

**Minutes of Meeting:** HYMS Joint Senate Committee

**Date and Time:** Thursday 11 October 2012 at 10.00 am ending 12.00 noon

**Venue:** Hull: Second Floor, Loxley  
York: Ground Floor Meeting Room

**Part A: Unreserved Business**

Minutes: 12/43 – 12/66  
Part A: 12/43 - 12/58

Name	Membership Category	11 Oct 2012	17 Jan 2013	2 May 2013
Professor Glenn Burgess	Chair	✓		
Professor Jonathan Bennett	Academic Director, HYMS Postgraduate Centre	From minute 12/54		
Dr Alison Dunhill	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	Apologies		
Dr Jason Eames	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	✓		
Professor John Greenman	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	Apologies		
Dr Steve Holland	Two members appointed by the Senate of the University of York (but excluding members of the HYMS Board of Studies)	✓		
Professor Tony Kendrick	Dean of HYMS	✓		

Mr Magid Mah	President, Hull University Students Union	✓		
Professor Peter McCollum	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	✓		
Dr Adrian Mountford	Two members of the University of York Teaching Committee (nominated by the Chair)	Apologies		
Professor Sarah Nettleton	Two members of the University of York Teaching Committee (nominated by the Chair)	Apologies		
Mr Graeme Osborn	Academic Affairs Officer, York University Students Union	✓		
Dr David Pearson	Deputy Dean (Education), HYMS	Apologies		
Professor John Robinson	Deputy Chair	✓		
Mr Kallum Taylor	President, York University Students Union	Apologies		
Ms Victoria Winterton	Vice-President Education, Hull University Students Union	Apologies		
Vacancy	Two members appointed by the Senate of the University of York (but excluding members of the HYMS Board of Studies)			

In attendance:

Ms Lynne Braham  
Mr Nigel Dandy  
Dr Giles Davidson  
Mr Stuart Gilkes  
Ms Yvonne Gledhill

Head of Quality Office, Hull University  
Head of Academic Support Office, York University  
Head of Administration, HYMS  
Secretary  
vice, Academic Lead for Quality, HYMS

**Action**

**12/43 Welcome**

The Committee welcomed Magid Mah to his first meeting.

Yvonne Gledhill was welcomed in lieu of the Academic Lead for Quality.

**++12/44 Terms of Reference and Membership**

**RESOLVED:**

To continue discussion of the best composition of student representatives outside the meeting with a recommendation of two York representatives and two Hull representatives.

**Secretary**

It was noted that Professor Peter McCollum had recently moved within the Hull and York Medical School from PGMI and was no longer sufficiently independent to remain on the Committee. A vacancy remained for the second member appointed by the Senate of the University of York. The Secretary was requested to seek one new member each from the Hull and York Senates.

**Secretary**

To ensure the, as yet un-appointed, HYMS Academic Lead for Quality be invited to the membership of this Committee.

**Secretary**

To adjust the membership so that the Secretary could be a nominee of either of the two Universities, alternating every two years with the Chair. To record Professor John Robinson as PVC, rather than DVC.

**Secretary**

To adjust the membership so that Professor Jonathan Bennett hold office by virtue of his role as Chair of the Postgraduate Research Board.

**Secretary**

**RECOMMENDED TO SENATES OF YORK AND HULL:**

That the terms of reference be approved subject to merging the 6<sup>th</sup> and 7<sup>th</sup> Terms of Reference to read, "To receive, evaluate and provide feedback to HYMS on annual programme reviews which HYMS will conduct (copy circulated to Senates of York and Hull).

That the membership be approved subject to the conditions above all being resolved (copy circulated to SEB and Senate).

**12/45 Declarations**

(a) Reserved Business

Items contained in Part B of the agenda were reserved items of business within the definition in Ordinance 31.

(b) Members' Interests

Members were invited to declare if they had any personal or pecuniary interest, direct or indirect, in any item on the agenda under Standing Orders. No declarations were made.

(c) Starred Items

Items 12 and 13 on the agenda were unstarred.

**12/46 Minutes**

- (a) The minutes, Part A, of the meeting of the HYMS Joint Senate Committee held on 7 June 2012 were approved as a correct record and signed by the Chair, subject to the amendment that Professor John Robinson be recorded as PVC, not DVC.
- (b) The minutes, Part A, of the meeting of the HYMS Joint Learning and Teaching Committee held on 25 July 2012 were received.

**12/47 Matters Arising**

(a) Action Summary from HYMS Joint Senate Committee

A summary of actions taken since the last HYMS Joint Senate Committee meeting was received for information.

It was further noted (minute 12/31) that the HYMS Joint Senate had given its approval to a proposal for an Educational Development Centre but this was not related to the cancer studies mentioned in the Action Update. Nonetheless, the issue was closed.

It was noted that all actions had been satisfactorily closed.

(b) Action Summary from HYMS Joint Learning and Teaching Committee

A summary of actions taken since the last HYMS Joint Learning and Teaching Committee meeting was received for information.

It was noted that all actions had been satisfactorily closed, including minute 11/79 which was resolved further to discussion between the former President of York's Graduate Student Association, HYMS' Head of Administration and the former Secretary of the HYMS Joint Learning & Teaching Committee about communication of rights of access of students to facilities outside of HYMS on each University campus.

**12/48 Chair's Unreserved Business**

There was no Chair's Unreserved Business.

**12/49 Chair's Action**

- (a) To approve the revised Code of Practice on academic and Fitness to Practise Appeals (copy attached to the official record as Appendix I).
- (b) To approve administrative updates to the HYMS Code of Practice on Academic Committees (copy attached to the official record as Appendix II).
- (c) To approve an amendment to Regulations for the degree of MB BS (copy attached to the official record as Appendix III).
- (d) To approve the modifications to module specifications of the HYMS Intercolated Anatomy BSc cluster and the Intercolated Biology (York) BSc cluster, to commence September 2012 (copy attached to the Official Record as Appendix IV)

**++12/50 Programme of Work**

- (a) Programme of Work 2012/13

**RECOMMENDED TO SENATES OF YORK AND HULL:**

That the Programme of Work 2012-13 be approved subject to two changes (copy circulated to Senates of York and Hull):

Secretary

- (i) To accept the wording, "To approve the award of Certificates, Diplomas and Degrees on the recommendation of the HYMS Board of Studies" as soon and as best possible, by Chair's Action if necessary, noting the urgency with which successful students would enter employment, rather than delay decisions until the October meeting to confer awards.
- (ii) To bring initial introduction of NSS results and initial HYMS

analysis of them to the Autumn meeting in future years while allowing ongoing analysis at all meetings.

**12/51 Report from the Dean of HYMS**

The Committee considered a report on matters of Strategic Planning, Education, Research, Staff and Facilities. It was noted that appointments were intended to have a positive impact on NSS scores and the student experience.

**12/52 Update on the Review of HYMS Governance**

The Committee considered a report on the ongoing progress of the Review of HYMS Governance.

**12/53 Code of Practice on HYMS Academic Committees proposed by HYMS Board of Studies**

The Committee considered the Terms of Reference and Membership for the Board of Studies, Postgraduate Research Board and Board of Examiners (Postgraduate Taught Programmes), as recommended by HYMS Board of Studies.

**RESOLVED:**

That the recommendations of HYMS Board of Studies be approved with two adjustments:

- (a) The inclusion of the Dean as a member (but not the Chair) of HYMS Board of Studies
- (b) The inclusion of the Deputy Dean (Education) on the Board of Examiners (Postgraduate Taught Programmes) as a member (but not the Chair)

(amended copy attached to the official record as Appendix V)

**12/54 Proposal of the Centre for Cardiovascular and Metabolic Research for an amended HYMS Intercolated Degree in the BSc Medical Science Module Cluster (Clinical Metabolism and Nutrition)**

The Committee considered a proposal for a new cluster (also known as a pathway) of modules to be offered within the HYMS Intercolated Degree, BSc Med Sci, to commence in October 2013.

**RESOLVED:**

That the proposal be returned to the January meeting of HYMS Joint Senate Committee with the following adjustments highlighted for ease of reference:

HYMS  
Quality &  
Standards  
Officer/  
Programme  
Leader

- (i) Attachment of the Programme Learning Outcomes of the HYMS Inter-calated Degree, BSc Med Sci, to facilitate understanding that module and programme outcomes do match.
- (ii) Attachment of the opinion of a second external assessor, evaluating the proposal.
- (iii) Review the descriptors of the new modules to be sure they are of the correct level.
- (iv) Confirmation that the required level of external opinion (two) is reflected in HYMS Codes of Practice concerning programme review and approval and where this statement can be located.

**12/55 National Student Survey**

**(a) National Student Survey 2011 Action Plan Updated**

The Committee considered a report on an update to the actions HYMS had undertaken in response to the NSS 2011 data. It was noted that these further actions had been undertaken in July 2012 in addition to the initial actions identified at the end of 2011. Any ongoing concerns would be pushed into the consideration of NSS 2012.

**(b) National Student Survey 2012**

The Committee received an analysis of NSS data 2012 and wished to commend HYMS on the positive material revealed. Lower scores pertaining to Assessment, Feedback, Organisation and Management were noted.

**RESOLVED:**

That the PVC of York and Deputy Chair of the Committee (Professor John Robinson) meet with the HYMS Quality & Standards Officer and Deputy Dean (Education) to facilitate an Action Plan response to be brought to the next meeting.

PVC York,  
HYMS  
Quality &  
Standards  
Officer and  
HYMS  
Deputy  
Dean  
(Education)



**12/56 Annual Report on New Legislation 2011/12**

The Committee received the Annual Report on New Legislation 2011/12 for information.

**12/57 Any Other Unreserved Business**

There was no other Unreserved Business.

**12/58 Dates of Meetings**

- (i) Thursday 19 January 2012, 2.00 pm, Hull: First Floor, Loxley Building; York: Main Meeting Room
- (ii) Thursday 3 May 2012, 10.00 am, Hull: First Floor, Loxley Building; York: Main Meeting Room

**Attachments to Part A: Unreserved Business**

<b>Minute</b>	<b>Paper</b>	<b>Circulation</b>
12/44	Terms of reference and membership 2012/13	SEB/Senate
12/49(a) Appendix I	CA: Code of Practice on academic and Fitness to Practise Appeals	OR
12/49(b) Appendix II	CA: HYMS Code of Practice on Academic Committees	OR
12/49(c) Appendix III	CA: Regulations for the degree of MB BS	OR
12/49(d) Appendix IV	CA: Module specifications of the HYMS Intercolated Anatomy BSc cluster and the Intercolated Biology (York) BSc cluster	OR
12/50(a)	Programme of Work 2012/13	SEB/Senate
12/53 Appendix V	Code of Practice on HYMS Academic Committees proposed by HYMS Board of Studies	OR

Signature of Chair \_\_\_\_\_

Date of signature \_\_\_\_\_

These minutes are available in alternative formats on request from  
Committee Section.

SG/VB