

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 28th January 2021

PART A: UNRESERVED BUSINESS – CATEGORY I

20-21/19 Attendance and Apologies

For a list of attendees and apologies, please see Annex A.

The Chair welcomed the Committee and particularly new members and thanked all for attending. A request for any declarations of conflicts of interest was made and none were received.

The Chair reported that the November meeting had been the last one for Mr Nigel Dandy, following his decision to leave the University of York as Head of the Academic Support Office at the end of December 2020. Members also noted that Dr Adrian Lee had been seconded as the Head of the Academic Quality Team. The Chair thanked Mr Dandy and Dr Lee for their support to the School and contributions to the Committee.

The Chair welcomed Elizabeth Allen who had replaced Dr Lee as Secretary and who would be the York Quality Contact for the School.

20-21/20 Minutes 4 November 2020

The minutes of the meeting held on 4 November 2020 (HJSC.20-21.15) were reviewed and **approved** as a true and accurate record of the meeting.

20-21/21 Matters Arising

The Committee received a list of matters arising (HJSC.20-21.16). It was **noted** that:

- a) **M19-20/52.iii Degree Outcomes Statements** – The University of York had published its Degree Outcomes Statement, which included the text relating to the MB BS as agreed by both Universities and the School. The University of Hull were close to finalising their statement and would update the Committee in due course once it was published.
- b) **M20-21/03.a Student Representation Policy** – Student Representation Policy would be recommended to the Committee at its April meeting, following thorough review and development within the School and with the Students' Unions.
- c) **M19-20/52.viii Periodic Review** - The Periodic Review would take place in late June 2021, as a largely desk-based exercise with a smaller than usual number of meetings with staff and students, balancing a lighter-touch approach. It would largely draw on the documentation submitted in 2020 and provide the opportunity to reflect on the decisions made in response to the Covid-19 pandemic and the impact of the contingency arrangements made, to ensure a meaningful and enhancement-focused review.

20-21/22 To Receive a Report of Chair's Actions Undertaken Since the Last Meeting

The Committee received a list of Chair's Action approvals (HJSC.20-21.17) since the last meeting. The Chair or Deputy Chair **approved**:

- i. A proposal to allow the following MB BS Year 5 Final exams and the MSc in Physician Associate Studies Year 2 Finals to run in-person, on-site with COVID-secure measures in place. The MB BS Final Clinical Practice Examination (FCPE), the Final MB BS Written Paper (FWP), the MB BS Prescribing Safety Assessment (PSA) and their associated re-sits and the MSc in Physician Associate Studies Year 2 components of the Clinical Science & Practice III module written exam and clinical exam (OSCE) and their associated re-sits. The assessments would be scheduled from March to July 2021. In approving the proposal, the Chair stated that it presented a very strong case and that increasingly credentialling assessments, in which the public must have confidence, are being conducted in person, by pen and paper. Alternative assessments are acceptable in many ways for non-credentialling, non-professional assessments, but from a regulatory perspective, provided that COVID-19 related safety protocols are in place the risks are outweighed by the regulatory arguments. Reassurance was also provided by developing the proposal informed by medical school sector best practice.
- ii. A retrospective, in-year amendment to the structure of the 2020/21 MSc in Clinical Anatomy and MSc in Clinical Anatomy and Education such that the University of Hull module Research Methods & Statistics would be delivered in term 2 instead of term 1, alternating the availability of option modules to HYMS students. The chair noted that Hull had made the decision as part of its covid-19 contingency measures for the current academic year, but that it intended to retain the change in term of delivery to best serve its own programme. The Chair was reassured that HYMS students would still have the opportunity to undertake the module, but for those preferring not to, alternative quantitative methods provision would

be offered within HYMS. The Chair also approved amendment to the 2021/22 version of the programmes to account for Hull's longer-term intention to retain the module in term 2.

- iii. Revisions to the Policy on Leave of Absence, which updated key information and made explicit that the School would support students to take breaks in their studies of up to four weeks where the need arose and before leave of absence would normally be considered. As the changes made were in the students' interests, the Chair supported the Policy's immediate adoption, with the changes in policy to be clearly communicated to students.
- iv. A revision to the degree transcript for the MB BS programme, designed in consultation with Registry Services from both Universities to provide an official, clear transcript of student achievement.
- v. The inclusion of the module 'Implementation Science for Advanced and Chronic Care' as an option on the MSc in Health Professions Education as an in-year change. The module would be offered term 2 2020/21. The module was also approved for distance learning CPD use.
- vi. Modifications to the MB BS Year 3 Quality Improvement Projects 2020-21 as a result of the ongoing COVID-19 situation, revising the Quality Improvement Project and its assessment so it does not rely on primary research in a clinical environment.
- vii. COVID-19 Contingency Plans for MB BS Phase I curriculum delivery, Terms 2 and 3 2020/2021, such that the timing of teaching of clinical skills and the organisation of clinical placements would be revised, and kept under review, during the ongoing pandemic, with plans in place to ensure all required learning would still take place to enable progression.
- viii. COVID-19 Contingency Plans for MSc in Physician Associate Studies: such that the delivery of CS&P I and CS&P II module assessments in 2020/21 will be delivered on-site, in a COVID-secure location. These include the formative clinical skills OSCE examinations and summative MCQ written examinations taking place in term 2 and 3.
- ix. COVID-19 Contingency Plans for the Postgraduate Taught Programmes examinations term 2, 2020/21, which proposed the delivery of time-limited, online and open-book exams for postgraduate taught assessments to replace campus-based examinations that would normally take place. The proposal made accommodations for students with student support plans and for handling exceptional circumstances. The proposal was a continuation of the contingency arrangements that were approved by HJSC in September 2020 and put in place for autumn term 2020/21, due to the continued Covid-related social distancing regulations. The proposal also included assessment changes to the MSc Human Anatomy and Evolution modules (Functional and Musculoskeletal Anatomy and Special Topics in Musculoskeletal Anatomy), such that the assessments would be delivered online, due to the effects of Covid-19 preventing access to laboratories.

20-21/23 To Receive an Oral Report from the Student Representatives

- a) The VP Academic, GSA informed the Committee that a number of Postgraduate Research (PGR) students had raised concerns that they may not have sufficient access to resources and facilities to enable them to complete their work on time. Likewise, Taught Postgraduate students had also raised issues related to access to resources. The Deputy Dean of HYMS noted that a PGR contingency plan was in place to manage leave of absence and extension requests. Students were encouraged to continue discussions with their supervisors regarding any concerns they have in respect to extensions, or not having gained enough research data and submissions of work.

The VP Academic also reported that GSA were commencing work on the Student Voice Policy and recruitment of Student Representatives for January Start programmes.

- b) The Academic Officer, YUSU informed the Committee that YUSU currently had four out of five elected full-time sabbatical officers in post, as one had recently resigned. The sabbatical officers were working continually to support students. No issues had been raised by HYMS students.
- c) The Chair of the Student Staff Committee, HYMS informed the Committee that he had received a number of queries from MB BS students regarding the summative assessment arrangements. Phase I students had been informed and Phase II and III students were awaiting confirmation. Placements had continued as normal for Phase II and III students and in general, the feedback from students had been positive and they were happy with the contingency arrangements put in place due to the ongoing challenges of the pandemic.
- d) The President of Education, HUU informed the Committee that several HYMS students had raised concerns regarding access to the Library and study space at Hull due to reduced opening hours. This particularly affected final year MB BS students on full time placements in the run up to their final year examinations taking place in March. The Deputy Dean of HYMS agreed to follow this up with the MB BS Phase III course representative, and noted that access to books should not be affected, as they would be available electronically. The Chair also agreed to raise the issue with the Director of Operations of Hull University Library, to enquire if the opening hours could be extended during this period.

The President of Education had also received a number of enquiries from MB BS students regarding the plans for the summative assessments. The President of Education suggested a holding statement be sent out to reduce student anxiety. The Deputy Dean of HYMS reported that the majority of contingency arrangements for the summative assessments had been approved by HJSC, and communications had been sent out to Phase I students. Phase II and III communications would be going out imminently once they had all been approved and operational practicalities were agreed. The Committee noted that the contingency arrangements had been considered with a holistic view of the students' educational and pedagogic experience as well as student safety, involving strong engagement from student representatives in the planning.

- e) Members noted that the HYMS Course Representative Leader, Students' Union, Hull had recently been appointed and would be invited to the future HYMS Joint Senate meetings for 2020/21.

20-21/24 To Receive a Verbal Report from the Dean of HYMS

- a) The Dean drew the Committee's attention to the following updates:
- i. Admissions. The School had received the highest ever number of applications this year to the MB BS programme and higher numbers compared to last year for the Gateway to Medicine programme. Across both programmes, 959 candidates have been invited to interview, which had taken place online via Zoom and MS Teams due to the pandemic. It was relatively early in the PGT cycle, but applications had been received from home and international students for most programmes. The Admissions team were currently working with the communications team on conversion activities, as events would need to be virtual again this cycle.
 - ii. In response to the Covid-19 pandemic the MB BS Gateway programme was being delivered fully online, there was a mixture of in person and online teaching for MB BS Years 1 and 2, and teaching was continuing across NHS sites for Years 3, 4 and 5. The Year 5 final assessments were taking place in March by in-person, Covid-secure delivery. Teaching and Assessments for PGT programmes would continue online with the exception of the MSc in Physician Associate Studies. A light touch Leave of Absence and Extension policy had been approved for PGR students and changes were being proposed to the Mitigating and Extenuating Circumstances Policy to better align with the parent Universities. There was a wide range of HYMS-specific and Universities' student support activities in place to support the health and wellbeing of students.
 - iii. The School had prioritised supporting the wellbeing of staff since the start of remote working in March 2020, by providing appropriate IT and workstations for home working, support from the e-learning team to make the transition to remote teaching, regular and ongoing communications and a wide provision of resources to promote the health and wellbeing of staff. The particular ongoing challenges with the high level of teaching involved this term balanced with a number of staff dealing with home schooling due to the school closures were noted.
 - iv. The NSS would run again this year, the University would be opening the survey on 8 February 2020 in an attempt to minimise survey fatigue and it would close nationally on 30 April 2021, with a target response rate of 90%. The NSS Reference Group would be working on the communication plans and the MB BS Action Plan.
 - v. The School had undertaken a programme to replace their legacy assessment systems with OpenCampus to support the needs of the School. The rollout of the programme was being carried out with a phased approach.

- vi. Work on the new strategy was progressing despite the pandemic and five themed open meetings had taken place in November and December. The next steps involved drafting a strategy and engaging with colleagues and stakeholders. The School were aiming to present the draft strategy to Joint Senate at its June meeting and the Strategic Planning group in July.
- vii. There were a number of essential staffing roles approved and being recruited to, and it was reported that the Finance Partner was leaving. Recruitment included a Student Support Assistant at Hull, and interviews were due to take place for Chief Operating Officer and MB BS Director roles based at York, as well as recruitment for two lecturer posts and academic and administrative support roles.
- viii. There were a number of positives that had been reflected on over the past year. For example; online platforms for whole school meetings were popular and had increased attendance; regular communications with staff had increased and were appreciated; flexibility in working hours and location had been beneficial; it was possible to work productively as a team virtually so travel requirements may decrease in the future and everyone's IT skills have improved. Although the face to face interactions with colleagues are missed.

The Chair acknowledged that it had been an extremely challenging year and commended the exceptional hard work from colleagues to support students, as well as supporting each other too.

b) During the discussion it was **noted** that:

- i. The NSS was vital in providing a longitudinal view across the various programme dimensions, however this year, this could be more challenging to compare to previous years. The additional covid-related question set could be beneficial in gaining student reflections in the pandemic context.
- ii. Evaluation of teaching delivery had taken place and blended learning had worked well, as had the enhanced use of the VLE, which provided a more interactive mode of learning. The flipped classroom approach had not worked as well, due to in-person teaching being significantly reduced.
- iii. The PVC York commended the massive achievements by the Admissions team in completing 957 interviews online, and suggested that the School share details of what has worked well to the wider University, once time permitted.
- iv. Members **noted** the benefit of online pulse surveys being carried out at York that enabled students to provide instant feedback, to highlight where the University needed to focus their efforts. Likewise, HYMS had facilitated student feedback through various formal mechanisms, such as online open forums led by the Phase leads, and through weekly (online and in-person) PBL sessions for the MB BS programme. Student evaluation was also gained within the smaller PGT programmes.

20-21/25 To consider the MB BS and Postgraduate action plans 2020/21

The Committee **considered** the MB BS and Postgraduate action plans 2020/21 (HJSC.20-21.18a&b).

- a) The Deputy Dean of HYMS introduced the MB BS action plan 2020/21 (HJSC.20-21.18a) and reported that a different approach had been taken this year, given the circumstances of the pandemic. The current draft had encompassed the significant amount of contingency planning involved and recovery work required to bring teaching, learning and assessments back to normal, which was still a work in progress. The Action Plan also included actions initiated in response to the NSS 2020 results, alongside other programme quality initiatives, expansion needs and changes required by the GMC. Members noted that the Action Plan was considered and amended following consideration by the MB BS Programme Board in November 2020 and Board of Studies in December 2020.

During the discussion, the following points were raised:

- The majority of the actions were in progress and a number of actions had been completed.
- The actions related to the implementation of Year 4 Resits (action 1.2) and annualised placements (action 1.8) were currently on hold, as they would require a major programme restructure to Year 4 and 5. This work had been paused due to the ongoing challenges of the pandemic and would be revisited in due course.
- The deadline date for planning and implementation of the revised clinical placement activity in the Psychological medicine block should have been noted as January 2021, rather than 2020 (action 2.1). The work was in progress and the action plan would be amended to reflect this.
- Detailed planning was underway in respect to expansion of Primary and Secondary Care placement provision within Phase II (actions 3.1-3.5), although there had been some changes required to the model of delivery. The appointment of a new Associate Director for Primary Care would enable capacity planning and expansion issues to be explored for Primary Care provision around South Tees. The planning and implementation of placement provision in South Tees was underway, although further work on practical arrangements was required.
- The student evaluation of the Longitudinal Integrated Clerkship (LIC) (action 4.3) had been generally positive last year, although this was disrupted by the pandemic. The LIC is the Year 4 model preferred for future years at South Tees and a formal evaluation and report needs to be completed.

The Committee **approved** the MB BS action plan and thanked the Deputy Dean of HYMS for presenting the report.

- b) The Chair of Postgraduate Programmes Board introduced the Postgraduate action plan 2020-21 (HJSC.20-21.18b), which focused on both postgraduate taught and postgraduate research programmes. The Action Plan was drawn from a number of sources, including the previous

action plan, student evaluation data (surveys and TAP feedback), Postgraduate Research Student Survey (PRES), external examiners' reports, and feedback from module leads, Programme Directors, and supervisors.

During the discussion, the following points were raised:

- The Chair of Postgraduate Programmes Board provided an update on PGT Covid-19 contingency plans. Contingency arrangements for teaching delivery and online assessments had been completed, but revisions were ongoing in response to the ongoing pandemic. Furthermore, temporary amendments to the HYMS criteria for PGT Awards had recently been approved to protect student achievement and student wellbeing. HYMS had taken into consideration the approaches taken by the University of Hull and University of York. The PVC York reported that online surveys had been carried out at York to find out more information from departments in respect to online assessments and data presented at Board of Examiners. Likewise, Members noted that HYMS were collecting assessment information from Departments, although not via surveys.
- A number of initiatives had been put in place to enhance the PRES response rate this year, which included: updating the PGR distribution lists for HYMS, York and Hull; PGR supervisors would be asked to remind students of the Survey; and regular updates would be sent out to supervisors based in University departments, in particularly to those departments where response rates were low.
- The Graduate Teaching Assistant (GTA) Policy was being revised with an implementation date of 2021/22. The VP Academic, GSA and the PVC York commented that there had been active engagement from various departments at York in the development of the York GTA Policy. They offered to discuss further and to help signpost to appropriate departments that could advise on particular areas of the policy development and contractual obligations to GTAs.
- Student Support and wellbeing work was ongoing to ensure that PGT and PGR students were actively encouraged to seek support. Similarly, work was ongoing to improve the sense of community and build a wider network for PGR students, through promoting the PGR Conference. The VP Academic, GSA noted that GSA could help promote the PGR conference in its newsletter.
- The PGR contingency plans had been developed to support students, and a light touch approach had been taken. Students returning from leave of absence or with an approved extension to their studies would be provided with the relevant support to complete their studies. The plans had aligned with the parent Universities' contingency plans to ensure equity across the board.

The Committee **approved** the Postgraduate action plan 2020/21 and thanked the Chair of Postgraduate Programmes Board for presenting the report.

20-21/26 To discuss Undergraduate External Examiner reports summary table of issues (2019/20) and the School's responses

The Committee **discussed** the Undergraduate External Examiner reports summary table of issues (2019/20) and the School's responses (HJSC.20-21.19). The Chair of Board of Studies introduced the paper and noted that reports had been received from External Examiners on the MB BS Phase I, II and III and the MB BS with Gateway programmes for academic year 2019/20. One External Examiner report was still outstanding, and although efforts had been made to encourage submission, the External, (who had also been appointed as Chief Examiner) had now completed their term; therefore a decision had been made to not chase this up further.

The External for modules within the Gateway to Medicine programme had raised a concern regarding the minimum threshold to pass, and suggested a higher progression threshold to pass to progress onto the MB BS programme. Members noted that the programme followed University mark scales and the minimum threshold standard of the marking criteria should be such that students meet credit level expectations and requirements for progression. Otherwise, there could be a position where students could pass the modules/programme but not be able to progress to MB BS unless having reached a higher than minimum mark threshold. The Chair noted the importance of a successful access route to the MB BS, which supported all students to progress and achieve, but if students did not meet the minimum standards to progress their needed to be currency in the exit award available, to ensure that it would still lead to positive outcomes for students.

The External also raised a concern in respect to equality and diversity matters relating to the School's policy on students practicing physical examinations on their peers. Members noted that a revised Policy had been developed in line with the Birmingham University Medical School's Policy and had been co-developed with students, taking into consideration the GMC graduate outcomes. Members noted that the School remained committed to the approach, as the policy had been reviewed at Board of Studies and the externals' comments had been taken on board. The Deputy Dean noted that if any students had any concerns they should contact the School who would help to resolve any concerns they have.

20-21/27 Dates of meetings in 2020/21

- Wednesday 14th April 2021, 11:00-13:00
- Wednesday 30th June 2021, 10:00-12:00

The Secretary would confirm the format of the meeting in due course.

ANNEX A: Attendees of the Unreserved Agenda

Members

Professor Una Macleod (Dean, HYMS)
Professor Rebecca Huxley-Binns (Chair, PVC Hull)
Professor Tracy Lightfoot (Deputy Chair, PVC York)
Professor Stephen Smith (Senate, York)
Dr Barry Lee (Teaching Committee, York)
Dr Claire Hughes (Teaching Committee, York)
Mr Colin Johnson (Teaching Committee, Hull)
Dr Lesley Morrell (Teaching Committee, Hull)
Professor Peter Bazira (Chair of Board of Studies, HYMS)
Dr Lina Gega (Chair of the Postgraduate Programmes Board, HYMS)
Professor Matt Morgan (Deputy Dean, HYMS)
Mr Matt Johnstone (Academic Officer, YUSU)*
Mr Ollie Simmonds (Chair Student Staff Committee, HYMS)*
Miss Jane Baston (Vice President Academic, Graduate Students' Association)*
Mr Orduen Nguper Simeon (President Education, HUU)*

In attendance

Ms Elizabeth Allen (Secretary, York)
Professor Paul Hagan, (Faculty Dean of Health Sciences, Hull)
Dr Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Mrs Lisa Tees (Academic Quality Manager, Hull)

Apologies

Mr Justin Morris (Senate, Hull)
Dr Sarah-Louise Jones (Senate, Hull)
Professor Neil Lunt (Senate, York)
Mrs Nadine Smith (Chief Operating Officer, HYMS)
Professor Brian Fulton (Dean of Faculty – Sciences, York)

Members marked with a * do not attend for reserved business.