

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 10 November 2021

PART A: UNRESERVED BUSINESS – CATEGORY I

M21-22/01 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 members Chris Wilcox and Helen Fenwick, University of Hull, Caroline Chaffer, University of York, and new student representative, Elisha De-Alker, Chair, Student Staff Committee (SSC), HYMS. Members also welcomed Viviane Yuxin Cao, GSA President, attending in place of the GSA VP Academic, who was unable to attend, and Alexia Defer, Deputy chair, SSC, who was attending as an observer.

Members welcomed new in attendance member Steve King, Associate Dean (Teaching, Learning and Students), Faculty of Sciences, York, delegated to replace Brian Fulton, Dean, Faculty of Sciences, York.

M21-22/02 Minutes 30 June 2021

The minutes of the meeting held on 30 June 2021 (HJSC.21-22.01) were reviewed and **approved** as a true and accurate record of the meeting.

M21-22/03 Matters Arising

The Committee received the matters arising and noted that there was one action from the last meeting which was now closed:

M20-21/48.vii The Chair suggested that it would be useful to arrange a separate meeting with the Dean of HYMS to discuss the educational matters in respect to the planned integration of Hull's Biomedical Sciences programmes within HYMS. A meeting was convened and the Dean/Deputy Chair would provide a further update in due course.

M21-22/04 To Receive a Report of Chair's Actions undertaken since the last Meeting

The Committee **received** a list of Chair's Action approvals (HJSC.21-22.03) since the last meeting. The Chair or Deputy Chair **approved**:

- i. Modification to 'Our Place in Nature' 20c option Module for the MSc Human Anatomy and Evolution (HAE) programme (and several programmes within the Department of Archaeology, York): to enable the module to run entirely online in the academic year 2021/22, to align with the Department of Archaeology plans. This will only be for one year as the MSc HAE has been temporarily suspended for 2022/23, it will undergo a re-structure for a planned re-launch later that academic year. The Department of Archaeology at York is facilitating online access option modules for some programmes in 2021-2022, one of which is the MSc Early Prehistory and Human Origins. Without the archaeology students the numbers could be exceptionally low and have a major impact on the student experience.
- ii. Minor amendment to the Code of Practice on Postgraduate Admissions, to rectify a minor misalignment between two Codes of Practice regarding the role of honorary staff acting as a supervisor for postgraduate research students. The amendment brings the Code of Practice on Postgraduate Admissions in line with the Code of Practice on Postgraduate Research Degrees. The Code of Practice on Postgraduate Research Degrees was updated in December 2020 and approved by Joint Senate via Chair's Action and it had recently come to light regarding the misalignment. The following amendment was approved: *18.5. Postgraduate Research students (PGR) are normally registered at the parent University that employs their principal supervisor.*
- iii. Minor amendments to the Code of Practice on Academic and Fitness to Practise Appeals, to include Fitness to Study in the scope of this Code, to ensure inclusivity in the processes and to ensure that students have a right to appeal against any decisions made by the Academic Cases Committee which is responsible for Fitness to Study in the School. The following changes to the Code of Practice were approved:
 - *To include the Academic Cases Committee in section 1.1.1.*
 - *To make fitness to study explicit in section 1.1.3.*
 - *To remove section 1.2 so that fitness to study is within the scope of this code.*
- iv. Approval of the School's New Policy on Graduate Teaching Assistants (HJSC.21-22.09 refers).

M21-22/05 To consider the Committee's membership and to note the terms of reference

The Committee **considered and approved** its membership and **noted** the terms of reference (HJSC.21-22.04).

Members **noted** that one position on the Committee remained unfilled, the The HYMS Students' Officer, HUSU. The President Education, HUSU reported that they were pursuing this appointment and provided an update in their oral report below (M21-22/06 refers).

Members **noted** that the Annual Cycle of Business had not been circulated at the meeting this year for approval, but it would continue to be used as a template and reference point for meeting preparation by the Chair and Secretary.

The Committee **approved** a recommendation by Members to remove the use of formal titles going forward (marital status and professional titles), and it was **agreed** that they should be removed from the membership list.

Action: Secretary

M21-22/06 To Receive an Oral Report from the Student Representatives

- a) The Academic Officer, YUSU was unable to attend the meeting, but provided a written report. The Committee noted that YUSU had recruited over 100 undergraduate Course Reps in the last week, with by-elections opening soon for many of the remaining positions. HYMS Course Representative positions were to be confirmed. YUSU had also elected over 80 college committee positions in the same time period. They were currently planning a student ballot to take place in Week 8 on the upcoming industrial action, with an informative Q&A panel including colleagues from senior university management and UCU to help inform their members of the dispute.
- b) The Chair of the Student Staff Committee, HYMS reported that the GMC had recently carried out a formal visit to the School as part of the new GMC quality assurance process, and had observed their Student Staff Committee.

The Chair of SSC was working with the President of Education, HUSU, to seek to appoint a new course representative for HYMS. The HYMS SSC Chair and Deputies would be forming closer links with HUSU to provide direct input to HUSU on the student needs for HYMS. The Deputy Dean noted that a lot of work was being carried out in the School to improve student representation, therefore the School was pleased with this plan.

- c) The President of Education, HUSU reported that the HYMS Students' Officer role at Hull was normally an elected role, but as they had not managed to appoint anyone yet through this process, they were looking to meet with Hull based HYMS students to discuss the role and hoped to directly appoint someone.

The president of Education had contacted Hull based HYMS students for feedback before the meeting and 13 issues or comments had been raised which have been forwarded to the Student and Alumni Engagement Coordinator, HYMS for further follow up.

- d) The VP Academic, GSA was unable to attend, the GSA President attended in their place, but had nothing to report.

M21-22/07 To Receive a Verbal Report from the Dean of HYMS

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

- i. Covid-19 responses. After some discussion the Emergency Management and Recovery Committee had agreed to step down from 1 November and resume their usual governance procedures. The School thanked the Chair for the speed in which Chair's Action contingency requests have been dealt with and noted that going forward the amount of Chair's actions requests should now reduce. The Government had recently announced that the Covid-19 Vaccine would be made compulsory for NHS frontline staff by April 2022, which may generate comments from NHS colleagues. Generally the School has adjusted well to the new academic year.
- ii. NSS results. The progress of NSS scores from 2019-2021 had demonstrated a mix of improvements and declines across the domains, however, the School's overall satisfaction ranking position had been maintained compared to 2020. The academic year in general was unusual due to the pandemic. The Organisation and Management domain showed the best improvement over the last 2 years. Most domains remained above the Medicine Sector benchmark apart from Organisation and Management and Student Union.
- iii. Admissions. There have been a record number of applications to Medicine this year for HYMS as well as across the UK Sector Medical Schools. The Government has given strict guidance to Medical Schools to not exceed student numbers this academic year, therefore the School was taking a cautious approach. The gender balance of applicants this year showed a higher percentage of females [71%] compared to the last 2 years. The Polar quintile contextual data generally reflected the population demographics. The Polar 5 quintile (the highest participation rate) showed the highest number of student applications.
- iv. Recruitment. There were a high number of essential academic posts at the stage of being approved, in recruitment or appointed to, which reflected the benefits of the School's expansion plans. The School has made their first joint appointment with York Hospital for a number of years, and has a number of further joint appointments in recruitment.
- v. Strategy (including PGT Strategy). The HYMS Five-Year Strategy was recently approved at Strategy Planning Group (SPG). The School has started the process of clarifying their actions and Key Performance Indicators, which include sub-aims related to training health professionals and scientists. A further update on the Strategy implementation will be brought to the next HJSC meeting.

- vi. The Postgraduate Taught (PGT) Strategy has been approved by SPG and the School is planning its implementation, this will include a review of their current PGT portfolio, to explore areas of growth for PGT and Research programmes (including intercalation), additional resources required and governance issues across the parent universities. The initial review is planned for completion by the end of the calendar year, with analysis to follow and completion of the report by May/June 2022, for consideration at the June HJSC meeting.

During the discussion the following points were made:

- The Chair suggested that the PGT review should enable the School to explore more opportunities for the parent universities to work together more. It could be an opportunity to consider tripartite opportunities and to capitalise on existing modules. The Chair suggested a meeting with the Deputy Chair, Dean and Deputy Dean to discuss further.

Action: Chair/Secretary

- The Deputy Dean reported that the School would be working with the parent universities as part of the review to explore gaps and opportunities, such as the development of new programmes, as well as intercalation opportunities.

b) The Deputy Dean provided an update on Equality, Diversity and Inclusion (EDI) developments within the School:

- The EDI committee will be working with the School leadership team to develop an EDI strategy aligned to the overarching strategy and delivery of the School's strategic aims.
- The School has been working to increase student engagement from under represented groups. A new EDI student representative and student EDI champions have been appointed, who will have a formal role within the School Committee structure. These roles will compliment the staff EDI champions.
- The School's response to the Black Lives Matter movement has been formalised with the adoption of the BMA Anti-racial Harassment Charter for Medical Schools and the development of the HYMS Student and Staff Anti-Racism (STAR) Working Group (reporting to the EDI committee).
- A BMA Charter action plan is in place and a number of actions related to embedding EDI values across the School, NHS placements and Student body have been completed or are in development.
- The School will be working with placement providers on improving workplace culture, safer working and to tackle issues raised by students, such as racial harassment and discriminatory behaviour, which is being overseen within the School's Action Plan. New student surveys have also been implemented to include questions on workplace culture.
- A new Dignity at Work and Study Policy has been developed and implemented, with an associated 'single point of contact' reporting tool, which has been set up for students to raise issues. Concerns can be reported anonymously, but students are encouraged to include their name so that they can be followed up on. Students have commented positively on the

new reporting tool. Patient safety concerns continue to be reported through the existing reporting system.

- As part of the Decolonising the Curriculum initiative, the Problem Based Learning cases have been reviewed.
- The School is developing their own New Parent Policy, which is based on their parent university policies.
- EDI within recruitment is also being reviewed, to widen the diversity of academic staff.

During the discussion the following points were made:

- The Deputy Chair praised the School for their proactive work and was impressed with the EDI initiatives and volume of activity. She requested that the details be shared with the Hull University Leadership Team (ULT). The Deputy Dean noted that there was a University of Hull representative on their EDI Committee, but they were happy for them to be shared with ULT.
- The Chair suggested that the EDI initiatives be shared with other departments, such as Health Sciences and Social Work, in respect to their initiatives within the professional placements. The Deputy Dean reported that they were looking to share the details with Health Sciences at Hull, and would be happy to share with other departments across York/Hull.
- Members queried whether the School produced a degree outcomes report to include demographic data, such as polar quintiles and the awarding gap. The Deputy Dean reported that the School had planned to provide a degree outcomes report in the summer 2021, but this was still outstanding due to challenges in obtaining sufficient and robust demographic data from the parent universities. See further discussion and action related to the degree outcome report (M21-22/14 refers).

The Chair thanked the Deputy Dean for presenting the update on EDI, commending HYMS for leading the way on EDI initiatives.

M21-22/08 To discuss the annual report by the Chair of Board of Studies on the work of the Board during 2020/21

The Committee **discussed** the annual report by the Chair of Board of Studies (CBoS) on the work of the Board during 2020/21 (HJSC.21-22.05). The report provided a synopsis of the main activities and business of the Board for 2020/21, including the School's response to COVID-19, NSS 2021 results and league table position, core Board business (unreserved and reserved), and key focuses of the Board for academic year 2021/22.

The CBoS reported that it had been a challenging year and highlighted the significant amount of work carried out by the Contingency Groups in response to the Pandemic. The School had ceased the use of the Code of Practice on Emergency Management and Recovery on 1 November 2021 and had resumed the usual academic governance decision making pathways.

Members discussed the NSS scores; the Overall Satisfaction results were 82.5% (a decrease from 87.5% in 2020). However, the School's NSS ranking had increased one place to 20th this year out of 34 medical schools. There was notable improvement in the Organisation and Management and Student Voice domains. The School would be submitting a new MB BS Action Plan aimed at making sustained improvements in all domains to the Joint Senate in January for consideration and approval.

The CBoS reported that the key focus for the academic year 2021/22, included:

- Work to improve their overall NSS scores as a key indicator of performance by the School. Their primary actions would be to target Organisation and Management and Student Union domains;
- Implementation of the Periodic Review Action plan;
- A review of the academic approvals process for programmes and modules.

The CBoS noted that the Periodic Review that took place in June 2021 had helped inform and focus on key actions. The Deputy Dean reported a range of activities that were taking place to improve communications with the Student Unions and the School, to improve student engagement and increase the Student Union involvement with the School. The Chair of the Student Staff Committee highlighted work between HUSU and MEDSOC to improve the support provided from the Student Union in respect to the recruitment and appointment of student representatives.

M21-22/09 To consider a report, external assessor reports and action plan arising from the HYMS Periodic Review

The Committee **considered** a report, external assessor reports and action plan arising from the HYMS Periodic Review (HJSC.21-22.06). The HYMS Periodic Review was carried out by the University of York on 21 June 2021, the last Periodic Review took place in 2014, led by the University of Hull. Steve King chaired the meeting, Justin Morris and Lisa Tees had been the Hull members, Jane Baston and Jemima Balingue had been the student representatives from York and Hull and Elizabeth Allen was the Secretary. The Chair of the Panel reported that the review had been a positive experience supported by two excellent external assessors.

The Chair reported that this had been the only Periodic Review that took place in the last academic year, as a decision had been made to postpone all Reviews at York due to the pandemic. The School decided to continue with the rescheduled Review, which was testament to their proactive approach to quality enhancement and improvement, which was clearly evidenced through their conduct in the process and the supporting documentation.

The Chair of the Periodic Review panel thanked members of the School, in particular the Dean, Deputy Dean, Chair of Board of Studies and the Governance Manager for their thorough preparation for the review, and the staff and students who participated on the day. The Panel were concerned however that extremely low numbers of taught students were interviewed on the Review day and those that were interviewed all held student representative roles. The students were excellent

ambassadors for the School, however the lack of breadth of students interviewed, significantly devalued any conclusions to be drawn.

The Panel identified many strengths and examples of good practice, which included their commitment to expansion; the WP Strategy; driving forward the 5-Year Strategy; the School's response to the pandemic; the strong suite of programmes; the Skills Support highlighted by the Postgraduate Research students and the NSS improvements over more recent years (the panel acknowledged that work was ongoing to improve the lower scoring domains for Organisation and Management and Student Voice, but it was pleasing to see some improvements in these areas in the 2021 results).

The Panel identified a number of actions that the School should take to enhance its provision. Recommendations included that the School:

- Considers, with support as required from the parent universities, any challenges there may be in order to further expand intercalation;
- Seeks to expand their Professional Services Support provision to address the likely increase in workload to support the School's expansion plans;
- Considers issues related to Primary Care placement capacity and how they will be addressed to support student expansion as it continues to be embedded;
- Considers ways in which the induction process to clinical placements can be improved for the smaller peripheral sites to help reduce the feeling of isolation reported by students;
- Considers ways in which the transition to clinical placements in the later years can be improved to enhance the student experience on placement and help to set student expectations better;
- Considers the additional provision of Professional Services Support and resources required to support the delivery of the Medical Licensing Assessment for implementation in 2024/25;
- Considers, with support as required from the parent universities, what additional external networking opportunities there might be for Postgraduate Research students and how they can be promoted more effectively.

During discussion of the report the following points were made:

- The Deputy Dean reported that the School had acknowledged that student engagement was difficult for the rescheduled Review date as it was during the examination period for some student cohorts. The Student Representatives did attempt to gain more engagement, but the timing was unavoidable in the circumstances.
- The Deputy Dean thanked the Chair and Secretary of the panel and noted that it was a positive experience and extremely helpful that the Review went ahead. He reported that the School was already aware of the matters raised in the report, but found it very useful to have the supportive, constructive and critical discussions, which provided a good direction for the School.

- The President of Education, HUSU reported that they were working with MEDSOC to increase their welcome week on campus to help improve student engagement.

The Committee noted that the Panel had made one University-level recommendation, that:

- Recognising the School's student expansion plans, the parent universities explore with the School, routes to enable more sustainable Professional Services Support.

The Committee **approved** the report and action plan and **agreed** that appropriate actions in response to the Panel's recommendations had been identified.

M21-22/10 Confidential: To discuss results of the National Student Survey 2021

The Committee **discussed** the results of the National Student Survey 2021. The paper included a summary of the questionnaire results in comparison with the last four years' results, and respondents' open comments. (HJSC.20-21.07). The Chair of Board of Studies introduced the paper and noted that the School was actively working on intended actions, and HJSC would receive an MB BS action plan to include these at its next meeting,

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

- The response rate for the NSS had increased in 2021 to 87.7%, (from 80% in 2020). Overall satisfaction was 82.5% in 2021 (a decrease from 87.5%).
- Several key strengths were identified from the survey. These included teaching, assessment and feedback, learning resources and learning community. Within these sections there were some areas which received a lower rating, including 'my course has provided me with opportunities to explore ideas or concepts in depth'.
- Improvements had been made to the organisation and management and student voice domains since last year, however the scores remained low. These were areas where previous work had been carried out to address issues raised, however, further work was planned to address timetabling issues raised and to improve communications and setting student expectations. Actions were underway including the development of Standing Operating Procedures for Assessments.
- In the open comments section, several specific areas were identified which included issues related to communication, timetabling, placement variation, travelling and placement moves and career advice. The School was working with placement providers to address the issues raised and to improve communications related to placements.
- Members noted that the organisation and management scores pre-dated the pandemic, therefore it was deemed that these scores were not related to issues caused by the pandemic.

- There were open comments that related to student experience in terms of culture, environment and a safe experience and the School had set up a working group to address these.
- The Student's Union score continued to be low and was an area of current work within the School to improve links and support for students.

M21-22/11 To consider minor amendments to the Code of Practice on MB BS Assessment and Evaluation

The Committee **considered** minor amendments to the Code of Practice on MB BS Assessment and Evaluation (HJSC.21-22.08). The Chair of Board of Studies introduced the paper and noted that the amendments related to the introduction of a Year 4 resit and progression requirements. These were to:

- i) Remove references to sequential testing and the requirement for Year 4 students who do not meet progression requirements to repeat the entire year of study.
- ii) Remove the requirement in section 13.1.2: To be in good standing with the HYMS Student Fitness to Practise (FtP) Committee, so that the Board of Examiners decision is made only on the academic performance of the student.

The CBoS noted that removal of the above requirement related to FtP would not impair the School's ability to manage safety concerns about students. The School would still be able to, via the FtP Committee and the Dean, make a decision to suspend a student's studies or placement based on a risk assessment in relation to concerns raised.

Members noted that a separate clause within the Code of Practice for the award of the MB BS or MB BS with a Gateway (clauses 16.1.8 and 16.2.9) remained unchanged for Graduation, which requires a student to be in good standing with the FtP committee. This is a regulatory requirement for the award of a Primary Medical Qualification, provisional registration and licence to practice from the GMC.

The Committee **approved** the Code of Practice on MB BS Assessment and Evaluation

M21-22/12 To note that the Chair has approved a New Policy on Graduate Teaching Assistants (GTAs)

The Committee **noted** that the Chair had approved, via HJSC Chair's actions, a New Policy on Graduate Teaching Assistants (GTAs) (HJSC.21-22.09). The Deputy Dean reported that the School had previously been utilizing GTAs without an explicit policy, which put them at risk with HR regulations. The new policy aligned with the University of York GTA policy, as some of the practices had already aligned to York. Laura Sadofsky, Senior Lecturer, HYMS had taken on the role of GTA Coordinator and led on the development of the new Policy and was currently working on implementation, ensuring appropriate GTA contracts were put in place, with guidance and support from HR

colleagues at York and Hull. There were some legacy issues to be resolved and these would be ironed out by next year.

During the discussion the following points were made:

- The Associate Dean (TLS) Sciences, York suggested that the School contact the Department of Chemistry regarding the new Policy implementation to discuss how they dealt with issues related to staff contracts. The Department of Chemistry had previously set up a Working Group to manage the implementation of the GTA Policy at York.
- The School was gaining support from HR Departments at both parent universities in respect to the implementation of the new policy, but the Chair agreed to help link the School with key HR colleagues at York if needed.
- Members suggested that the section related to GTA mandatory training could be more explicit to state whether it is carried out at York or Hull.
- Members also suggested further clarity on GTA time and involvement allowed, in respect to GTA marking.

The Deputy Dean **agreed** to take the members' comments back to the GTA Coordinator for consideration.

Action: Deputy Dean

M21-22/13 To receive the annual tracker of minor amendments to Codes and Policies that were made without requiring approval by the Committee or Chair

The Committee **received** the annual tracker of minor amendments to Codes and Policies that were made without requiring approval by the Committee or Chair (HJSC.21-22.10).

M21-22/14 To consider the HJSC annual report to the HYMS Strategic Planning Group

The Committee **considered and approved** the HJSC annual report to the HYMS Strategic Planning Group (SPG) (HJSC.21-22.11). The report would be submitted to the SPG meeting on 31 March 2022. Under the revised governance arrangements for HYMS, HJSC has a 'dotted line' report to the SPG chaired by the Heads of Faculties of both Universities. HJSC submits synopses of meetings to each SPG meeting and is required to provide an annual report. Members noted that this was the second annual report to the SPG.

The annual report confirmed that HJSC continues to fulfil its responsibilities for academic governance in accordance with the Scheme of Delegation for governance of the School and that HJSC is confident that the School continues to meet the Office for Students (OfS) Conditions of Registration pertaining to quality and standards. The Committee **noted** that the report provided by-exception examples of actions and decisions to demonstrate effective oversight of quality and standards.

The report highlighted that there continued to be scope for improvement for the following B2-Conditions: 2.4 & 2.5, related to student success, degree outcomes and student data. It had been agreed at the HJSC meeting in November 2020 (M20-21/11 refers) that an annual degree outcomes report would be included in the HJSC annual cycle of business for 2020/21, to address Conditions 2.4 and 2.5. An initial report on degree results [2016-17 to 2019-20] was provided for the HYMS Periodic Review on 21 June 2021, however the annual degree outcomes report was still outstanding due to challenges in obtaining sufficient and robust demographic data from the parent universities to allow detailed analysis and discussion of student outcomes and attainment gaps. The Chair suggested a meeting to be convened with the Deputy Chair, Dean and Deputy Dean for this to be followed up on.

Action: Chair/Secretary

Members also noted that it had been suggested in the annual report last year that reporting of appeals could potentially include more robust demographic data, but the potential for this remained limited. The Chair had agreed to close this action, as the reports on cases received at each HJSC meeting already included data that was available on the gender, ethnicity, disability status, institution of registration, programme and year of study.

M21-22/15 To discuss the Annual Report of the Case Management Group, Student Fitness-to-Practise Committee and Academic Cases Committee

The Committee **discussed** the Annual Report of the Case Management Group, Student Fitness-to-Practise Committee and Academic Cases Committee (HJSC.21-22.12), introduced by the Chair of Board of Studies (CBoS). The purpose of the report was to summarise the number of student cases which arose in the School during the academic year 2020/21, and to delineate those that had been considered by the Case Management Group (CMG), Academic Cases Committee (ACC) and the Student Fitness to Practise Committee (SFtPC).

Members noted that the purpose of the CMG is to monitor and report on student issues including health, academic attitudes and behaviour across all programmes. This group determines what action and/or escalation is most appropriate for individual students based on all the information and evidence. If required, this group will initiate an investigation into any concerns about a student's health, attitudes, behaviour or progress, issue a caution or refer directly to FtP or ACC. The CMG received a total of 38 Expressions of Concern in 2020-21 compared to 47 in 2019-20.

The CBoS reported that 2020/21 was exceptional, due to the Pandemic, with students' academic and clinical placement activities amended and often constrained. Furthermore, many students' accommodation arrangements were also very different to usual, often reducing the available informal peer support, and potentially influencing behaviours and health problems that led to expressions of concern.

Members noted an increase from 7 FtP referrals in 2019/20 to 11 FtP referrals in 2020/21. The increase in professionalism concerns regarding Phase 2 students was a previously noted pattern. The report suggested that it may be useful to reinforce the expectations of professionalism during induction talks and in the period before clinical skills deadlines.

The ACC processes concerns relating to Academic Misconduct and Fitness to Study (FtS) and received 5 referrals from the CMG during 2020/21. There had been no increase in referrals for either FtS or academic misconduct in 2020/21 compared to the previous year.

The report highlighted the following issues noted by the ACC, CMG and SFtPC Chairs:

a) Concerns with students signing off fraudulent skills. The peak of Expressions of Concern in April seemed to be largely attributable to imminent summer exams and deadlines for assessments and skills sign-offs.

b) Growth in Expression of Concerns submitted around social media and its misuse. Preventative work was being explored to reduce the number of future cases.

c) There have been several Expressions of Concern submitted from anonymous emails, which had been discussed with the GMC, Data Protection, University of York and University of Hull and it had been agreed that CMG would keep a record on the students file where no case had been upheld.

d) A new member has been accepted onto the ACC.

e) It has been difficult to find enough Investigating Officers to work on student cases. The report noted however, that a couple of training sessions had been set up in the coming months to train new Investigating Officers to increase the pool.

M21-22/16 To discuss the undergraduate external examiner reports, summary of comments and issues and the School's responses (2020/21)

The Committee **discussed** the undergraduate external examiner reports, summary of comments and issues and the School's responses (2020/21) (HJSC.21-22.13). The Chair of Board of Studies introduced the paper and noted that overall the comments received for the MB BS and Medicine with Gateway programme were very positive.

The external for the Gateway to Medicine modules noted that the course was working well in its second year. However, they remained concerned about the pass mark and that students in the lowest decile may struggle with the demands of the medical course, and whilst finals were a long way off for these students a pass mark of mid 60% is normally needed after standard setting. The School had responded to say that they would continue to monitor the progress of the Gateway to Medicine students and at present, students on this route were achieving in line with the 5-year student cohort and no concerns had been identified.

A couple of externals commented on the contingency planning for assessments and praised the School for the fair and sensible adjustments made due to the impact of the pandemic, and noted that results were compared to previous cohorts at the exam boards to ensure standards were being maintained.

The Committee praised the depth of positive comments, especially regarding the level of feedback to students and acknowledged how the external examiner comments correlated with the NSS scores for Assessment and Feedback.

M21-22/17 Dates of meetings in 2021/22

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

- Thursday 27th January 2022, 10:00-12:00
- Thursday 28th April 2022, 09:30-11:30
- Thursday 30th June 2022, 10:00-12:00

ANNEX A: Attendees of the Unreserved Agenda

Members

Una Macleod (Dean, HYMS)
Tracy Lightfoot (Chair, PVC York)
Rebecca Huxley-Binns (Deputy Chair, PVC Hull)
Lesley Morrell (Senate, Hull) (M21-22/10-17)
Justin Morris (Senate, Hull)
Stephen Smith (Senate, York)
Caroline Chaffer (Senate, York)
Claire Hughes (Teaching Committee, York)
Helen Fenwick (Education Committee, Hull) (M21-22/01-12)
Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)
Peter Bazira (Chair of Board of Studies, HYMS)
Matt Morgan (Deputy Dean, HYMS)
Peace Igi-Ehon (President Education, HUSU)*
Elisha De-Alker (Chair Student Staff Committee, HYMS)*
Alexia Defer (Deputy Chair Student Staff Committee, HYMS)* Attending as an observer
Viviane Yuxin Cao, GSA President*

In attendance

Elizabeth Allen (Secretary, York)
Lisa Tees (Academic Quality Manager, Hull)
Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Claire Vallance (Chief Operating Officer, HYMS) (M21-22/07-17)
Paul Hagan, (Faculty Dean of Health Sciences, Hull)
Steve King, (Associate Dean (TLS), Faculty of the Sciences, York)

Apologies

Lina Gega (Chair of the Postgraduate Programmes Board, HYMS)
Barry Lee (Teaching Committee, York)
Matt Johnstone (Academic Officer, YUSU)*
Patrick O'Donnell (President, Students' Union, York)*
Ekansh Kapoor (Vice President Academic, Graduate Students' Association)*

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