

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 14th April 2021

PART A: UNRESERVED BUSINESS – CATEGORY I

20-21/31 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.

20-21/32 Minutes 4 November 2020

The minutes of the meeting held on 28 January 2021 (HJSC.20-21.23) were reviewed and **approved** as a true and accurate record of the meeting.

20-21/33 Matters Arising

The Committee received a list of matters arising (HJSC.20-21.24). It was **noted** that:

- a) **M19-20/52.iii Degree Outcomes Statements** – The University of Hull Degree Outcomes Statement had been approved by Hull University Leadership Committee and would be considered for approval by Council on the 29th April 2021. The Statement would be published on the University website, once it was fully approved.

20-21/34 To Receive a Report of Chair's Actions Undertaken Since the Last Meeting

The Committee **received** a list of Chair's Action approvals (HJSC.20-21.25) since the last meeting. The Chair or Deputy Chair **approved**:

- i. Contingency plans for MB BS Phase 1 Summer Assessments, due to the ongoing pandemic:
 - Applied Life Science (ALS) and Health and Society (H&S) - to move the summative written papers (Years 1 & 2) from face to face to online, time limited, open book examinations. No changes to content.
 - Anatomy Spotter assessment - to be delivered in person, in a Covid secure manner, in Anatomy departments at York and Hull.
 - Information Skills - no change to Year 1, and to move to online for Year 2, via blackboard, (the questions are within the H&S written exam 3), it is usually delivered in the computer lab. No change to content.
 - Summative OSCE Year 2 - to change from 8 stations to 6 stations OSCE, delivered via MS Teams instead of onsite (removing physical examination stations).
 - To defer the OSLER I (Year 2) to autumn term next academic year 21/22.
- ii. Contingency plans to protect academic achievements in Postgraduate Taught programmes. These comprised temporary changes to the PGT Awards Criteria for 2020/21, in that rather than requiring both ISM and taught module averages to be over a stated figure for the award of merit or distinction, it can be either the ISM or the weighted average of taught modules that can be above the stated figure. These changes are the same as what were approved in 2019/20, and have been considered in context with the University of Hull and University of York rules.

Additionally, further actions were approved in respect to Module impact statements and Student transcripts.

- Module Impact Statements - The PG BoE meetings would be able to consider module impact statements to be fully informed of circumstances or changes made and consider any anomalies in student performance.
 - Student Transcripts - Approval to include a statement on student transcripts to summarise modifications made to the criteria of the award, to note that any changes made to the criteria of the award were to strike a balance between the impact of Covid-19 on student assessment performance and protecting the standards of the award.
- iii. Temporary amendments to the Mitigation and Extenuating Circumstances (MEC) Policy affecting assessments and examinations. The temporary changes to the HYMS policy affect UG and PGT assessments for 2020/21 academic year. The HYMS policy broadly aligns with

the temporary changes that have been made to the parent University policies, but the main discrepancy is in respect to the requirement to provide evidence to support a MEC application. The changes to the policy are as follows:

- To add a paragraph to the policy to signpost to the valid criteria for MEC
- A sudden IT failure/unreliability impacting on student submission will be accepted as MEC. This change was to take effect from 1 Dec 2020
- To allow students to self-certify as evidence (limited to 2 self-certifications per trimester and must be submitted within 10 days of assessment), if by obtaining evidence this would put pressure on the NHS. This aligns more with the University of Hull's temporary arrangements. This change was to take effect from 4 January 2021.

iv. Contingency arrangements to Phase II summative assessments 2020/21:

- Year 3 Applied Life Sciences exams and Health and Society MCQ/EMQ/MEQ exam paper to change the mode of delivery – to be delivered online instead of in person exam, via MSCAA platform, closed book, timed exam and invigilated by HYMS staff.
- Year 3 OSCE (8 stations) face to face - to be changed to 6 stations and will continue to be delivered face to face in a Covid secure sports hall.
- Year 4 Applied Life Sciences exams and Health and Society MCQ/EMQ/MEQ exam papers to change the mode of delivery – to be delivered online instead of in person exam, via MSCAA platform, closed book, timed and invigilated by HYMS staff.
- Year 4 OSLER – to replace the use of real patients with simulated patients, the format will remain the same, to continue to be delivered face to face and will take place in a Covid secure location.

Secretary's note added – 14 April 2021

Since the circulation of papers, the Chair approved further changes to the above contingency arrangements for MB BS Phase II summative assessments 2020/21 that were approved in January 2021. The rationale for these changes was in response to concerns raised after they were shared with the student cohort, in respect to ensuring robustness in the written assessments and concerns about a lack of a Year 4 resit opportunity.

- Phase II written assessments to take place in-person on university campuses (instead of remote delivery by MSC-AA platform and Blackboard, with invigilation via Zoom). It was the School's preference that these exams are still delivered online using campus PC labs, which will offer them some flexibility to move to online remote delivery at short notice if required.
- The inclusion of in-year resit exams for Year 4 students, to allow an additional safety net for both students who do not meet the required standard at first sit and

students who are not able to attend the first sit in person due to a positive Covid test/self-isolation. As this is an in year change to the Y4 assessment process and normally students would have an opportunity to repeat Y4 if the first sit exam is failed, all students failing the in-year resit this year will be given an automatic opportunity to re-take Y4 in 2021-2022 with one further exam attempt in May 2022.

- v. The existing proposal for the calculation of student deciles for the Educational Performance Measure (part of MB BS students' application to the UK Foundation Programme), previously submitted and approved by HYMS Joint Senate, was re-visited following further representation from students, and approval was given to change the calculation method for deciles this year to use Year 2 and Year 4 results, weighted 70:30 in favour of Year 4. In recent years the decile calculation has used both Year 3 and Year 4 results, but the current Year 4 cohort contains some students who have taken an intercalated degree and so have a summative Year 3 assessment result, however, most of this cohort do not have a summative Year 3 result due to the cancellation of the Year 3 summative assessments in 2020. This was the fairest solution given that the results contribute to a whole cohort ranking.
- vi. The appointment of Professor Andrew B Hassell, Professor of Medical Education, Hon Consultant Rheumatologist, Haywood Hospital, Midlands Partnership Foundation Trust as an external assessor panel member for the rescheduled periodic review of the School to be held on 21st June 2021. Professor Hassell was replacing Dr K Jason Ward (Faculty of Medicine and Health, University of Leeds) who was previously approved, but subsequently was not available for the rescheduled review.

20-21/35 To Receive an Oral Report from the Student Representatives

- a) The VP Academic, GSA reported that the GSA Leadership elections had recently opened on the 29th March, for 6 weeks, the deadline for nominations was the 10th May 2021. Members noted that there would be a new VP Academic representative elected for next academic year, as this was her final year in post.
- b) The President and Academic Officer, YUSU informed the Committee that YUSU had held its elections recently and were pleased to report that they had both been re-elected. Planning for YUSU Excellence Awards and the wider awards season was currently underway. No issues had been raised by HYMS students.
- c) The Chair of the Student Staff Committee, HYMS informed the Committee that Phase I students were pleased to be returning to placements, Phase II students were busy with revision for upcoming assessments and Phase III had completed their final assessments and results had been finalised.

A number of issues had been raised by Phase II students related to the contingency arrangements, which had now been resolved. Students had raised concerns regarding the proposed method of delivery of the Phase II summative written exams being carried out online. The main concerns were related to the robustness of the invigilation and therefore the integrity

and validity of results, further changes had subsequently been approved (20-21/34 refers). Furthermore, concerns had been raised regarding the Decile calculation methods for Year 4, as a large proportion of the cohort had not gained a Year 3 result due to assessments being cancelled last year. The Chair thanked the School for the student-centred way in which they dealt with the issues raised.

- d) The President of Education, HUU had nothing to report.
- e) The HYMS Students' Officer, Students' Union, Hull had recently been appointed and was welcomed by the Committee. He had nothing to report.

20-21/36 To Receive a Verbal Report from the Dean of HYMS

a) The Dean drew the Committee's attention to the following updates:

- i. Admissions. Offers for 2021 entry to the 5-Year MB BS programme were noted. Medical Schools would not be allowed to overshoot in the 2021 admissions cycle, therefore it was expected that the majority of Medical Schools would slightly undershoot and therefore need to enter Clearing in some form this cycle, and this would likely become part of the norm in the future. The UCAS acceptance deadline had been extended to 10th June, due to the Covid-19 disruption, the School was comfortable with the current conversion rates. Offers for 2021 entry to the 6-Year MB BS Gateway programme (open to home students only), were on track and had seen an increase in offers compared to last year.

It was still relatively early in the PGT admissions cycle, but there was a healthy number of applications and offers so far for most programmes. A variety of conversion activities had taken place this cycle, including pre-recorded, on demand content and live events.

- ii. Covid-19 responses: MB BS Phase III had completed their final year assessments and the School had reported similar outcomes to previous years (i.e. no detrimental impact due to the pandemic). Further contingency arrangements had been approved and put in place for the Phase I and II assessments. Year 4 had raised a concern related to the Decile calculations and the team were discussing this at length with students, and the issue would be resolved this week. A lighter touch approach was being taken for students with Mitigating and Extenuating Circumstances, and the Policy had been revised to better align with the parent Universities.
- iii. The NSS was due to close on 30th April, and the current response rate was 78.7%, with a target of 90% which included a prize draw incentive. There had been significant engagement with the student cohort to encourage responses.
- iv. Staff Wellbeing has continued to be a priority for the School, with regular communications to staff as well as Wednesday afternoon sessions, for staff to come together as a community. Discussions were taking place regarding the staff return to campus. A school

wide engagement exercise would be undertaken over the coming weeks to consider what a fuller return to campus would look like for HYMS.

- v. Business Systems remained a priority due to the potential impact on student and user experience. The replacement of legacy systems was recognised on the risk register. A Business Steering Group had been established and the immediate priorities were completion of agreed Open Campus deliverables and enhancements; Assessment and Progression; Curriculum Mapping. Business Analyst resource was being pursued with support from the University of York.
- vi. The main achievements since the 2015 Strategy included preparing students for the NHS, expansion of the UG Medicine programme; new 6-year Medicine with a Gateway programme; new Postgraduate Taught programmes; outperforming widening participation targets; re-establishing local NHS partnerships and investments in research, academic educators and facilities, and increased emphasis on equality and diversity to provide an inclusive and supportive environment for all students, staff and partners.

The initial draft of the new Strategy was currently being consulted on with colleagues, students and partners. The School was aiming to present the finalised Strategy to Joint Senate on 30th June and the Strategic Planning group on 1st July.

- vii. There were a number of essential staffing roles approved and being recruited to, and it was reported that Jimmie Leppink, Senior Lecturer in Medical Education would be leaving on the 1st June 2021. Recent appointments included an accountant, accounts assistant, Chief Operating Officer, two lecturers and a new MB BS Programme Director.
- viii. The key priorities for the next three months were to:
 - Support staff and students through the continued impact of the pandemic on work and study;
 - Complete financial planning for 21/22;
 - Prepare for the first larger cohort entering Year 3;
 - Preparation for arrival of new colleagues;
 - Strategy development and engagement.

b) During the discussion Dr Barry Lee commented that he would be interested to see a draft of the HYMS Strategy, to find out more about the Schools plans related to equality and diversity, as well as interdisciplinary opportunities for students. Dr Lee noted that an Interdepartmental and Cross Faculty Teaching Working Group had recently been reinstated by the University Teaching Committee at York, in which he was Chair. The Working Group were looking at developing interdisciplinary teaching at York, as well as focusing on equality and diversity. The Dean agreed to share details with Dr Lee.

Action: Dean

20-21/37 To receive an update on the Periodic Review of HYMS' learning and teaching provision

The Committee **received** an update of plans for the Periodic Review of HYMS' learning and teaching provision to be led by the University of York, taking place on Monday 21st June (HJSC.20-21.26). The Periodic Review had to be postponed from last year, due to the pandemic. The Academic Support Office, at the University of York would be leading on the Periodic Review of all learning and teaching activity in HYMS, on behalf of both universities and as agreed with the Dean and colleagues in the School.

The review would consist of slightly smaller meetings with staff and students, carried out online, balancing a lighter-touch approach, whilst ensuring a meaningful and enhancement-focused review. The Review would largely draw on the documentation submitted in 2020, but the School would provide an update on the Self Evaluation document to report on developments since last year. Since the papers were circulated, there had been a change to the internal panel members, Mr Wayne Williams was unable to attend the reschedule date and had been replaced by Dr Justin Morris.

Members noted that the Periodic Review was taking place during the MB BS assessment period, so it may be a challenge to engage students at that time (Year 1 assessment period ends on 23rd June). The Chair of the Student Staff Committee, HYMS suggested that the Phase I and II students would be keen to be involved though, and also suggested engaging MED SOC representatives, other Student Representatives as well as Student Ambassadors, to ensure a wider diverse and inclusive group of students.

20-21/38 Policy on Student Representation

The Committee **considered** a Policy on Student Representation (HJSC.20-21.27). The Chair of Board of Studies introduced the paper and noted that the Policy was a result of huge collaborative efforts of HYMS student representatives, HYMS, University of York, University of Hull, YUSU, GSA and HUSU to provide a formal framework for delivery, quality assurance and supervision of student representation within the School. The Policy articulated the current practices and also introduced new expectations from the School, its student representatives and its partner organisations for the delivery of effective student representation. The policy applied to all HYMS students and programmes, including the student representation for each postgraduate taught and research programme.

The Committee **approved** the Policy on Student Representation and thanked the Chair of Board of Studies for presenting the report. The Committee also thanked the current and former Chair of Student Staff Committee, HYMS for their contributions to the report.

20-21/39 Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues

The Committee **discussed** the Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues (HJSC.20-21.28). The Chair of Board of Studies introduced the paper and noted that the External Examiner Summary Report was usually an appendix of the Annual Programme Review (APR), but as the APR was cancelled due to the pandemic, the Chair of the Postgraduate Exam Board had worked with the Programme Directors to reflect and respond to external examiners' comments. The Summary Report had also gained significant scrutiny and approval by the Board of Studies.

Members commented on the comprehensive reports provided by the external examiners and extensive responses from the School, addressing issues or suggestions raised. The Deputy Dean highlighted the external's comments (for the Postgraduate Training Scheme programme) in relation to modules managed by the parent universities, and queried if they had been shared with them. The concerns raised were relating to inconsistent supervisor feedback, as well as suggestions to introduce a marking scheme for some/all of the PGT modules with pass/fail award criteria, to increase student and supervisor engagement, sense of achievement and motivation to students. The Chair of Board of Studies agreed to check that the comments had been shared.

Action: Chair of Board of Studies

The Chair thanked the Chair of Board of Studies for presenting the report.

20-21/40 Annual Report on Undergraduate Admissions 2020

The Committee **received** the Annual Report on Undergraduate Admissions 2020 (HJSC.20-21.29). The Director of Admissions presented the report which covered the selection process during 2019/20 for entry into 2020/21 for the MB BS Medicine (5 year) and the MB BS Medicine with a Gateway Year (6 year) programme. During the discussion the Committee **noted** the following:

- This year was an exceptionally challenging year following the onset of the Covid-19 pandemic with significant disruption to the admissions cycle for 2020-entry, particularly the summer exam series and standard confirmation processes, resulting in higher non fulfilment rates, and significant pre-confirmation cohort undershoots to both programmes, however, implementation of a contingency action plan at confirmation achieved the initial agreed target cohorts.
- Further complexity included a government issued 'triple lock' guarantee to all school/college candidates to accept the highest awarded grades from the calculated grades. Final agreed upper limit cohorts for MB BS and MB BS with a Gateway Year 2020-entry were agreed.
- The School remained committed to supporting the agenda of Widening Participation in medicine and were pleased to see that the Widening Participation Flag (of Home/EU students) had increased to over a third (37.3%).

- The gender balance of the 2020-entry MB BS cohort showed more female students than male students largely reflecting application rates rather than the selection process, however the proportion of male students had increased compared to last year.
- The proportion of local students admitted had increased compared to last year and may reflect the increasing numbers of students engaged in Outreach programmes.

The Student Recruitment and Admissions (SRA) Team were continuing to focus on:

- Supporting social mobility, equality and fairness by being involved in evidence-based Widening Participation activity;
- Increasing the number of people entering medicine from the local area;
- Increasing the male student cohort;
- Academic tariff - to recruit students of the highest possible academic ability;
- Improving the conversion rates.

The Committee commended the SRA Team for their significant work during such a challenging time and thanked University and Medical School colleagues, and medical student ambassadors for their invaluable support and contribution to the admissions cycle.

The Chair thanked the Director of Admissions for presenting the report.

20-21/41 Annual Report of the HYMS Ethics Committee

The Committee **received** for information the Annual Report of the HYMS Ethics Committee submitted to the Ethics Committees of the Universities of Hull and York (HJSC.20-21.30). The annual reporting process usually took place in autumn/spring but was delayed due to the pandemic. The Committee **noted** that consenting and group discussions of participants in studies during the pandemic were a challenge, however most of the studies adapted the methodology to online/virtual platforms after appropriate amendments to their studies.

20-21/42 Dates of meetings in 2020/21

- Wednesday 30th June 2021, 10:00-12:00, to be held by zoom

The dates for the meetings of the next academic year 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 Stephen Smith (Senate, York)
Professor Neil Lunt (Senate, York)
Dr Sarah-Louise Jones (Senate, Hull)
Dr Justin Morris (Senate, Hull)
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) (20-21/41-42)*
Mr Patrick O'Donnell (President, Students' Union, York)*
Mr Maalik Imtiaz (HYMS Students' Officer, 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

Professor Tracy Lightfoot (Deputy Chair, PVC 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.