

Minutes of Meeting: HYMS Joint Senate Committee

Date and Time: Thursday 17 January 2013 at 2.00 pm ending 3.45 pm

Venue: Hull: First Floor, Loxley
York: Main Meeting Room

Part A: Unreserved Business

Minutes: 13/1 – 13/25
Part A: 13/1 - 13/18

Name	Membership Category	11 Oct 2012	17 Jan 2013	2 May 2013
Professor Glenn Burgess	Chair Pro-Vice-Chancellor, University of Hull	✓	✓	
Ms Ioanna Antoniou	HYMS Faculty Coordinator, Hull Students' Union		Apologies	
Professor Jonathan Bennett	Academic Director, HYMS Postgraduate Centre	From minute 12/54	✓	
Dr Elizabeth Cleaver	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	Dr A Dunhill	✓	
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)	✓	Apologies	
Professor Tony Kendrick	Dean of HYMS	✓	✓	
Mr Magid Mah	President, Hull University Students Union	✓	Apologies	
Professor Peter McCollum	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	✓		
Professor Tony Morland	Two members appointed by the Senate of the University of York (but excluding members of the HYMS Board of Studies)	✓	Apologies	
Dr Adrian Mountford	Two members of the University of York Teaching Committee (nominated by the Chair)	Apologies	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	Apologies	

Mr Taha Rajab	Graduate Student Association Academic Officer, York University Students Union		Mr G Osborn	
Professor John Robinson	Deputy Chair Pro-Vice-Chancellor, University of York	✓	✓	
Mr Kallum Taylor	President, York University Students Union	Apologies	Mr K Zu	
Ms Victoria Winterton	Vice-President Education, Hull University Students Union	Apologies		
Mr Keke Zu	President, Graduate Student Association, York University Students Union		✓	
Vacancy	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	Professor P McCollum	Vacancy	

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
Quality Officer, HYMS – vice, Academic Lead for Quality

Action

13/1 Welcome

The Committee welcomed Dr Elizabeth Cleaver and Keke Zu to their first meeting.

++13/2 Terms of Reference and Membership

The Committee received the updated Terms of Reference and membership.

RECOMMENDED TO SENATES OF YORK AND HULL:

That representation of York's student representatives be amended to one member from York University Students' Union and one from York Graduate Student Association.

13/3 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 and/or pecuniary interest, direct or indirect, in any item on the agenda under Standing Orders. No declarations were made.

(c) Starred Items

Agendum 8(a) on the agenda was unstarred.

13/4 Minutes

The minutes, Part A, of the meeting of the HYMS Joint Senate Committee held on 11 October 2012 were approved subject to the following amendment:

Yvonne Gledhill be referred to as Quality Officer and not as Academic Lead (which remains as a vacancy) in the attendance listing and minutes 12/43 – 12/44.

13/5 Matters Arising

(a) Action Summary

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

A new Memorandum of Understanding between the two Universities pertaining to the management and governance of HYMS was reported.

13/6 Chair's Unreserved Business

There was no Chair's Unreserved Business.

13/7 Chair's Action

- (a) CCMR module cluster related to Intercalated degree further to consideration of the October meeting?

Further to minute 12/54, it was noted that the intended Chair's action had not been taken. The second piece of externality had now been received but HYMS would withdraw the proposal for re-consideration at a later date.

Confirmation was given that two pieces of externality were required.

13/8 Codes of Practice and regulations scheduled for review for implementation the following year

- (a) MBBS Award of Honours

The Committee considered a proposal for a revised version of the MBBS Award of Honours.

It was noted that the proposal would increase the number of awards with Honours, not diminish student achievement or standards and bring HYMS more into line with other medical schools (12-15% of awards with Honours), thus responding effectively to external examiner feedback.

RESOLVED:

- (a) That the proposal be implemented for all new students from September 2013 and that current students be offered the best result possible given calculations run on the present and new systems.
- (b) That any explanation of the system to students would be clear and user-friendly.
- (c) That revisions to related Codes of Practice would be approved by Chair's Action.

**HYMS
Admin-
istration.**

(copy attached to the official record as Appendix I)

13/9 Annual Report on Widening Participation

The HYMS Widening Participation Report 2012 was received.

The range of events to encourage participation in medical schools of socio-economic groups 3, 4 and 5 was noted. It was reported that HYMS compared favourably with other medical schools for the inclusion of these groups.

13/10 Report from the Dean of HYMS

The Dean's report was received.

It was noted that the report contained a reported suggestion from the Governance Review that the Committee consider issues of Research Governance and that a HYMS Research Committee could report to this Committee.

RESOLVED:

That the Committee would consider any proposal brought forward by the Dean.

13/11 Report on matters referred from Board of Studies

No matters were referred.

13/12 NSS Data and Action Plan

The HYMS response to the NSS 2012 was received.

The extensive discussions involved in the draft were noted. The document was credited with reflecting the main challenges, actions and responses.

It was noted that Charles Sanders was investigating methods by which consistency of student experience could be safeguarded across multiple organisations and the large geographical spread of HYMS' catchment area. One element of response was the aim to increase uptake of the Postgraduate Certificate in Medical Education.

The use of a central e-repository to stabilise the variation of student experience was noted.

The report's authors were thanked.

13/13 Annual Programme Review Report and external examiner reports

(a) Annual Programme Review

The Annual Programme Review was received.

The wish to increase engagement with students via teaching and learning and via their representatives to build student satisfaction was noted.

The report's author's were thanked.

(b) External Examiner Reports

The Overview of themes and issues in HYMS External Examiners' reports for academic year 2011-12 was received.

It was noted that external examiners had been satisfied with responses to their comments on issues, including consistency of marking, assessment criteria and the design of examination questions.

It was confirmed that curriculum review included consideration of the option adopted by other medical schools to offer an end of Year 3 exit point with an award of BSc Medical Science.

The report's authors were thanked.

13/14 Update and Action Plan on the PTES

It was noted that the number of respondents was low, limiting the statistical significance of responses.

Nonetheless, the responses to areas of apparently low student satisfaction were noted as an indication of intention to improve these elements of the student experience.

The report's authors were thanked.

13/15 Summary of the GMC Medical School Annual Return

The 2012 Medical School Annual Return (MSAR) was received.

It was noted that the survey measured compliance with GMC requirements and medical school's own interpretation of that compliance. It was also noted that plans and responses had been instigated to show full compliance with associated timelines.

The report's authors were thanked and the Committee welcomed any forthcoming feedback from the GMC.

13/16 Student Matters

No student matters were received.

13/17 Any Other Unreserved Business

(a) HYMS Programme Evaluation and Quality Committee

A proposal for a HYMS Programme Evaluation and Quality Committee was received.

RESOLVED:

- (i) That Terms of Reference 1, 2 and 3 be merged.
- (ii) The quoracy figure be raised to six members.

The proposal be approved subject to these changes and corresponding changes to Codes of Practice be taken under Chair's Action with a one-week window within which the Committee could advise.

13/18 Date of Next Meeting

Thursday 3 May 2012, 10.00 am, Hull: First Floor, Loxley Building;
York: Main Meeting Room

Attachments to Part A: Unreserved Business

Minute	Paper	Circulation
13/8 Appendix I	MBBS Award of Honours	OR

Signature of Chair _____

Date of signature _____

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

SG/VB