

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 19 April 2023

PART A: UNRESERVED BUSINESS – CATEGORY I

M22-23/37 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 reported that the following members had recently left the Committee, and thanked them for all their contributions: Justin Morris, had recently stepped down, due to leaving Hull Senate Committee, and Debayan Dey, Academic Officer, YUSU, had recently left YUSU, to take up a new post in the University.

The Deputy Chair noted that a replacement for Justin Morris was being considered by Hull Senate, and this would be reported in due course.

M22-23/38 Minutes 26 January 2023

The minutes (HJSC.22-23.29) were reviewed and **approved** as a true and accurate record of the meeting. A minor revision was suggested to the Dean's report (M22-23/28 refers) regarding an update on the School's progress with preparation for the Medical Licencing Assessment (MLA), and this was updated accordingly.

M22-23/39 Matters Arising

The Committee received a list of matters arising (HJSC.22-23.30), all matters were closed apart from the following action from the last meeting: The new Student Staff Issues tracker; the Chair had welcomed the new tracker and suggested the link be circulated to the Committee, to share good practice. Access to the tracker was restricted, therefore the Co-Chair of the Student Staff Committee presented the tracker at the meeting, reporting that the tracker helps deal with issues raised more efficiently, and is complementary to the normal reporting structures. He agreed to circulate a PDF copy of the template instead.

Action: Co-Chair SSC/Secretary

M22-23/40 Report of Chair's Actions undertaken since the last Meeting

The Committee noted that there were no unreserved Chairs actions undertaken from the last meeting.

M22-23/41 Report from the Student Representatives

- a) The Academic Officer, YUSU had recently left the Committee, and the President, YUSU was unable to attend in their place, there was nothing to report.
- b) The Co-Chair of the Student Staff Committee (SSC), HYMS reported recurring financial pressures for the student cohorts, related to the rise in the cost of living, in particular, this was affecting intercalation applications. Students were being signposted to bursary and hardship funds.

- c) The President of Education, HUSU reported that the HUSU Awards Ceremony was also due to take place. The Student Union had recently carried out elections and students had been informed. The new President of Education, would be commencing in July 2023. The Deputy Chair reported that a huge amount of work had taken place over the year by a strong sabbatical team.
- d) The VP Academic, GSA was unable to attend and had not sent a report.

M22-23/42 Report from the Dean of HYMS

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

- i. Summer graduation would be taking place at Hull.
Planning for the HYMS 20th anniversary programme of events was continuing, to be launched in Autumn 23.
- ii. Programme updates. Preparation of the Medical Licencing Assessment (MLA), was continuing, for implementation in 24/24. A pilot of the Applied Knowledge Test (AKT) had been carried out nationally, with the assessment being delivered on site. The standards were being set at a national level, however HYMS had also carried out a pilot to compare the standards set at School level against the national standard set, and the outcomes were found to be the same.
- iii. Strategy update. Work was progressing on completing strategic actions, for example, promoting team building activity in staff development opportunities; rolling out of Microaggressions and Bystander training for 22/23; development of exit Interview standing operating procedures; and establishing a Buddy system and Values recognition scheme.
- iv. Main priorities for the remainder of the academic year include: Supporting staff changes within the MBBS team; Placement planning for Year 5 expansion; Continuing work with HEE, the York research model and on staff recruitment; continued Strategy implementation; Corporate governance review; and initial scoping regarding UG Medicine Expansion.

During the discussion, the following points were made:

- Members discussed the Microaggressions and Bystander training, suggesting that it was a good model of training that could be shared with the partner universities, to share good practice.
Action: Dean/Deputy Dean
- The Chair commended all the work and continued developments that the School had achieved, suggesting that they should put themselves forward for a National award, in recognition of their contributions to medical education. The Chair suggested that there were various types of awards available to apply to, , and if successful, this could in turn help promote student recruitment.
Action: Dean/Deputy Dean/Chair

The Chair thanked the Dean for the presentation.

M22-23/43 New module proposal: Data Science in Healthcare

The Committee **considered** and **approved** the module proposal Data Science in Healthcare (HJSC.22-23.31), a new optional 20-credit module for the MSc in Data Science programme, launching in September 2023, within the Faculty of Sciences, University of York (UoY). Core modules will be hosted by the Department of Chemistry (UoY) with other Departments / Schools across the Faculty offering optional modules. The new module would be delivered in Semester 2, 2023/24.

The module would be aimed at both intercalating medical students wishing to take the MSc Data Science, and those studying the MSc without medical training. The module offers an overview of the application of data science to healthcare, delivered through a combination of face-to-face lectures, computer practicals, online activities, seminars, and self-directed learning.

The CBoS noted that it would be possible for the module to be offered as an optional module in other MSc programmes across the parent universities, but students would need to demonstrate an understanding of the broad prerequisites, for example to have the ability to undertake data analysis in Python.

The Chair queried whether the module could also be offered on a Continuing Professional Development (CPD) basis, and suggested the School identifies a suite of CPD modules that could be made available.

Action: HYMS

M22-23/44 New Online Distance Learning programme proposal: MSc in Palliative Care: Implementing Best Practice

The Committee **considered** the proposal for a new Online Distance Learning programme proposal, MSc in Palliative Care: Implementing Best Practice, for implementation 2024/25, advertising from September 2023. The proposal also included PGDip and PGCert entry routes. Six new and revised modules have been developed and proposed with the new programme. The proposal had received planning approval, via the Planning Committee, UoY.

The Programme structure will be aligned to the University of Hull Trimesters. The School would be offering the programme on both a full and part-time basis, as well as providing Intercalation and CPD routes. Full-time and CPD routes would only be offered should appropriate numbers be recruited. It was anticipated that the majority of students would continue working in health care, social care or other areas of practice and therefore select the part-time route. Accredited Prior Learning would also be considered where appropriate.

The programme was reviewed by HJSC members; Chris Wilcox, Debbie Maxwell, and the GSA Student representative. The reviewers were supportive of the programme, noting that the proposal had been well thought through and had received positive comments from the External reviewer. However a number of conditions and recommendations were suggested by the internal reviewers, prior to commencement of the programme.

HJSC did not typically permit programmes to begin marketing or recruitment prior to full approval being obtained, however the rationale presented for doing so in this case was that there would be insufficient time to promote the programme, and the School was also keen to advertise the new programme at an upcoming International conference in June. The Chair advised the Committee that recruiting to programmes 'subject to approval' was an approach that had been adopted at the University of York, for a small number of programmes, within specific parameters.

The Committee was content with the outline proposal and proposed structure of the programme, and **agreed to** permit marketing and recruitment to commence, **subject to the programme being approved**. In order to manage the consumer law implications arising from this decision, the Committee's decision was **subject to two conditions**, that:

- (i) all published information about the programme must make clear that the programme is 'subject to approval' by HYMS Joint Senate Committee, and is therefore subject to change;
- (ii) post-approval, a comprehensive communication, to applicants, must be undertaken. This communication must make clear the ways in which the approved programme differs from that which was advertised (in summer 2023) and offer alternatives.

The programme team would be provided with the list of conditions and recommendations noted during the meeting (see below). It was agreed that the revised proposals would be then considered for final approval by the Chair and Deputy, after further scrutiny and recommendation by the HJSC reviewers.

Action: HYMS CBoS/Chair/Deputy Chair

During the discussion, the following conditions, recommendations, and comments were made by the Committee:

Conditions:

- Members were concerned that some learning outcomes (LOs) were only being assessed within formative assessments, and questioned how they would ensure student engagement with formative assessment. Some Members also raised concerns about making formative assessments mandatory. The Committee agreed that more clarity and specific detail was needed for the formative assessments, within both module and programme specifications.

Recommendations/Suggestions:

- The lack of varied assessments was observed, noting that the programme as a whole was rather essay/assignment heavy. The length of essays was also discussed, and members recommended that reducing the word count further should be considered.
- Whilst the reviewers appreciated that assessed group work can be difficult to manage, it was suggested that with sufficient thought and consideration put in place, workload could be minimised.
- Student workload was highlighted and further clarity of the notional hours was needed. Members also suggested that the number of hours considered for monitoring and engaging with the discussion boards could be used to create a learning environment and community.
- One of the reviewers suggested that the programme team should consider the different delivery platforms available, to meet the needs of the online cohort.
- Members raised a concern about the timing of the project and related student workload, as the project appeared to be running across the full year, alongside core/optional modules in semester 1 and 2. Members also queried how this would affect progression points. The School stated that all the HYMS PGT projects had recently been modified to be longer thinner modules, due to the

change of semesters, and it would be scaffolded with library support. There is a progression point, and students should pass the end of trimester 1 to progress, and by the end of trimester 2 they will have developed their research proposal. It was suggested that the School reconsider whether the progression points should be a requirement.

- Members asked for further clarity on the student support resources that would be available to online students registered on the programme, and how they were planning to build the student community, in particular, if the programme expands in scale.
- Although the external reviewer had reviewed the six new core modules, it was recommended that they also have sight of the existing modules, to enable them to review the programme in its entirety.
- The new programme is aimed at international/global markets, therefore Members asked for further clarity on how the Programme team would manage the synchronous learning. The Chair suggested that the team link in with the York Programme Design team for online programmes.
- The Chair queried whether some of the modules within the new programme, could be offered wider across the partner universities on a CPD basis The Dean of HYMS suggested that some of the modules could be offered as a short CPD course.
- The reviewers suggested regular evaluation/reviews would be needed to monitor success of the programme.

M22-23/45 Minor updates to Postgraduate Programmes' Module Specifications, to align to PGT programmes semesterisation from 2023/24

The Committee **considered** and **approved** minor updates to Postgraduate Programmes' Module Specifications, to align to PGT programmes semesterisation from 2023/24 (HJSC.22-23.33). The Committee had previously approved (at the January meeting) the proposal for PGT Semesterisation, and that the majority of PGT programmes would align to University of Hull semesters. The CBoS also confirmed that formative assessments had now been included in all the existing PGT modules that were being considered as part of the semesterisation plans [M22-23/30-31 refers].

M22-23/46 Amendments to the 'Code of Practice on Student Fitness to Practise'

The Committee **considered** and **approved** amendments to the Code of Practice on Student Fitness to Practise (HJSC.22-23.34). The CBoS reported that the amendments were minor in preparation for the next academic year, which were mainly updates to highlight the School's position on legal advice at the beginning of the Code of Practice, and the addition of a new section on formal meetings with the Student Fitness to Practise Committee (SFTPC) [section 7]. Other minor updates were related to the SFTPC, to provide more clarity.

M22-23/47 Proposal to establish a Postgraduate Research Programmes Board

The Committee **considered** and **approved** a proposal to establish a Postgraduate Research Programmes Board (HJSC.22-23.35). The CBoS reported that the School was effectively splitting the existing Postgraduate Programmes Board into separate PGT and PGR boards. This would increase the number of research active academics involved in PGR leadership, increase the areas of research in HYMS that give input into PGR

matters and allow for initiatives to be followed up on, and distribute responsibilities to more individuals who have an interest in PGR matters and expertise to share. Two separate boards for PGT and PGR also brings us in line with most Departments that were consulted.

Members considered whether HJSC would also need to have a new PGR representative from the parent universities, as a formal member going forward. It was agreed that if a specific PGR matter was being considered, then the Committee would invite a PGR representative from one of the parent universities, potentially from the Faculty of Health Sciences, UoY. The Co-Chair SSC also suggested the Committee having a formal Student PGR representative too, and members were supportive of this.

Action: Secretary/SSC Co-Chair

M22-23/48 Annual report on Widening Participation/Admissions

The Committee discussed the Annual report on Widening Participation (WP)/Admissions for 2022 entry (HJSC.22-23.36). The Deputy Dean presented the report and noted that HYMS had achieved their WP targets for the 2022 entry and their work to close the gender gap had also made positive improvements to the gender balance. The Chair and Deputy Chair commended the Schools achievements and suggested their success should be acknowledged. Members noted the financial challenges for students from low income backgrounds, and the importance that students were being supported properly and awareness of all the travel and other bursaries, and hardship funds were clearly signposted.

M22-23/49 Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues 2021/22

The Committee discussed the Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues 2021/22 (HJSC.22-23.37). Responses had been completed by the Deputy Chair, Postgraduate Board of Examiners (BoE), on behalf of the PGT BoE, in discussion with the relevant programme leads. The School confirmed that responses were being sent back to the externals. There were a number of positive comments raised regarding maintaining high standards, the quality of teaching and learning, as well as feedback practices. Recommendations for improvements, related to standardisation of moderation practices, and improving methods of signposting good practice in assessments, which were both addressed in the responses.

M22-23/50 Annual report of the HYMS Ethics Committee

The Committee received the Annual report of the HYMS Ethics Committee for information (HJSC.22-23.38).

M22-23/51 Dates of meetings in 2022/23

- Thursday 29 June 2023 10:00-12:00 (zoom)

M22-23/52 Dates of meetings in 2023/2024

- Wednesday 8 November 2023, 10-12pm
- Thursday 25 January 2024, 10-12pm
- Wednesday 17 April 2024 10-12pm
- Wednesday 26 June 2024 10-12pm

ANNEX A: Attendees of the Unreserved Agenda

Members

Tracy Lightfoot (Chair, PVC York)
Rebecca Huxley-Binns (Deputy Chair, PVC Hull)
Lesley Morrell (Senate, Hull)
Claire Hughes (Associate Dean (TLS), Faculty of the Sciences, York)
Steve King (Teaching Committee, York)
Matthew Perry (Teaching Committee, York)
Helen Fenwick (Education Committee, Hull)
Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)
Una Macleod (Dean, HYMS)
Peter Bazira (Chair of Board of Studies, HYMS)
Matt Morgan (Deputy Dean, HYMS)
Lauren Clunie (Chair of the Postgraduate Programmes Board, HYMS)
Connor Danson (Co-Chair Student Staff Committee, HYMS)*
Peace Igi-Ehon (President Education, HUSU)*

In attendance

Elizabeth Allen (Secretary, York)
Paul Hagan (Faculty Dean of Health Sciences, Hull)
Lisa Tees (Academic Quality Manager, Hull)
Lucy Ambrose (MBBS Director, HYMS)

Apologies

Debbie Maxwell (Senate, York)
Caroline Chaffer (Senate, York)
Claire Vallance (Chief Operating Officer, HYMS)
Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Alexia Defer (SSC deputy chair, HYMS)*
Teng Zhang (Vice President Academic, Graduate Students' Association)*
Jack Littlefair (HYMS Student Officer, HUSU)*
Pierrick Roger (President, Students' Union, York)*

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