

UNIVERSITY OF YORK
UNIVERSITY OF HULL
HULL YORK MEDICAL SCHOOL
JOINT SENATE COMMITTEE

Minutes of the meeting held on 30 June 2022

PART A: UNRESERVED BUSINESS – CATEGORY I

M21-22/51 Attendance, Apologies and Valedictions

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.

The Chair thanked the members that were leaving the Committee this academic year for all their contributions, these included Matt Johnstone, YUSU Academic Officer, Ekansh Kapoor, VP Academic, York GSA, Stephen Smith and Barry Lee, York academic members. The Chair noted that new members were being considered, and these would be reported at the Autumn HJSC meeting.

M21-22/52 Minutes 28 April 2022

The minutes (HJSC.21-22.37) were reviewed and **approved** as a true and accurate record of the meeting. The Deputy Chair was thanked for Chairing the April meeting.

M21-22/53 Matters Arising

The Committee received a list of matters arising (HJSC.21-22.38) and noted that all actions from the last meeting were closed. The MSc Pharmacology and Drug Development modification had been approved at the April meeting, subject to minor revisions (M21-22/43 refers), these had been completed satisfactorily and the proposal had been signed off and approved by Chair's actions.

M21-22/54 To Receive a Report of Chair's Actions undertaken since the last Meeting

The Committee received a list of Chair's Action approvals (HJSC.21-22.39) since the last meeting:

i) Continuation of the COVID-19 Contingency Plans approved for 2019/20 and 2020/21:

- Automatic Extraordinary 3rd Sit for all MB BS Summative Assessments in the 2021-22 (Gateway programme and Year 1-5 of the MBBS). The Extraordinary 3rd Sit would require a retake of the year, with one attempt at the assessments for students who have failed to meet the progression or graduation requirements in the 21/22 academic year and who do not have accepted mitigating or exceptional circumstances (MEC's).

- MSc in Physician Associate Studies - approval 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 2021/22 academic year and who do not have accepted MEC's.

ii) Modifications to the Joint Policy on Student Representation, to include the addition of two more student representatives to the HJSC terms of reference (a York lead and a Hull lead).

M21-22/55 To Receive an Oral Report from the Student Representatives

- a) The Academic Officer, YUSU was unable to attend and sent their apologies. There was nothing to report.
- b) The Deputy Chair of the Student Staff Committee (SSC), HYMS reported that the level of engagement from the School with students had substantially improved recently, especially in respect to communications regarding the Medical Licensing Assessment, which included curriculum mapping for the Applied Knowledge Test (AKT) and development of the Clinical and Professional Skills Assessment (CPSA). The SSC were also looking forward to working closely with the CBoS in the coming months to ensure that student representatives were fully appointed to programme boards to help improve communications and student/staff engagement.
- c) The President of Education, HUSU reported that a new president for HUSU had recently been appointed, other newly appointed student representatives included representatives for Equality and Diversity, and Student Liaison (for Hull and York), commencing in October.
- d) The VP Academic, GSA reported a rise of PGR student support cases, however this was across all departments at York, and not specific to HYMS,

M21-22/56 To Receive a Verbal Report from the Dean of HYMS

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

- i. University of Hull Senate had approved the integration of the Department of Biomedical Sciences into HYMS, this would take place on 1st August 2022.
- ii. The recently published REF (Research Excellence Framework) results for both parent universities had been very good. The University of York rose from 14 to 10 overall and the University of Hull rose from 72 to 55 in the ranking. Both York and Hull registered academics had contributed.
- iii. Programme updates: The cycle of MBBS QA visits had recently been completed and no immediate quality concerns were raised, this would be fed back to the GMC. Placement capacity was still an issue, and the reduction of HEE funding to trusts remained a concern. The first RCP [Royal College of Physicians] approved online CPD courses had been approved for tutors on placement sites, these would take place in person from the Autumn term.
- iv. Medical Licensing Agreement: The curriculum mapping project has completed its first stage. There has been a high level of interest in the case based learning posts, and interviews had just taken place, the School were confident that they would be able to fill all the posts for the Autumn term.

The first written examinations will be taking place in 2025. The School was also appointing a simulation lead to help develop scenarios and ensure appropriate simulation opportunities across the curriculum.

- v. York staff survey: There was a good response rate of 48 % and overall the scores were satisfactory and representative of the temperature checks and supportive approach from the School. The results reflected York registered staff in HYMS. The School will be integrating actions into their strategy action, and a report will be presented later in the year.
- vi. Equality and Diversity Committee update: The School had signed the Charter against LGBT+ conversion therapy and this had been reported on Look North and received very positively by students.
- vii. Staffing update: There were a number of new starters appointed including research / academic posts, demonstrating the continued benefit of the expansion. There were a number of Academic and Professional Services staff in the recruitment process, as well as some leavers / retirements.
- viii. Main priorities for remainder of 2022 included: completion of the admissions cycle; 1st Year inductions; induction of new staff; Hull Biomedical Science integration; Strategy implementation and continued work on the Postgraduate Strategy and York research model

The Deputy Chair noted that the introduction of the new online CPD provision was to be commended and queried whether it could be commercialised. The Dean reported that the School was offering the sessions for free to staff who are RCP members to allow them to engage as part of their CPD activities, and has therefore made the decision to not make the sessions commercially available. The Deputy Chair also welcomed the new simulation lead role, noting the importance of exploring how we use technology with simulation as well as developing technology to improve widening access activities.

The Chair thanked the Dean for the presentation.

M21-22/57 Report on the MBBS Awarding Gap

The Committee discussed the report (HJSC.21-22.40), which provided a high-level summary of the awarding gap and referral of fitness to practise and academic misconduct gap. The Deputy Dean reported that the School has been collaborating with the Business Intelligence Unit (BIU), York, for some time on the data provided, and would be continuing to do so to enable them to refine the data presentation and analysis. The gap analysis was based on the distribution of deciles within the final year of the MBBS, by comparing each distinct group against their more advantaged peers.

The Committee noted the headline observations:

- Awarding gap: Mature students (students age >21 at start of studies), students with declared disabilities, Asian, Black, and Chinese students, and students with lower socio-economic backgrounds (POLAR 1) are more likely to be in the lower decile groups. There is no significant awarding gap between male and female students.
- Referral to Fitness to Practise (fTP) and Academic Misconduct gap:
 - Students with declared disabilities, Asian, Black, Chinese, and Mixed students are more likely to be reported for concerns and referred to the FTP process.

- There is no significant gap between young and mature students, male and female students, and students from different socio-economic backgrounds.

The Deputy Dean reported that the findings were consistent with comparable programmes elsewhere across the HE sector and other Medical Schools. The declared disabilities on entry to the course looked very low, and in reality there were more students with disabilities registered on the programme than were reported in the data. Further clarity was being sought as to whether the data included students registering disabilities after entry too, however more work was also needed to remove perceived stigmas in respect to reporting disabilities. Members noted that awarding gaps have not been well reported across medical schools in the past, and other schools have had similar issues with data.

Regarding the FtP and Academic Misconduct gap, it was noted that more work was needed to understand differentials, such as the number of home students compared to overseas students, however, the overall numbers being referred were small.

The School plans to set up a Working Group, as well as to tap into existing educational forums, over the coming months to examine the initial findings in more detail and create an Action Plan to address the gaps in the medium and long term. Additional research is also being carried out to explore whether there is any unintended bias within their assessments and if there are any issues around the way that students are being assessed. Further updates on this work, and the proposed action plan will come to a future HJSC meeting.

The Chair thanked the Deputy Dean for all the work in putting this together and for presenting the report.

M21-22/58 Results of the Postgraduate Research Experience Survey 2021

The Chair of Board of Studies (CBoS) presented the report (HJSC.21-22.41), and noted that HYMS participated in PRES in spring 2021, the report included a summary of the PRES results and actions undertaken to date. The final response rate was 27% and results were very positive overall. The CBoS also highlighted that the PGR student cohort includes a higher percentage of mature students, who may have caring / family responsibilities and those in paid NHS employment, plus students are located in different geographical locations, which may impact on the student's experiences and expectations, therefore this should be taken into consideration when analysing the results.

The areas to focus on for improvement were:

- Experience with teaching - increasing training for teaching: the GTA lead was working with partner Departments and within HYMS to ensure that the GTAs gain the teaching experience that they need;
- Environment - ensuring suitable workspaces: the PGR Director was working to identify issues with workspace and how to improve them;
- Research culture - increasing external opportunities: the annual PGR conference was taking place in July.

During the discussion the following points were made:

- The Chair noted that the GTA in-house training was very good, but there are other opportunities across the parent universities that could be explored and suggested that the School tap into those too.

- The VP Academic, GSA reported that the GSA were planning to organise a national Postgraduate Conference, and it would welcome participation from HYMS and to cover issues that have been raised within the survey.

M21-22/59 Updated MBBS and Postgraduate Action Plans 2021-22

The Chair of Board of Studies (CBoS) introduced the MBBS Action (HJSC.20-21.42) and reported that all actions were on track or completed. There were two MBBS actions on hold as the School was awaiting new staff to be appointed / start in post to take those forward.

The following points were raised during the discussion:

- Members suggested developing a key to identify the acronyms.
- The School was working with the communications team to ensure that the work related to the action plans is communicated to the relevant student cohorts, to help close the feedback loop.
- The School is aligning their postgraduate provision to the new semesterised year and modularised framework, and work was continuing to understand how programmes and shared modules would fit between the semesters at York and Hull. The Chair suggested that the School feedback any queries or concerns to the Stakeholders at York or to the Associate Dean (TLS), Sciences.

M21-22/60 Amendments to the MSc Clinical Anatomy (and Education), Radiological Anatomy Module

The CBoS presented the proposal (HJSC.21-22.43) and reported that the module amendments were to the summative and resit assessments, the current assessments (Practical workbook (60%) Written examination (40%)) would be changing to Practical workbook (30%) Group presentation (20%) Written examination (50%). The rationale for the change and addition of the group presentation was due to student feedback/end of module evaluation and External Examiner consultation, after it had run this academic year in the new structure.

Members noted that the individual contribution within the group presentation would be assessed by a peer-evaluation component to assess contribution to the group, and each student will be assessed individually on the quality of the presentation content and style of the section they are responsible for. It was confirmed that students will need an overall module grade above 50% to progress (they don't need to pass all components). This is in line with all other modules on the MSc in Clinical Anatomy (and Education) programme, however more clarity was needed in respect to the assessment strategy, particularly the resit assessments. The module descriptor stated that students who fail the group presentation as a group will resit the presentation together during the resit period. Individual students who fail as part of the group would be required to retake this component as an individual presentation during the resit period.

Students would have other opportunities to present both in a formative and summative capacity across the core and optional modules, however it was queried how the resit would work, for example if a student fails their own part of the presentation, would they need to complete the same components for the resit. The Chair queried whether other assessment formats had been considered for the reassessment.

The Committee **approved** the modification, **subject to** further clarity of the re-assessments.

Action: HYMS/Chair

M21-22/61 Postgraduate Research Development (PRD) Scheme associated amendments to Regulations and Code of Practice.

The Chair of Board of Studies (CBoS) presented the proposal (HJSC.21-22.44) and reported that the main amendments reflected the changes associated with the implementation of the new PRD scheme approved at the January HJSC meeting (M21-22/29 refers), which included changes to the Code of Practice on Postgraduate Research Degrees and the Regulations for the MPhil/PhD by Thesis, the MSc by Thesis, and the MD. The CBoS noted that the new PRD scheme would be the default for all students enrolling in postgraduate research degrees at the School, although the current credit, level 7 module-based PGTS scheme, would be retained within the wider scheme and students would be allowed a choice.

An additional point had been added to section 21.4 [Writing up, submission and examination of theses] within the Code of Practice, to provide clarity of the external and internal examiners roles and responsibilities to avoid any conflicts of interest. Further adjustments to the regulations included the introduction of electronic submission, replacing the requirement to submit hardbound copies.

Members queried whether the wording in respect to the submission of the thesis [section 10.1] should be softened slightly, and if failing to submit would actually lead to the award not being awarded, it was agreed that this should be checked to ensure that it reflects common practice.

The Committee **approved** the amendments, **subject to** ensuring that the result of failing to submit the thesis by the deadline reflects common practice [section 10.1].

Action: HYMS/Chair

M21-22/62 Any other Business

The Deputy Dean reported that the Hull Biomedical Science integration had been discussed at the recent Strategy Planning Group (SPG) and as part of the integration, the School was looking at transferring some new masters programmes onto the HYMS regulations prior to the next intakes. They accepted that some programmes may conflict with a parent university, but would like HJSC to consider these and if a light touch approach could be considered for approval at the next HJSC. The Chair suggested that discussions should continue further with SPG offline, and Members noted that the best student experience needed to be uppermost in the discussions.

Action: Dean/Deputy Dean and Chair/Deputy Chair

M21-22/63 Dates of meetings in 2022/23

(The meetings would continue by zoom)

- Thursday 3 November 2022, 10:00-12:00
- Thursday 26 January 2023 10:00-12:00
- Wednesday 19 April 2023 10:00-12:00
- Thursday 29 June 2023 10:00-12:00

ANNEX A: Attendees of the Unreserved Agenda

Members

Tracy Lightfoot (Chair, PVC York)
Rebecca Huxley-Binns (Deputy Chair, PVC Hull)
Claire Hughes (Teaching Committee, York)
Helen Fenwick (Education Committee, Hull)
Justin Morris (Senate, Hull)
Una Macleod (Dean, HYMS) (M21-22/55-62)
Peter Bazira (Chair of Board of Studies, HYMS)
Matt Morgan (Deputy Dean, HYMS)
Lina Gega (Chair of the Postgraduate Programmes Board, HYMS)
Peace Igi-Ehon (President Education, HUSU)*
Ekansh Kapoor (Vice President Academic, Graduate Students' Association)*
Connor Danson (SSC deputy chair, HYMS)*

In attendance

Elizabeth Allen (Secretary, York)
Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Paul Hagan, (Faculty Dean of Health Sciences, Hull)
Steve King, (Associate Dean (TLS), Faculty of the Sciences, York)

Apologies

Elisha De-Alker (Chair Student Staff Committee, HYMS)* Matt Johnstone (Academic Officer, YUSU)*
Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)
Claire Vallance (Chief Operating Officer, HYMS)
Lisa Tees (Academic Quality Manager, Hull)
Stephen Smith (Senate, York)
Barry Lee (Teaching Committee, York)
Lesley Morrell (Senate, Hull)
Caroline Chaffer (Senate, York)

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