

Medical Studies Committee

Minutes of Meeting held on 12 February 2013

Present: Professor Sue Smith, Dr Paul Aylin, Ms Giskin Day, Ms Susan English, Mrs Michele Foot, Dr Carolyn Gabriel, Mr Chris Harris, Professor Jenny Higham, Mr Doug Hunt, Dr Mick Jones, Professor John Laycock, Mr Colin Love, Professor Alison McGregor, Professor Karim Meeran, Professor Martyn Partridge, Dr Eryl Price-Davies, Mr Paul Ratcliffe, Dr Nina Salooja, Dr Mike Schachter, Dr Mark Sullivan, Dr Maria Toro-Troconis, Mr Nigel Wheatley

Apologies: Dr Mike Barrett, Professor Myra McClure, Ms Rebecca Penny, Professor Simon Taylor-Robinson, Mr Shiv Vohra, Professor Denis Wright

1. Welcome and apologies for absence	
	The Chair thanked members for attending and noted the apologies for absence.
2. Minutes	
AGREED:	That the minutes of the meeting held on 27 November 2012 be confirmed.
3. Matters arising	
CONSIDERED:	MSC1213-39: Matters arising
	Minutes 4.2 and 6.16
REPORTED:	3.1. That both the issues of peripatetic internal examiners and patient recycling would be addressed by a review undertaken by Dr Niamh Martin.
	Minute 4.7
REPORTED:	3.2. That the issue of staff availability for tutorial teaching would be addressed with SIDs as part of the quality metrics.
	Minute 4.22
REPORTED:	3.3. That Professor McGregor had successfully secured an INSPIRE grant from the National Science Foundation which would be used to support students who wished to further develop their academic credentials.
	Minute 6.6
REPORTED:	3.4. That the Committee's concerns about the Horizons programme had been fed back to the Co-Curricular Committee. There are currently no plans to make Horizons compulsory. While successes on the programme would be recorded on student transcripts, failures would not.
	Minute 6.17
REPORTED:	3.5. That a group was being convened to review the timing of the FOCP examination.
	Minute 6.46
REPORTED:	3.6. That a discussion paper on an approval pathway for surveys has been written and would be submitted to education committees for consideration.

	Minute 7.20
REPORTED:	3.7. That comments on the proposed penalty for late submission of assessed work had been fed back to the QAEC, but that the QAEC's decision was to recommend the more severe penalty to Senate.
	Minute 7.22
REPORTED:	3.8. That the final wording of the policy to be submitted to Senate stated only that model answers or illustrative examples should be made available to students. There would be no requirement for three years' model answers.
	Minute 8.6
REPORTED:	3.9. That a reciprocal associate status for Imperial students had been agreed with the Lee Kong Chian School of Medicine.
4. Items for approval	
CONSIDERED:	MSC1213-40: Terms of reference and membership
AGREED:	4.1. A minor amendment to the membership for Dr Price-Davies to join the Committee on behalf of the Centre for Co-Curricular Studies.
CONSIDERED:	MSC1213-41: Revisions to the conflict of interest policy
NOTED:	4.2. That it was incumbent on the Medical School to ensure that staff participating in external revision courses did not hold educational leadership roles or take part in assessments.
AGREED:	4.3. That the revisions to the conflict of interest policy be approved. ACTION: Committee Secretary
CONSIDERED:	MSC1213-42: Term dates 2013-14 and 2014-15
NOTED:	4.4. That the Medical School wished to request a variation to the College spring term dates for two years. The College dates are a week later than usual owing to Easter falling late. This change causes significant logistical difficulties in the Faculty of Medicine.
AGREED:	4.5. That the amended term dates be recommended to Senate for approval. ACTION: Committee Secretary
CONSIDERED:	MSC1213-43: Revised educational training requirements for the Faculty of Medicine
NOTED:	4.6. That the requirements have been revised in response to feedback from staff and new guidance from the GMC. 4.7. That workshops would now be blocked together to enable staff to focus on education. Links with the Medical Education Special Interest Group (MESIG) would also be improved. 4.8. That the new requirements would place additional responsibilities on SIDs to monitor probationers' progress towards achieving the educational training requirements.
AGREED:	4.9. That an additional recommendation for all probationary staff to attend a staff-student committee should be included. 4.10. That the revised educational training requirements be approved. ACTION: Chair
5. Reports from Committees	
CONSIDERED:	MSC1213-44: Curriculum Development Group
NOTED:	5.1. That the structure of CDG had changed for the current academic year to have fewer, longer and more focussed meetings. 5.2. That the Director of the AHSC, Professor David Taube, and a patient representative had been invited to join the Group. An NHS manager would also be invited to join.

	5.3. That there is a need for a constant programme of development ideas and to pick up the student suggestions from the town hall events.
AGREED:	5.4. That the notes of the last meeting would be circulated to the Committee. ACTION: Committee Secretary
CONSIDERED:	MSC1213-45: Education Committee (Years 1 and 2)
NOTED:	5.5. That the early years review group was making good progress. New overarching outcomes for the years had been agreed and discussions were underway on how to implement changes to achieve the outcomes. 5.6. That new physiology equipment has been purchased and is being used successfully.
CONSIDERED:	MSC1213-46: Education Committee (Graduate Entry)
NOTED:	5.7. That Dr Chris John had formally been appointed as Head of the Graduate Entry Year. 5.8. That discussions for implementing changes following the Graduate Entry review were on-going. 5.9. That some teachers were continuing to overrun their 40-minute lectures, but that the situation was being monitored by the Head of Year. 5.10. That the external examiner reports had been reviewed by the Committee. No specific trends had been identified in the examiners' comments.
CONSIDERED:	MSC1213-47: Education Committee (Year 4)
NOTED:	5.11. That the BSc fair will take place on the Charing Cross campus this year due to space availability. 5.12. That from this year, Year 4 and Biomedical Science students would receive their final results on the same day. 5.13. That the Committee had agreed minor changes to the Management pathway and to the incoming TMDU exchange. 5.14. That the Curriculum Administrator, Antony Aleksiev, would shortly be leaving the College. The Committee recorded thanks to him for his work.
CONSIDERED:	MSC1213-48: Education Committee (Biomedical Science)
NOTED:	5.15. That the co-teaching with medical students had been successful. 5.16. That a town hall event had been held with the students and was well attended. 5.17. That students had asked for reading time before examinations. The additional time will be added to the duration of the exam with a recommendation that it is used to read through the paper.
CONSIDERED:	MSC1213-49: Student Admissions Committee
NOTED:	5.18. That it may be necessary to refer one positive CRB case may to a fitness to practise panel. 5.19. That there will be a reduction to our intake target this year of 2%, in addition to the requirement introduced last year to include resitters in admissions figures. 5.20. That positive feedback had been received about the new pre-arrival communication strategy. 5.21. That a multiple mini interview pilot is underway. An evaluation of the pilot will be presented in due course.
CONSIDERED:	MSC1213-50: Student Welfare Committee
NOTED:	5.22. That there is considerable strain on the Faculty's hardship funds with growing numbers of students experiencing significant financial difficulties. 5.23. That given the increased workload on all the senior tutors, a decision has been taken to appoint a deputy for each of them. Posts will be advertised shortly. 5.24. That an evaluation of the personal tutoring changes in Year 3 is being conducted. A new model may need to be considered if the changes have not been successful. 5.25. That the Student Union is running a welfare awareness campaign.

	5.26. That two minor amendments to the Criminal Records Bureau (CRB) policy were being proposed: the first to cover overseas students being subject to a CRB check as they enter Year 5; the second to clarify that warnings will be issued by the Director of Education or a Deputy rather than the Senior Tutor.
AGREED:	5.27. That the changes to the CRB policy be approved.
RECEIVED:	MSC1213-51: North West Thames Foundation School Management Committee
CONSIDERED:	MSC1213-52: Medical Education Ethics Committee
NOTED:	5.28. That a single application pro forma had been adopted. 5.29. That the workload was current unsustainably high and a lighter touch approach would be applied to applications with limited ethical dimensions.
CONSIDERED:	MSC1213-53: Lee Kong Chian School of Medicine Medical Education Committee
NOTED:	5.30. That there had been a successful drive in recent months to recruit additional teachers. 5.31. That of the approximately 400 applications for admission to the School, there is a higher rate of applications from males. The development of the multiple mini interview process is now well advanced and has been appropriately stress tested.
6. Quality Assurance and Enhancement	
CONSIDERED:	MSC1213-54: General Medical Council Quality Assurance Review
NOTED:	6.1. That the General Medical Council had conducted a quality assurance review in November 2012. 6.2. That the report acknowledged a number of strengths in the undergraduate and graduate entry medical programmes including the strong emphasis on science, links with the foundation school and a robust quality management strategy. 6.3. That the report also sets out areas for improvement, the majority of which had been identified and were being actively worked on by the Medical School before the visit.
CONSIDERED:	MSC1213-55: Autumn SOLE 2012-13
NOTED:	6.4. That while there were no major concerns, participation rates in some surveys were extremely disappointing. Further work will be done to encourage students to participate.
RECEIVED:	MSC1213-56: Key Information Set update
7. Singapore project	
CONSIDERED:	MSC1213-57: Singapore project update
NOTED:	7.1. That work on the project continued apace ahead of the School opening in August 2013. 7.2. That a number of policies had been produced or updated for approval.
AGREED:	7.3. That the following documents be recommended to Senate for approval: <ul style="list-style-type: none"> • Procedure for dealing with unsatisfactory student progress. • Assessment and Exams Strategy for Phase I. • Academic regulations (updated). • Academic integrity policy and procedures. <p style="text-align: right;">ACTION: Committee Secretary</p>
8. External Examiners	
CONSIDERED:	MSC1213-58: External Examiner nominations
AGREED:	8.1. That the following nominations be approved: <ul style="list-style-type: none"> • Professor Douglas Corfield.

	<ul style="list-style-type: none"> • Dr Anthony Wierzbicki. • Professor Paola Domizio. • Dr Anu Trehan.
CONSIDERED:	MSC1213-59: Ratification of Chair's actions to approve External Examiner nominations
AGREED:	8.2. That the Committee ratified the Chair's actions to approve the following external examiners: <ul style="list-style-type: none"> • Professor Simon Guild.
CONSIDERED:	MSC1213-60: External Examiner summary report 2011-12
NOTED:	8.3. The importance of good script annotation so that the External Examiner can see how a mark has been reached. 8.4. That model answers and mark schemes must in place for all examinations.
9. Summary reports	
RECEIVED:	9.1. MSC1213-61: Senate summary report (December 2012) 9.2. MSC1213-62: Quality Assurance Advisory Committee summary reports (November 2012 and January 2013) 9.3. MSC1213-63: Engineering Studies Committee summary report (November 2012) 9.4. MSC1213-64: Science Studies Committee summary reports (November 2012 and December 2012)
10. Any other business	
CONSIDERED:	MSC1213-65: Failure rates
NOTED:	10.1. That failure rates were in line with previous years and other Faculties.
English language support for teachers	
REPORTED:	10.2. That the English Language Support Unit had enquired whether Faculties would find the provision of English language support to teaching staff helpful.
AGREED:	10.3. That the majority of staff whose first language was not English were able to teach students fluently. 10.4. That this may be of value, albeit for a very limited number of staff.
11. Date of the next meeting	
REPORTED:	14 May 2013, 09:00-11:00, Drawing Room, 170 Queen's Gate, South Kensington campus.