

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 4th November 2020

PART A: UNRESERVED BUSINESS – CATEGORY I

20-21/01 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.

20-21/02 Minutes 25 July 2019

The minutes of the meeting held on 30 June 2020 (enclosure HJSC.20-21.01) were reviewed and **approved** as a true and accurate record of the meeting.

20-21/03 Matters Arising

The Committee received a list of matters arising (HJSC.20-21.02). It was **noted** that:

- a) **M19-20/51c** (pdf p.6) – the Deputy Dean had progressed discussions about student representation and the governance of HYMS student bodies. A Student Representation Policy was close to being agreed between the Students' Unions and HYMS, which would be considered by the Student Staff Committee and Board of Studies before being recommended to the next HJSC meeting. The outstanding concerns related to HUU's volunteering policy and a request that the HYMS policy appropriately explains and recognises the voluntary nature of the role of student representative. The President Education and the Chair of the Student Staff Committee would discuss the suggested edits further.

Also, with regard to student society governance, MedSoc and the Students' Unions had been working to agree a structure whereby MedSoc would be treated as a university society that could approve sub-societies (which would also be recognised as societies at the appropriate Student's Union). The arrangement would provide Union oversight of MedSoc finances to ensure appropriate governance and there would be greater transparency and oversight of the allocation of funds to support the sub-societies. Some issues were still to be resolved concerning sports societies but discussions were progressing.

The Chair HJSC advised that she would consider approval of the Student Representation Policy by Chair's Action if it was preferable to waiting for consideration at the next HJSC meeting.

- b) **M19-20/52.viii** – The Committee **noted** that a new Periodic Review date was yet to be agreed, but the review would take place in due course and with consideration for opportunities to streamline the process in recognition of the ongoing challenges presented by the Covid-19 situation, whilst ensuring a risk-based, meaningful and enhancement-focused review.

20-21/04 To Receive a Report of Chair's Actions Undertaken Since the Last Meeting

The Committee received a list of Chair's Action approvals (HJSC.20-21.03) since the last meeting. The Chair or Deputy Chair **approved**:

- i. Revisions to the *Code of Practice on Academic Misconduct* updated to allow expressions of concern for academic misconduct to be submitted directly to the newly formed Academic Cases Committee (ACC) rather than to the Case Management Group. The process for appointment of an Investigating Officer and the procedure for investigation had been updated. Powers of the ACC following investigation without the need for a panel hearing, had been added. New appendices were added for reporting expressions of concern to ACC and also for reporting after investigation to it.
- ii. Modifications to *COVID-19 Contingency Plan for the Assessment of MSc in Physician Associate (PA) Studies* (M19-20/39 refers) and relating to the Objective Structured Clinical Examination (OSCE) for the Clinical Science & Practice III Module. The key modifications being that this assessment would take place at an NHS site, with a reduced number of stations and a modified delivery model.
- iii. A request, outlined as *Phase Awards, Deciles, and Honours: A policy in response to COVID-19 to use the Generalised Scheme E* approved for use in new cohorts entering the MB BS programme from academic year 2020/21 onward (M19-20/58 refers) also for current MB BS Years 2-5 to provide a fair solution for Phase awards and Honours in the face of cancelled assessments. That is, the Generalised Scheme E would apply to all MB BS students from academic year 2020/21. Also, for non-intercalating students completing Year 4 in 2020/21 to use the Year 4 results for decile calculation and for students who intercalated in 2019/20 and join MB BS Year in 2020/21 to calculate two decile scores – one based on their Year 3 results and one on their Year 4 results – with the best counting.

- iv. The School's request to use the previously agreed (M19-20/52.ii refers) process for conducting fitness-to-practise hearings virtually to progress urgent cases, to also progress the remaining cases from 2019/20.
- v. Plans for 2020-21 Term 1 Postgraduate programme delivery which set out the proposed modifications to postgraduate research and postgraduate taught programmes (excluding the MSc in Physician Associate Studies covered by alternative provisions) and explained their rationale within both the external regulatory context and the Universities' evolving policies and processes.
- vi. The revised programme specification for the MSc in Pharmacology and Education that took into account the Committee's feedback, recommendations and conditions.
- vii. A modification to the summative assessment on the MSc in Pharmacology and Drug Development modules 'Practical Research Skills in Pharmacology' and 'Bench-to-bedside 1: Design and Discovery' for 2020/21 such that 'Practical Research Skills in Pharmacology' students would now undertake 1) COSHH write up 20% of module mark; 2) X1 practical write up in the form of a lab report (40% mark) and 3) Poster presentation for one of the practicals (40% mark). On 'Bench-to-bedside 1: Design and Discovery' the word limit would be reduced from 5000 to 4000 words.
- viii. Revisions to the summative multiple choice question exam on the MSc in Physician Associate Studies module 'Clinical Science & Practice III' for 2019/20, specifically: 1) to adopt the changes to the questions and scoring identified by a review panel; 2) to utilise the result of the Panel 2 Angoff standard setting exercise to determine the pass mark for this paper; 3) to develop a new second sit paper, reverting to the usual question selection processes and 4) to allow automatic Exceptional Circumstances with any re-sitting students being granted a new first sit attempt as part of a Finals exams COVID-19 mitigation.
- ix. *COVID-19 Contingency Plan for Postgraduate Taught Programmes Examinations* which proposed introducing 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 exam format would be in place for autumn term 2020/21 with the potential to continue it for examinations in the spring and summer terms as the Covid-related social distancing regulations necessitated.
- x. Revision of the summative assessment weighting on 'Bench to Bedside II: Clinical Trials' on the MSc in Pharmacology and Drug Development, from 40:60 to 30:70 between the two tasks, and the removal of a superfluous formative assessment.
- xi. A revision to the *Code of Practice on Postgraduate Research Degrees* to enable the appointment, by HJSC on the recommendation of the Board of Studies, of an additional external examiner where the original examiners cannot agree an outcome. The examiner will decide, on the basis of the other examiners' reports and of the thesis whether or not the candidate has satisfied the requirements for the degree. The decision of the additional

external examiner, which will be communicated by the Board of Studies to the other examiners, will be final.

- xii. Minor amendments to the *Code of Practice on Student Fitness to Practise*, to update information on role holders and terminology, further explain the powers of the panel hearing and change the way in which students are formally notified of a hearing outcome. Given the nature of the changes proposed and that they were in the students' interests, the Code would be implemented immediately.
- xiii. Minor amendments to the *Policy on Student Welfare and Support* to update details and terminology, explicitly include the Gateway to Medicine year and to state explicitly that students requiring more than four weeks consecutive absence in an academic year would normally be expected to request a Leave of Absence. Given the nature of the changes proposed and that they were in the students' interests, the Code would be implemented immediately.

The Chair also **received for information** a change to the structure of the MSc in Physician Associate Studies affecting the 2019/20-2020/21 cohort instigated by the University of Hull's Covid-19 contingency measures. The Chair was informed that the year one module 'Clinical Assessment and Examination (Practice)' is delivered by the University of Hull as part of the MSc in Advanced Practice programme. The module will be rescheduled to take place in Term 1 of the next academic year 2020/21 (the cohort's year two) with assessment in January 2021. Should the contingency measures need extending, blended delivery combining online learning would take place in Term 1, with face to face teaching in Term 2 and the summative assessment would be moved from January 2021 to later in Term 2. The School had informed all affected students and judged that the change in timing for delivery of the module would not adversely impact on the students' year two module learning.

20-21/05 To consider the Committee's membership and annual cycle of business and to note the terms of reference

The Committee **considered and approved** its membership and annual cycle of business and **noted** the terms of reference (HJSC.20-21.04).

The Chair reminded the President Education, HUU of the Union's second position on the Committee and that remains unfilled. The President Education would pursue this and as part of wider Union activities to fill representative vacancies and he would provide an update as appropriate.

The Committee **noted** as part of its annual cycle of business, that following decisions at York and Hull to cancel annual programme review monitoring due to the pressures of the Covid-19 situation, that HYMS was also given the choice to do this, which it had taken. The Committee was reassured that light touch programme-level reviews and student survey data were informing the development of MB BS and postgraduate action plans and enhancements. The action plans would be discussed by HJSC at its next meeting.

20-21/06 To Receive an Oral Report from the Student Representatives

a) The VP Academic, GSA informed the Committee that course reps had been elected, as well as representatives to other GSA bodies. The Association was planning to focus on community building and support in 2020/21 and some of this activity might assist the School in addressing aspects of the postgraduate research students' feedback through the Postgraduate Research Experience Survey about access to wider research communities (M20-21/09b refers).

b) The Academic Officer, YUSU informed the Committee that course rep nominations and elections were taking place and that the Union had seen an increase in student engagement in academic representation since the start of the pandemic, which the Committee **noted** was mirrored at Hull.

c) The Chair Student Staff Committee, HYMS informed the Committee that the School now had its largest cohort of student reps, approximately 60. Student feedback was so far positive about the return to in-person teaching on campus. There were some student concerns about travelling to hospital sites and Covid-19 transmission, but students were also aware that the discussions were taking place to address these concerns.

d) The President of Education, HUU informed the Committee that he had met staff regarding HYMS course rep induction to help ensure the Union provides effective and relevant support. HUU had held a number of events for Black History Month, including some on Black and minority ethnic people's mental health to stimulate further activity. The Union was working to understanding how sport and society activity could continue during the lockdown restrictions. The President Education had also received a number of enquiries from HYMS students wanting extended library hours at Hull and he would discuss this further with the Chair, in her role as PVC Education, through the appropriate Hull forum.

20-21/07 To Receive a Written Report from the Dean of HYMS

a) The Dean had submitted her report (HJSC.20-21.05) and in her absence, the Deputy Dean drew the Committee's attention to:

- i. The strong recruitment to the MB BS programme, which included exceeding the admissions target following the A-Level results situation, but not to such an extent as would be especially challenging to accommodate.
- ii. A mixed picture of postgraduate taught recruitment with some programmes struggling to meet expectations and for which action to address poor recruitment was being considered.
- iii. The covid-19 contingency plans and ongoing work to enable all programmes to return to their expected positions by the end of 20/21, with the expectation that students on the MB BS particularly would be in the usual position for progressing into their next year of study.
- iv. Work taking place to support postgraduate research students, including effort to explore financial support available.

- v. The progress being made to recruit a new Chief Operating Officer and other recent staff appointments.
- vi. The restarting of work to develop the School's new strategy for which it was hoped a draft would be circulated for wider consultation early in the New Year.

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

- i. With regard to the national lockdown beginning 05/11/20, that Hull had been planning for a worst case scenario, but was following Ministerial direction to keep the University open in line with the Department for Education's (DfE) Covid Tier 2 requirements, mindful of the need to safeguard clinically vulnerable staff. The University was concerned that though students had been directed by government to stay on campus some were leaving, presenting a challenge to provide effective synchronous online and in-person learning experiences. Staff were working to ensure high quality of teaching across modes of delivery.
- ii. Similarly, at York a transition had been made to the DfE Tier 2 from 02/11, providing more teaching online, but maintaining what in-person delivery was practicable across all programmes, in covid-secure spaces operating a 2m social distancing policy. The University had responded to student and staff anxieties about operating a 1m plus social distancing policy and reconfigured general teaching spaces, with laboratories and other specialist teaching areas continuing to operate under alternative, covid-secure measures. Also, that the Students' Unions had done a lot of work to provide on-campus student activities and were now working hard to create activities online.
- iii. The School had worked hard over the summer to prepare recorded and online teaching materials to complement in-person delivery, for example in Problem-Based Learning and laboratory sessions, and like the two Universities all lectures were online.

20-21/08 To Receive the Annual Report by the Chair of the Board of Studies on the Work of the Board During 2019/20

The Chair of the Board of Studies introduced the annual report on the work of the Board during 2019/20 (M17-18/05 refers) (HJSC.20-21.06). It was **noted** that a second Deputy Chair of the Board would be appointed to support its work, alongside the Academic Lead for Quality Assurance who would also be a Deputy Chair of the Board. The Committee **noted** that Professor Allgar was leaving the University of York/ HYMS at the end of the calendar year and that Professor Peter Bazira would replace her as Chair of the Board of Studies.

The report highlighted three key foci for 2020/21: 1) to improve the National Student Survey results, 2) to use APR to reflect on contingency plans and tailor student evaluation to provide insight, and 3) to strengthen quality assurance processes in the context of the new General Medical Council regime and working with NHS partners (see M20-21/12).

During the discussion, the Committee **noted**:

- This had been a challenging year and that the School had felt well-supported by the Chair HJSC to approve contingency items for timely implementation.
- The range of activities the Board has undertaken during the year.
- The importance of effective staff leadership which it was expected would be added to the Board with the appointment of Deputy Chairs.

The Committee further **noted** that the Chair's Report referred to the challenge the School faces achieving high league table positions because of its tariff point requirements. The Chair HJSC informed that Committee that she had previously discussed this contention with the Dean and was satisfied that lower league table positions were currently a price worth paying to maintain the School's widening access agenda. It was acknowledged that Universities are increasingly expected to achieve high league table positions, for which high tariff entry positively contribute, but also to widening access to higher education which often requires admission on lower grades in the context of a broad range of factors. This was felt to be particularly acute in the medical school sector and the Medical Schools Council was lobbying for a reconsideration of the treatment of tariffs by league table compilers, as part of efforts to ensure medical education remains accessible to all. It was suggested that medical schools had the potential to influence wider sector views on this issue. This is also a stance that HYMS refers to in its promotional material, as a sector-leading school for widening access to a local medical education that meets regional health service needs. Finally, it was **noted** that a number of medical schools, including HYMS, were beginning to work together to recognise each other's widening access schemes to support alternative applications to their programmes.

20-21/09 To Discuss the National Student Survey Results 2019 and Postgraduate Research Experience Survey 2020 and Proposed Actions

a) The Chair of the Board of Studies introduced the discussion of the National Student Survey (NSS) results 2020 (HJSC.20-21.07a). This included a summary of the questionnaire results, respondents' open comments, and the School's initial interpretation and intended actions requested by the University of York of all departments for its institutional report. HJSC would receive an MB BS action plan at its next meeting, though responses to the results were already being taken.

The Committee commended improvements in overall satisfaction and above benchmark performance in 6/8 dimensions. Assessment and Feedback showed particular improvements after focused work in his area.

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

- The school is actively working to be more responsive to student concerns and to trouble-shoot in a timely manner when issues arise, noting the challenge of doing so across dispersed and dynamic clinical sites and recognising that clinical teaching relies on non-university employed staff in demanding roles, necessitating appropriate leadership and guidance for these

colleagues to maintain standards of teaching. Also, that the School is looking at how to communicate changes to teaching that are necessary and urgent. It was felt that improvements are beginning to be made.

- Experience from other departments in the Universities suggests that using social media effectively can be an effective way to communicate with students over more traditional methods such as email.
- Some improvements had been made in the Student Voice dimension which was testament to the work of the Student Staff Committee Chair, Course Reps and School staff. Staff had shown commitment to developing student voice and relationship with the Unions and course reps.
- The School could assist the Students' Unions to improve on Q26 regarding how the Unions represents students' academic interests, thinking broadly about potential ways to enhance Union visibility in relevant matters.
- Issues about placement quality appear to be quite prominent, but they also mirror to some extent comments from students from other departments of the Universities about their placements, suggesting a need to broadly and collaboratively look at the issues. HJSC had previously discussed the sharing of intelligence between departments about placement provision and working with partner organisations (M18-19/57, M18-19/64e and M19-20/03b refer). The Committee recognised the institutional contexts and cultures of placement providers that might best be approached from a joined-up University position. It was felt that as HYMS operates across both universities it is well-placed to learn how other cognate departments collaborate with placement providers, as well as working with and being supported by sector bodies such as Health Education England. The School was reminded that the Professional Programmes Forum at York could provide a useful opportunity to discuss placement issues with a range of departments.
- The ranking table of medical schools appears to show considerable fluctuation between 2019 and 2020 and that there may be value in communicating to students the context of this data to help them understand how league tables can change with little variation in the quality of provision within a medical School year by year.

b) The Chair of the Postgraduate Board introduced analysis of the Postgraduate Research Experience Survey (PRES) 2020 (HJSC.20-21.07b) provided by the University of Hull who managed HYMS' PRES participation on behalf of both Universities. The Committee **noted** that the Postgraduate Programmes Board and Board of Studies were formulating the Postgraduate Action Plan to be submitted to the next HJSC meeting.

During the discussion the Committee also **noted** that:

- Eighteen students had responded to the survey, the majority of whom were PhD students registered full-time and in the middle of their studies. This was approximately a fifth of the eligible research student cohort and not a representative sample.
- The areas of positive results included in supervision and research training.
- Areas for improvement included providing opportunities to share research, be part of wider research communities and to develop career prospects.
- Weaknesses in demonstrating how student feedback had been responded to were similar to NSS feedback from undergraduate students.

- Concerns about student wellbeing were disappointing as the Chair of the PG Board felt that HYMS provided substantial pastoral support in comparison to provision seen elsewhere, suggesting that the way in which PRES asks respondents about their wellbeing and happiness might create a misleading picture. Consideration could be given therefore as to how providers could influence AdvanceHE's design of such questions.
- The School is exploring how to enhance student engagement in the survey to give a more representative sample and the GSA could support engagement activities, which it too was looking at through development of its postgraduate research student forum.
- A more tailored approach to PRES promotion could help to encourage students from more diverse backgrounds, especially if combined with a clear demonstration of how feedback has been acted up.
- The Hull Doctoral College has done a lot of work about research community building. The Chair HJSC would introduce the Chair of the PG Board to colleagues that could share good practice. Also, that HUU has a Forum with the Doctoral College that has been an active and useful source of direct insight into research students' experience, particularly to highlight more personal challenges students face.
- Students cite having few opportunities to teach and that Graduate Teaching Assistant roles available across the Universities could be more widely promoted if teaching opportunities within the School were limited. Further, that recognition for teaching work could be developed and that research students might find ways to share their research through engaging with the Medical School Societies, 'Pint of Science' and Three Minute Thesis.

c) The Committee also **noted** the absence of Postgraduate Taught Experience Survey (PTES) results on account of York withdrawing from the 2020 survey. Further, that as York alternates participation in the postgraduate surveys, in 2020/21 it was expecting to participate in PRES and could manage HYMS' participation in this also, with Hull managing PTES participation as is established practice.

20-21/10 To Receive the Annual Tracker of Minor Amendments to Codes and Policies that were Made without requiring approval by the Committee or Chair (M13-14/36 refers)

The Committee **noted** a tracker of minor amendments approved within the School was unnecessary because in 2019/20 all relevant documents updated received HJSC approval by Chair's Action or by the full Committee.

20-21/11 To consider the HJSC annual report to the HYMS Strategic Planning Group

The Committee **considered and approved** its first annual report to the Strategic Planning Group (SPG) (HJSC.20-21.08). The requirement for the report followed the implementation of the 2019 Governance Review (HJSC.18-19/68 refers), whereby the Joint Board as the then highest level of HYMS governance had been discontinued, with each University Council becoming accountable for

the School's overall governance, and under Councils, to each Senate for executive-level academic governance. This would continue to be provided through the Joint Senate Committee. A 'dotted line' report was introduced to the new SPG as a conduit for reporting through the Hull University Leadership Team and York University Executive Board to Councils. The format of the report had been agreed by the Co-Chairs of the SPG, Professors Macleod and Fulton. The report was proportionate, by-exception and risk-based. The report confirmed that HJSC continues to fulfil its responsibilities for academic governance in accordance with the Scheme of Delegation, and that the School continues to meet the Office for Students' (OfS) quality and standards Conditions of Registration.

The Committee **noted** that the report included by-exception examples of actions and decisions to demonstrate effective oversight of quality and standards. With regard to the OfS Conditions of Registration, no change had occurred from when HJSC's business was mapped to the Conditions for the 2019 Governance Review: A degree outcomes report would be part of the annual cycle of business to address Conditions 2.4 and 2.5, and as thorough a level of oversight of student experience by background as was practicable continued, though the School was working with the Universities to try and improve such monitoring processes.

The Committee questioned how equality, diversity and inclusion (EDI) matters were managed, as included in the appended Scheme of Delegation. The Committee was informed about that School's EDI committee which now has a student representative. Further, that with regard to varying outcomes and attainment gaps by student background, that HYMS and the University of York were discussing ways in which the School could access more detailed data to enable it to identify potential issues and trends. It was suggested that as part of this, considering the international student experience as it intersects with ethnicity, could provide a useful insight into the particular experience of international students from Black and minority ethnic backgrounds. The President Education, HUU would appreciate opportunities to discuss these issue further with the Deputy Dean.

20-21/12 To discuss new GMC quality assurance process and draft Standard Operation Procedure (SOP) for Quality Assurance of Clinical Placements in Secondary Care and Mental Health Settings

The Academic Lead for Academic Quality Assurance explained the new General Medical Council (GMC) accreditation process and draft Standard Operation Procedure (SOP) for Quality Assurance of Clinical Placements in Secondary Care and Mental Health Settings (HJSC.20-21.09).

This introduced a four-yearly cycle of accreditation. After the School met with the GMC in July 2020 it was agreed that School would begin this new cycle in early 2021. The School would complete a Self-Assessment Questionnaire in consultation with appropriate colleagues and submit this to the GMC for review. Within the four-year accreditation period there would be yearly cycles of monitoring, review and enhancement activity, focused on clinical placement provision. Due to the Covid-19 situation, the School would initially begin with a focus on its three largest NHS partners for full monitoring and review activity and rely on engagement through correspondence with remaining providers. An action plan would be developed in liaison with the GMC for implementation through the rest of the four-year cycle.

The Committee **noted** that the new GMC process and HYMS governance structures necessitated consideration of the role of HJSC. The Chair HJSC and Deputy Dean had discussed a suitably proportionate approach in line with HJSC Term of Reference 9. The School would complete the compilation of documents and the completion of the self-assessment questionnaire and submit these to the GMC following Management Board and the Dean's approval. It would report to HJSC where the exercise highlighted any gaps in process or quality assurance through its action plan. The Committee was content with the suggested process. It also **noted** that as part of the GMC's triangulation of evidence, its reviewers could request to attend School meetings, including HJSC. It was also suggested that this accreditation process should be an improvement on the previous one.

20-21/13 To discuss the Annual Report of the Case Management Group, Student Fitness-to-Practise Committee and Academic Cases Committee

The Committee **discussed** the combined Annual Report of the Case Management Group, Student Fitness-to-Practise Committee and Academic Cases Committee, introduced by the Chair of the Board of Studies. It **noted** that the committee structure was implemented recently and divided responsibility for different types of case. The appointment of new staff leads had also led to a review of how best to streamline case handling and reporting for greater efficiencies. The Committee commended the School's management of student cases during the Covid-19 situation with due regard for student wellbeing and career progression.

The Committee was reassured that the Case Management Group takes appropriate decisions on whether to label cases as academic misconduct or poor professional practice, on the merits of each case and with regard to how best to investigate and resolve the circumstances. The Committee **noted** that the relatively small case numbers of Expressions of Concern did not easily suggest trends or patterns of behaviour, but that the School still used the data to inform interventions aiming to design out opportunities for misconduct within the curriculum and assessment. For example, new resources and information had been developed for postgraduate taught students for use at the start of the academic year and at key times during it, as a response to an increased number of academic misconduct cases and to remind and educate students about good practice.

It was **noted** that the School's Equality, Diversity and Inclusion Committee would incorporate work to analyse cases by student characteristics to illuminate any issues for further attention.

20-21/14 Dates of meetings in 2020/21

- Thursday 28th January 2021, 14:00-16:00
- 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 Rebecca Huxley-Binns (Chair, PVC Hull)
Professor Tracy Lightfoot (Deputy Chair, PVC York)
Professor Neil Lunt (Senate, York)
Professor Stephen Smith (Senate, York)
Mr Justin Morris (Senate, Hull)
Dr Sarah-Louise Jones (Senate, Hull)
Dr Barry Lee (Teaching Committee, York) – left the meeting early/ during item M20-21/08
Mr Colin Johnson (Teaching Committee, Hull) – left the meeting early/ during item M20-21/09
Dr Lesley Morrell (Teaching Committee, Hull)
Professor Victoria Allgar (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

Dr Adrian Lee (Secretary, York)
Mr Nigel Dandy (Head of Academic Support Office, York)
Dr Marika Kullberg (Academic Lead for Academic Programme Quality Assurance, HYMS)
Mrs Nadine Smith (Chief Operating Officer, HYMS)
Professor Peter Bazira (Incoming Chair of Board of Studies, HYMS) – left the meeting early/ during item M20-21/09

Apologies

Professor Una Macleod (Dean, HYMS)
Professor Brian Fulton (Dean of Faculty – Sciences, York)
Dr Claire Hughes (Teaching Committee, York)
Mrs Lisa Tees (Academic Quality Manager, Hull)

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