

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 30th June 2021

PART A: UNRESERVED BUSINESS – CATEGORY I

20-21/43 Attendance and Apologies

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

The Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received.

Members welcomed new member Claire Vallance, Chief Operating Officer, HYMS, who joined the School on the 1 June 2021. The Chair thanked Nadine Smith for contributing to the Committee as acting Deputy Chief Operating Officer in the interim period.

Members also welcomed new member Peace Igi-Ehon, President Education, HUSU and Ekansh Kapoor, Vice President Academic-elect, GSA, York, attending as an observer. Ekansh would be formally commencing his role from the 1 September 2021, and joining HJSC in the new academic year.

This was the last meeting for the PVC, Hull to act as Chair, as the role of Chair rotates every 2 years, between York and Hull. The PVC, York thanked the Chair for her leadership of the Committee over the last 2 years, and for her significant amount of work outside of the meetings, especially during the pandemic, to discuss issues and consider Chair's actions approvals. The PVC, York would act as Chair for the next 2 academic years.

20-21/44 Minutes 4 November 2020

The minutes of the meeting held on 14 April 2021 (HJSC.20-21.34) were reviewed and **approved** as a true and accurate record of the meeting.

20-21/45 Matters Arising

The Committee noted that there were no matters arising. The University of Hull Degree Outcomes Statement had been approved and published on the University website (M19-20/52.iii refers).

20-21/46 To Receive a Report of Chair's Actions undertaken since the last Meeting

The Committee **received** a list of Chair's Action approvals (HJSC.20-21.35) since the last meeting. The Chair or Deputy Chair **approved**:

- i. Modifications to the assessments of two Health Professions Education (HPE) modules to be implemented in 2021/22. To reduce word length from 4000 to 3000 words within the written assessment components of the following modules:
 - Learning and Teaching (20-credits) - written assessment is 100% weighting
 - Leadership in Health Professions (20-credits) - written assessment is 90% weighting and 10% online activities (wiki)

The rationale for the change is based on student feedback, student learning experiences and to focus academic writing. 'Learning and teaching' is often the first module taken by those on the certificate therefore by focusing on the succinct side of academic writing it is hoped students can engage more in the critical analysis rather than being pre-occupied with having to write a longer piece. For the 'Leadership' module, this module is typically taken by diploma level students so the School are seeking to evaluate the impact of the change on a range of modules on the programme.

- ii. Continued changes to the curriculum delivery in 2021-22, for the Quality Improvement Project (QIP), which is a mandatory component of the Year 3 Scholarship and Special Interest Project strand. This is in response to the ongoing Covid-19 pandemic and pressures on the NHS:
 - To continue to evaluate, improve and deliver online teaching and simulated datasets in 2021-22
 - To assess group presentations in a mini-conference (completed online in April 2022 if considered necessary in December 2021).

Contingency plans that were previously approved for 2020/21 for the QIP were as follows:

- Online asynchronous teaching and online synchronous support sessions with QIP leads
- Supply students with simulated data sets with pre-set improvement questions
- Assess group presentations in an online (synchronous) mini-conference with appropriate examiners.
- Amend the marking rubric to respond to feedback from previous student cohorts and reflect teaching changes.

- iii. Contingency Plans to allow the MB BS Board of Examiners (Gateway & Phases I-III) to recommend a retake of the year, with 1 attempt at the assessments (an exceptional third sit) for students who have failed to meet the progression or graduation requirements in the 2020/21 academic year and who do not have accepted mitigating and exceptional circumstances (EC).

The 19/20 and 20/21 academic years have been subject to significant disruption due to the Covid-19 pandemic. Despite the mitigations put in place there has been some unavoidable disruption to the delivery of teaching and learning opportunities due to the pressures placed on clinical placement learning environments in the NHS and the involvement of many of our tutors in the frontline delivery of care during the pandemic. By introducing an automatic entitlement to retake the year with a third sit acknowledges the impact of the pandemic on students and programme delivery, and avoids the need for students without accepted ECs to formally appeal a fail result from the Board of Examiners; which is almost certain to be successful. This will benefit both the students and reduce unnecessary workload for the School. All students repeating the year will be required to meet with the Phase Lead and Student Support team to discuss their support and development needs and develop a shared action plan, fully engage with all learning sessions, including placement activities, and demonstrate that they have met the required learning outcomes by meeting all assessment requirements satisfactorily in 2021-22.

- iv. Minor Amendments to the Code of Practice MB BS Assessment for implementation on 1 August 2021. The minor amendments are mainly related to the Scholarship and Special Interest Programme (SSIP) which runs through Phase I and II, to enhance the clarity of progression requirements. The amendments reflect current practice and do not have any material change to the existing progression requirements.

Secretary's note added – 30 June 2021

Since the circulation of papers, the Chair approved:

- v. Contingency plans to allow the HYMS Postgraduate (PG) Board of Examiners (MSc in Physician Associate (PA) Studies) to recommend one additional attempt at any failed module assessment (an exceptional third sit) for students who have failed to meet the progression or graduation requirements in the 2020/21 academic year and who do not have accepted mitigating and exceptional circumstances (This is aligned to the above proposal that was approved for the MBBS programme).

As for the previous proposal, the School believe introducing an automatic entitlement to retake the module assessment with a third sit acknowledges the impact of the pandemic on students and programme delivery and avoids the need for students without accepted MECs to formally appeal a fail result from the Board of Examiners; which is almost certain to be successful. This will benefit both the students and reduce unnecessary workload for the School. All students repeating a module will be required to meet with the Programme Director and their Academic Supervisor to discuss their support and development needs and develop a shared action plan, fully engage with all learning sessions, including clinical

placement activities, and demonstrate that they have met the required learning outcomes by meeting all assessment requirements satisfactorily in 2021-22. All students undertaking remediation and an 'in-year' re-sit will be required to meet with the Module Lead to develop a revision action plan in preparation for their assessment.

20-21/47 To Receive an Oral Report from the Student Representatives

- a) The VP Academic, GSA reported that this was her last meeting as GSA representative, members thanked her for all her hard work over the last 2 years. The GSA Leadership elections had recently taken place and a new VP Academic representative Ekansh Kapoor, had been successfully elected, and would formally take on the role next academic year. The Committee welcomed Ekansh to the role, who attended the meeting as an observer.

Members thanked the VP Academic for her participation in the HYMS Periodic Review, which took place on 21 June 2021.

GSA summer events programme had been launched, with a wide selection of activities planned over the summer period. New Sabbatical Officers have been elected, to commence in September.

- b) The Academic Officer, YUSU informed the Committee that YUSU had held its elections recently and were pleased to report that he had been re-elected. YUSU have a full complement of student representatives for 2021/22, the new Sabbatical Officers have been appointed and handovers were taking place imminently. YUSU Excellence Awards recently took place, receiving 572 nominations, the shortlisted nominations have been published on the YUSU website.
- c) The Chair of the Student Staff Committee, HYMS was unable to attend, there was nothing to report.
- d) The new President of Education, HUU reported that she was excited to be taking on her new role and working with the Committee, handover week was currently taking place, and she had recently met with the new course representatives at HUSU, to start planning for the next academic year.
- e) The HYMS Students' Officer, Students' Union, Hull was unable to attend, there was nothing to report.

20-21/48 To Receive a Verbal Report from the Dean of HYMS

- a) The Dean drew the Committee's attention to the following updates:
- i. Admissions. Student recruitment and admissions was progressing well. The Government has recently consulted with Medical Schools to request that they award extra places to accommodate the increased number of student deferred places in 2020, due to the

pandemic. HYMS has agreed to take nine extra places in 2021/22. The School expect to recruit to a full cohort, and have contingency plans in place in case of undershoots or overshoots.

Postgraduate programme admissions are on track with similar progress to last year, for most programmes, at this point. The suspension of the MSc Human Anatomy and Evolution programme has been approved for 2022/23, with the plan to reconfigure the programme, over the coming year. There is one offer holder for 2021/22.

- ii. Covid-19 responses. A number of contingency arrangements have been approved and implemented in respect to the assessments, the School were at the point of completing all their final assessments. Phase III outcomes were similar to last year, which signified no detrimental impact from the pandemic.

The School have been dealing with a number of applications for mitigating and extenuating circumstances and noted that a light touch approach has been taken to the requirement of evidence and specific IT issues.

- iii. Staff Wellbeing. The School have continued to support staff through the pandemic with regular communications and making safe space available to enable those staff finding remote working particularly challenging, to work on campus.
- iv. Return to campus. The School have started to plan for the return to campuses at Hull and York, focusing on a much more sustainable and hybrid way of working, whilst retaining and further developing the School-wide community.
- v. Systems. Business Systems remain a priority due to the potential impact on student and user experience. The HYMS Systems Strategy is due a refresh and will be developed with support from Hull and York and will be aligned to the School Strategy. The School are making progress with prioritised areas of work; Completion of Open Campus, Assessment and Progression and Curriculum Mapping. The School is working with the University of York to secure a bought in Business Analyst resource, to directly support key projects.
- vi. Staffing. There were a number of essential staffing roles approved and being recruited to. It was reported that three Clinical Education facilitators were leaving as well as the Chair in Child Mental Health/Director of Research. Recruitment at HYMS included a Professor of Medical Education/MB BS Programme Director, making the MB BS programme fully staffed. Other recruitment includes a Director for the Centre for Skin Research, lecture posts, and professional services support roles. Posts in recruitment at Hull are currently being advertised, which are key to student expansion, these include a Director of Primary Care Education and an Associate Director of Primary Care Education for North Allerton & Middlesbrough, based at Hull.
- vii. The key priorities noted for the next three months were to:
 - Support staff and students through the continued impact of the pandemic on work and study;
 - Complete the admissions cycle;

- Embed the new expanded Year 3 into Phase II, 2021/22;
- Preparation for and induction of new colleagues;
- Commence Strategy implementation, KPI development;
- Plan for integration of the Department of Biomedical Sciences and associated programmes into HYMS (currently awaiting approval by Hull Senate);
- Begin work on the Postgraduate Strategy.

During the discussion the following points were made:

- The Chair suggested that it would be useful to arrange a separate meeting to discuss the educational matters in respect to the planned integration of Hull's Biomedical Sciences programmes within HYMS.

ACTION: Chair/Dean of Medicine

- The Deputy Chair suggested that the proposed integration of Biomedical Sciences would be a good opportunity to explore the option of shared PGT provision across both parent Universities. The Dean noted that joint modules would be proposed across the Universities, and the School were keen to explore further opportunities. A discussion paper would come to a future Joint Senate meeting, to help shape developments.
- The Dean thanked the Chair for all her support and guidance to the School over the last two years.

20-21/49 HYMS Five-Year Strategy 2021-2026

The Committee **considered** the HYMS Five-Year Strategy 2021-26 (HJSC.20-21.36). The Dean presented the Strategy and reported that extensive consultation had been undertaken. NHS colleagues, all staff and current students had been given the opportunity to comment and input into the draft Strategy. Major external stakeholders were consulted and invited to feedback at the Partnership Group and the Humber Coast and Vale ICS, separate focussed meetings were undertaken with the local Hospital Trusts and Health Education England. The Dean welcomed Members comments prior to the Strategy being presented at the July Strategy Planning Group.

During the discussion the following points were made:

- Members commended the strategic aims to embrace diversity within the student body, through Student recruitment and on-going support. It was queried whether 'equity' should be included to reflect the nature of support for students with different needs. The Dean noted that the draft Strategy had received substantial discussion to ensure that equity and diversity were reflected throughout the Strategy and within the underpinning values. Members agreed that was sufficiently implicit.
- The PVC, York congratulated the School for the huge progress made on the development of the Strategy, especially during the pandemic. Members were pleased to see that the

Strategy focused on global and future priorities. The Committee discussed how the HYMS Strategy and key performance indicators (KPIs) would marry up with the York Strategy which was also in development. The PVC, York suggested that it would be good to develop their KPIs in conjunction with each other to ensure they follow a similar approach.

- The School would be establishing relevant KPIs to aid the monitoring of progress, including regular review through the Management Board and Strategic Planning Group. Work would commence in the autumn and progress will be reported to HJSC to continue discussions. The Dean had attended meetings at York and Hull, as part of the HYMS Strategy development and did not perceive any pressure points between the parent Universities.
- Dr Claire Hughes reported that she was developing Global Challenge Programmes as part of the University Teaching Committee (UTC) Working Group on Interdepartmental and Cross Faculty Teaching, of which Dr Barry Lee is Chair. The programmes have recently been approved for further development by UTC. Dr Hughes identified clear links to the new HYMS Strategy and suggested they explore links between HYMS as the Global Challenge Programmes are developed.
- Members suggested that ‘strengthening partnerships with students’, within section 2 of the Strategy, should be emphasised higher up the list of importance. The Dean reported that once the Strategy was approved, it would be published in a different format, through the School’s Marketing team, so they would ensure at that stage that strengthening partnerships is emphasised when it is published.

The Committee **approved** the Strategy and thanked the Dean for presenting the paper.

20-21/50 Updated MB BS and Postgraduate Action Plans 2020-21

The Committee **discussed** the updated MBBS and Postgraduate Action Plans (HJSC.20-21.37).

- a) The Chair of Board of Studies introduced the MB BS action plan 2020/21 and reported that all areas were either complete or well under way, except areas where an early decision was taken to defer the action. Members commended the fact that work on the action plans had not stopped during the pandemic, and the School have continued to drive forward changes and enhancements. The new MB BS Director/Professor of Medical Education, Lucy Ambrose, will be joining the School on 2 August 2021, and will continue to move the action plan forward.
- b) The Chair of Board of Studies introduced the Postgraduate action plan 2020/21 and reported that the majority of actions had either been completed, or were on track. Postgraduate Taught contingency planning was continuing. Development of the GTA policy was due to be completed imminently, the new policy would align with the University of York GTA policy and once approved, the School would start work on contracts and pay scales. The Chair of the Postgraduate Programmes Board congratulated the postgraduate team on achieving much improved response rates for PRES, the results would be reviewed and any lower scoring domains would be further investigated.

20-21/51 Amendments to Module Specifications of the Gateway programme

The Committee **considered** amendments to Module Specifications of the Gateway programme (HJSC.20-21.38). The Chair of Board of Studies introduced the paper and noted that the modifications were to three Module Specifications: Health and Society, Human Biology I and Human Biology II. The proposed changes were in response to student evaluation and drawing on practical experience of delivering the content, and to help improve the student experience.

A summary of changes were as follows:

- **Health and Society**
 - Minor updates to the module aims and breakdown of hours.
 - Assessment changes: to change the group project (50% weighting) to an individual presentation and reduce the essay word count from 3000 to 2000 words. Group work will still be incorporated into the formative task, as this feeds into the presentations. The rationale for the change was due to concern from staff and students about a large proportion of the summative grade being group work. Students preferred to have control and to feel that their grade is a reflection of their work.
- **HBI** – The timing of the summative written paper to be reduced to a 90-mark paper lasting 2 hours.
- **HBII** - Minor changes to staff workload, changes to content and Learning Outcomes, to focus on skills development. With the primary focus being on developing student's ability to integrate information from multiple subjects, much like they will be expected to do in Problem Based Learning in Phase I and to make links between subjects such as radiology, embryology and histology, taught in Phase I.

The Committee **approved** the modifications to Module Specifications of the Gateway programme

20-21/52 Amendments to the Code of Practice on Student Fitness to Practise

The Committee **considered** amendments to the Code of Practice on Student Fitness to Practise (HJSC.20-21.39). The Code of Practice on Student Fitness to Practise was last reviewed and approved in October 2020. This current review had been conducted with the aim of streamlining the process. In particular, the objectives of the review were to shorten the duration, where possible, of the process, and to reduce the number of Student Fitness to Practise Panels being convened.

The major amendments were to section 8 of the policy outlining a process by which a Student Fitness to Practice referral can be dealt with, and if appropriate, a formal warning can be issued to a student, along with any recommendations for undertakings or remediation, in the absence of a Panel hearing. This aims to reduce some students having to go through a formal panel hearing if they have admitted the allegation; demonstrated an acceptable level of insight; and there are no significant patient safety issues.

The revised process was mirrored in the two later papers for consideration (20-21/53&54 refers), to ensure that they align, and similar changes had been proposed to the Academic Cases Committee Code of Practice for consistency. Members noted that the GMC are moving towards a similar process for Fitness to Practise procedures for Clinicians, therefore the School's process is moving in the same direction of travel.

The rationale for the changes were to introduce a less punitive way to deal with students who have admitted to an allegation early on and have engaged with remediation, without recourse to a Panel Hearing. This would also reduce student anxiety. The full panel meetings would be reserved for more serious cases or those that may have more significant outcomes.

The School were working on student communications to ensure that information is disseminated appropriately and clearly to the student body, and noted that the updated flow chart would clearly outline the different pathways to be taken.

The Committee **approved** the amendments to the Code of Practice on Student Fitness to Practise

20-21/53 Amendments to the Code of Practice on Fitness to Study

The Committee **considered** amendments to the Code of Practice on Fitness to Study (HJSC.20-21.40). The Code of Practice on Fitness to Study was first drafted a year ago when the Academic Cases Committee (ACC) was established. Having now considered a number of cases through to completion, the Code of Practice has been updated to remove errors and ambiguity, to streamline certain processes, and to align Fitness to Study procedures more closely with Fitness to Practise.

The major amendments included:

- The addition of an alternative outcome to a full panel hearing, a small meeting between the student, ACC chair and student support. This mirrors proposed changes to the Fitness to Practise Policy and provides a route for resolving cases that does not require a formal hearing.
- Clarification of the procedure if the student voluntarily requests a leave of absence during the Fitness to Study process.

In cases where the student voluntarily requests to take a leave of absence after the initiation of Fitness to Study procedures, the ACC will suspend those procedures for the duration of the leave of absence. On the student's return, the ACC will monitor their progress through reports from the relevant Phase Lead, Programme Director and/or Supervisor. If progress over the first three months following return from leave of absence is not deemed to be satisfactory, the ACC has the power resume the Fitness to Study procedures.

The Committee **approved** the amendments to the Code of Practice on Fitness to Study

20-21/54 Amendments to the Code of Practice on Academic Misconduct

The Committee **considered** amendments to the Code of Practice on Academic Misconduct (HJSC.20-21.41). The Code of Practice on Academic Misconduct was first drafted a year ago when the Academic Cases Committee was established. Having now considered a number of cases through to completion, the Code of Practice has been updated to remove errors and ambiguity, to streamline certain processes, and to provide alternative routes through the process that avoid the need for a full panel hearing in less severe cases.

The major amendments provide:

- Clarification of procedures when academic misconduct intersects with mitigating or exceptional circumstances;
- Addition of a procedure by which first offences of non-severe academic misconduct can be de-escalated to Phase Leads or Programme Directors;
- Addition of the possibility paper-based investigations of simple misconduct cases to avoid the time-consuming process of appointing an investigating officer;
- An additional outcome following investigation: an informal meeting with the student to explain the decision of the ACC.

The Committee **approved** the amendments to the Code of Practice on Academic Misconduct.

20-21/55 Amendments to the Code of Practice on Academic Committees

The Committee **considered** amendments to the Code of Practice on Academic Committees (HJSC.20-21.42). The Case Management Group (CMG) was established about four years ago initially as a subsidiary body to scrutinise student cases and determine if a case has passed the threshold of fitness to practise and therefore requiring escalation to Student Fitness to Practise (SFtP) Committee. With the establishment of the Academic Cases Committee (ACC) in 2019-20 responsible for academic misconduct and fitness to study, the role of the CMG had evolved, and so had its relationships with ACC and SFtP Committee. The Chair of Board of Studies reported that the relationships with these committees hadn't changed, but this amendment formalised the relationships.

The proposed amendments to the membership of the Board of Studies, were to formalise the role of the CMG within the School's governance structure, in that:

- CMG will report to the Board of Studies;
- A new CMG Terms of Reference will be included as Appendix 13 of the Code of Practice on Academic Committee.

The Committee **approved** the amendments to the Code of Practice on Academic Committees.

20-21/56 Valedictions for those leaving the Committee

The Committee gave its appreciation to those members attending their final meeting; Neil Lunt, Colin Johnson and Sarah Louise Jones, who have all completed a term of 4 years. The Chair thanked the members for all their contributions to the committee.

The Chair reported that this was also the last meeting for Jane Baston, who completes her role of VP Academic Representative, GSA, York, at the end of August, members thanked her for all her support and contributions to the committee. Orduen Nguper Simeon, had recently completed his term of President Education, HUU, Members thanked him for his contributions.

The Chair reported changes to the composition of HJSC from the start of the 2021/22 academic year, due to University of Hull's Learning and Teaching Committee being replaced with other committees, instead of two representatives from the Hull Learning and Teaching Committee, there would instead be one representative from the Hull Education Committee and one representative from the Hull University Student Experience, Employability and Engagement Committee.

20-21/57 Dates of meetings in 2021/22

(The Secretary would confirm the format of the meetings in due course)

- Wednesday 10th November 2021, 14:00-16:00
- Thursday 27th January 2022, 10:00-12:00
- Wednesday 6th April 2022, 10:00-12:00
- Thursday 30th June 2022, 10:00-12:00

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) (20-21/43-49 and 20-21/51-55)

Dr Sarah-Louise Jones (Senate, Hull)

Dr Barry Lee (Teaching Committee, York)

Dr Claire Hughes (Teaching Committee, York)

Mr Colin Johnson (Teaching Committee, Hull) (20-21/43-47 & 49)

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)*

Miss Peace Igi-Ehon (President Education, HUSU)*

Miss Jane Baston (Vice President Academic, Graduate Students' Association)*

Mr Ekansh Kapoor (Vice President Academic-elect, Graduate Students' Association) observer*

In attendance

Ms Elizabeth Allen (Secretary, York)

Dr Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)

Mrs Claire Vallance (Chief Operating Officer, HYMS)

Apologies

Professor Stephen Smith (Senate, York)

Professor Neil Lunt (Senate, York)

Dr Justin Morris (Senate, Hull)

Dr Lesley Morrell (Teaching Committee, Hull)

Professor Paul Hagan, (Faculty Dean of Health Sciences, Hull)

Professor Brian Fulton (Dean of Faculty – Sciences, York)

Mrs Lisa Tees (Academic Quality Manager, Hull)

Mr Ollie Simmonds (Chair Student Staff Committee, HYMS)*

Mr Patrick O'Donnell (President, Students' Union, York)*

Mr Maalik Imtiaz (HYMS Students' Officer, HUSU)*

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