roberts Cheryl Mason

Part 1 – Preliminary items

Minutes of the previous meeting (MDFB2009.01)

2009.001 The Board noted that the minutes of the previous meeting would be circulated at the next meeting.

Terms of Reference and Membership (MDFB2009.03)

2009.002 The Board received and approved the terms of reference and membership for the 2009-2010 academic session.

Annual Schedule of Business (MDFB2009.04)
The Board received and noted the schedule of business for the 2009-2010 academic session.

Dean for Education’s Report

The Board received the report from the Dean for Education and noted the following points:

(i) The MBBS programmes had over-recruited by 50 students for the 2009-2010 session. The School had not been penalised for the over recruitment but it did place a strain on resources. It was hoped that the School would be able to increase the number of intercalated places available to students to reduce the size of the cohort on entering the clinical stages of the programme. This year fewer applicants to the MBBS would be interviewed despite the increase in the number of applications.

(ii) Professor Chris Fowler would stand down as the Dean for Education on the 30th November 2009 to become Director of Education for the Trust and the School.

Dean for Dentistry’s Report

The Board noted that a report from the Dean of Dentistry should be a standing item on the agenda. The Board received a report from representatives from the Institute of Dentistry and noted the following points:

(i) The Institute had met its recruitment targets and would not be reducing numbers. The large ‘bulge’ of students recruited in 2004-2005 were currently in their final year: there had been no discernable reduction in student quality during the ‘bulge’ year. These students were the first to benefit from the outreach centres in the Isle of Dogs and in Southend.

(ii) Deanery interviews for post-BDS employment would be taking place over the next few days.

Part 2 – items for discussion

Annual Programme Review (Undergraduate)

Dentistry (MDFB2009.05a)

The Board noted that the Annual Programme Review (Undergraduate) for Dentistry would be considered at the next meeting of the Board.

Medicine (MDFB2009.05b)

The Board received the Annual Programme Review (Undergraduate) for
Medicine and noted the following points:

(i) The Annual Programme Review was in the same format as previous years and included the School’s response to the National Student Survey (NSS), Teaching and Learning Strategy and the Quality Assurance of Basic Medical Education (QAMBE) report. The only substantive change was the provision of data on programme statistics and ethnicity data.

(ii) The School had achieved its targets as articulated in last year’s action plan. Some of this year’s action plan items resulted from the QABME report.

(iii) The introduction of Curriculum 2008 had been very successful. In the 2009-2010 session years two and three had been introduced simultaneously.

(vi) The School had reorganised its pastoral and academic care provision; the position of senior tutor had been replaced with personal tutors and academic year tutors.

(vii) Feedback from the National Student Survey showed that the overriding concern of students was the level of feedback received on assessed work.

(viii) The data supplied with the Annual Programme Review was not considered to be sufficiently robust to meet the full requirements of annual monitoring. The allocation of students to programmes such as histopathology and morbid anatomy would be verified with the Planning Unit.

(ix) The School had developed a challenging action plan for the 2009-2010 academic session drawing on comments from the National Student Survey, the QABME report and feedback from External Examiners.

**Annual Report of Student-Staff Liaison Committee Minutes 2008-2009 (MDFB2009.06)**

2009.008 The Board received the annual report on Student-Staff Liaison Committee (SSLC) minutes and noted the following points:

(i) There was widespread evidence that students were dissatisfied with the IT provision across the College. This dissatisfaction had also been noted by the GMC during the QABME visits.

(ii) The criticisms in the report were vague in places and the School noted that it had addressed students concerns wherever possible. The School had productive SSLCs that conducted full and frank discussions within an overarching framework defined by unity of purpose.

(iii) Section 1.2 of the report address postgraduate representation on SSLCs. The Board noted that the Graduate School’s SSLC had met the previous week after a year’s hiatus. It was noted that there were difficulties in engaging postgraduate students in student representation matters.

The Board received the annual summary report of External Examiner reports. The Board noted the following points:

(i) The concerns expressed about the MBBS programme were principally focused on individual areas of the curriculum. The Medical Education Committee considered the School’s responses to External Examiner reports for the MBBS; every criticism from an External Examiner was listed on a spreadsheet and presented to the MEC on a monthly basis. Critical incidents were reported to the Dean for Education. All reports and replies were uploaded to WebCT for all staff and students to access.

(ii) The BDS had received persistent criticism about the high number of merits awarded to students and the resulting high number of honours degrees. These criticisms contrasted with positive comments about the students and the standard of their work. The criticisms raised by the External Examiners had been carefully considered by the Dental Education Committee. The award rules had been amended to require students to have a distinction in the final grade and no passes in order to receive an honours degree; the changed award rules would be phased in gradually as award rules could not be changed mid-programme. All External Examiners had been informed of the changes. All assessment was standard set using recognised methodologies but the level of merits continued to be high. The Board resolved that the Institute would keep the issue under review.

Operation of Programme and Module Approval Mechanisms (MDFB2009.08)

The Committee received a proposed revision to the programme and module approval process. The new process replaced Faculty Board consideration of academic developments with a College-level Programmes Committee. The Board noted the following points:

(i) The proposed system was similar to approvals processes at other universities.

(ii) The Board welcomed the suggestion that the Programmes Committee meet six times per year.

(iii) The proposed changes were not seen as a reflection on the work of the Academic Developments Sub-Board which had consisted of committed and knowledgeable members.

(iv) Further clarification was needed on which module updates could be approved at School-level.

(v) Programme proposers would need to make appropriate use of to support available within the College. The experience of the Sub-Board had demonstrated that the most successful programmes were those that had engaged the expertise within the School and College at the earliest opportunity.

(vi) The School did not have an over-arching Teaching and Learning Committee and concerned were expressed that proposals could be
submitted to the Programmes Committee without internal scrutiny from the School. It was suggested that the School develop an internal peer-review process for academic developments.

2009.011 The Board approved the developments detailed in the paper.

**Queen Mary Statement of Graduate Attributes (MDFB2009.09)**

2009.012 The Board received a paper on the Queen Mary Statement of Graduate Attributes and an oral report from Educational and Staff development. The Board noted the following points:

(i) The consultation process for the Graduate Attributes Statement had been ongoing since March 2009. The views of over 300 people had been incorporated during the consultation. This paper would be the last consultation with the Faculty Board before approval at Academic Board in December 2009. A working group chaired by Professor Elizabeth Davenport had overseen the development of the Graduate Attributes Statement.

(ii) The Statement’s primary purposes would be in teaching enhancement through encouraging curriculum development, the personal development of individual students and for providing information to external stakeholders.

(iii) The Board commended the plain English used throughout the Statement.

(iv) Further comments could be sent to Educational and Staff Development before the submission of the Statement to Academic Board.

2009.013 The Board approved the Queen Mary Graduate Attributes Statement.

**Draft Learning, Teaching and Assessment Strategy (MDFB2009.10)**

2009.014 The Board received the draft Learning, Teaching and Assessment Strategy. The Board noted the following points:

(i) The School would be required to produce a sub-strategy once the Learning, Teaching and Assessment Strategy had been approved.

2009.015 The Board supported the draft Learning, Teaching and Assessment Strategy.

**Review of Week Zero Activities (MDFB2009.11)**

2009.016 The Board received a paper detailing a review of week zero activities.

(i) There would be an operational impact to the recommendations in the report.

(ii) The School supported the introduction of an induction website but noted it would want to have an input into the development of this site.
The Board requested details of the School’s representative to the Week Zero working group.

The week zero activities would need to address the specific needs of overseas students.

It would be useful to evaluate the effectiveness of the School’s internal week zero activities as the programme ran without clearly defined aims and objectives.

Collaborative Provision Framework (MDFB2009.12)

2009.017 The Board received the draft Collaborative Provision Framework and noted that any detailed comments would be sent directly to the Secretary. It was noted that the introduction of a dedicated post for collaborative provision had been a very helpful development.

Candidate Numbers (MDFB2009.13)

2009.018 The Board received a paper on the use of candidate numbers and student identification numbers. The Board noted the following points:

(i) Students retained their student identification number from the point of application and the use of candidate numbers for examinations could cause considerable confusions.

(ii) The School would need to address the use of the optical scanning marker, which used four digit identification numbers, as a matter of urgency.

2009.019 The Board approved the introduction of a single student identification number and the abolition of candidate numbers.

Module Selection in SITS (MDFB2009.14)

2009.020 The Board received and noted the paper on module selection in SITS.

Managing Assessment Results in SITS (MDFB2009.15)

2009.021 The Board received and noted the paper on managing assessment results in SITS.

Institutional Audit 2010 (MDFB2009.16)

2009.022 The Board received and noted the paper on Institutional Audit.

Part 3– Quality Assurance

Report from Academic Developments Sub-Board (MDFB2009.17)

2009.023 The Board received the report from the Academic Developments Sub-Board
and noted the following points:

(i) The business of the sub-board had been divided into two main parts – programme proposals and the modularisation of masters programmes in the Institute of Dentistry.

(ii) The part two proposals from the Institute of Cancer were well extremely well founded; the programme proposer was thanked for the quality of the documentation. The Sub-Board noted that the new programme and module proposal documentation were working effectively.

(iii) The sub-board would work with the programme proposers for those proposals that were not approved.

2009.024 The Board approved the report from the Academic developments Sub-Board.

MSc Diabetes (MDFB2009.18)

2009.025 The Board received a part one proposal for the MSc in Diabetes. The Board noted the following points:

(i) The programme had initially be developed as an proposed Erasmus-Mundus application with a tripartite agreement with institutions in Europe. The Sub-Board recommended that the programme be developed as a non-collaborative programme in the first instance and the collaborative elements of the programme had been removed.

(ii) The revised programme proposal assigned credit values to the modules.

(iii) References to accreditation by various agencies had been removed and replaced by an explanation that the programme would be recognised by these agencies.

2009.026 The Board resolved to delegate approval of the programme proposal to the Sub-Board. The Sub-Board was given permission to consider the proposal through email discussions.

Part 4 – Reports from Sub-committees

Student Information Project Board ((MDFB2009.19)

2009.027 The Board received and noted a report from the Student Information Project Board.

Part 5 – Other Business

2009.028 The Board thanked Professor Fowler for chairing the Faculty Board and for being a high profile champion of education within both the School and the College.

Dates of meetings in 2009-2010
The Committee noted that the meeting dates for 2009-2010 were scheduled as follows
23\textsuperscript{rd} February 2009 14.00-16.00
4\textsuperscript{th} May 2010 14.00-16.00

Sarah Cowls
Assistant Academic Registrar