

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 29 June 2023

PART A: UNRESERVED BUSINESS – CATEGORY I

M22-23/56 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 gave the following valedictions and thanked those leaving the committee for all their contributions:

Lauren Clunie, Chair, Postgraduate Board, HYMS was soon to be taking maternity leave, and Simon Calaminus would be stepping in as interim Chair; Elizabeth Allen, HYMS Academic Quality contact and HJSC Secretary would be leaving the University of York, and would be replaced by Amy Muckersie. Paul Hagan, Dean of the Faculty of Sciences, Hull was leaving the University at the end of July. Deborah Robinson would be taking over as interim Dean at Hull. Peace Igi-Ehon (HUSU), Connor Danson and Alexia Defer (SSC Co-Chairs) were finishing their term at the end of the academic year.

The Committee welcomed new member Dr Julie Castronovo, representative of Hull Senate, commencing from 1 August 2023 to 31 July 2027, and Amy Muckersie, new HYMS Quality Contact and Secretary to HJSC. The Chair also reported that Lesley Morrell, representative of Hull Senate, was due to finish her 4 years term on the Committee this year, however her role had changed from representative of the University Student Experience, Employability and Engagement Committee, to be a Senate nominated member in 21/22, therefore she had only completed 2 years as the Senate nominated member. She would therefore continue for another 2 years, to complete 4 years as the Hull Senate representative member.

M22-23/57 Minutes 19 April 2023

The minutes (HJSC.22-23.42) were reviewed and **approved** as a true and accurate record of the meeting. The Minutes and actions of the HJSC Away Day held on the same day were also approved.

M22-23/58 Matters Arising

The Committee received a list of matters arising (HJSC.22-23.43), all matters were closed. The Chair reported that the new Online Distance Learning programme, MSc in Palliative Care: Implementing Best Practice, was now fully approved. Revisions had been made and reviewed by the internal reviewers, they were satisfied that all the conditions and recommendations had been met, and were happy to recommend approval. Final approval had been given by the Chair and Deputy Chair.

M22-23/59 Report of Chair's Actions undertaken since the last Meeting

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

M22-23/60 Report from the Student Representatives

- a) The newly appointed Academic Officer, YUSU, (Amelia Doherty) had just started in her role, but was unable to attend. The President, YUSU, provided the following report:
- Union By-elections were underway and YUSU expected to fill all Officer roles apart from one.
 - YUSU has been carrying out a number of initiatives to support students, due to the rise in the cost of living.
 - Fundraising and Community Building activities led by the new Raising and Giving Officer, YUSU, had helped raise £73000 so far for 27 charities.
 - YUSU were continuing to promote their connection with educational institutions and partnerships internationally. Two Officers and two members of the Student Expert Panel were hosted by CITY College, University of York Europe Campus this month.
- b) The Co-Chair of the Student Staff Committee (SSC), HYMS reported that they were in the process of recruiting new student representatives for next academic year, there would be representatives for PGT and PGR, and a York and Hull lead. The Policy on Student Representation would need to be reviewed and updated accordingly, to include the new roles and responsibilities. The SSC Co-Chair agreed to follow up with the HJSC Chair/Secretary and to also consider how best they could be represented at each committee.
- c) The President of Education, HUSU was unable to attend and had nothing to report.
- d) The VP Academic, GSA reported that Student representatives had engaged in the recent Learning and Teaching conference at the University of York as members of the L&T conference panel, along with staff members. Language and cultural support had been embedded in the induction period this year, for international students. There was a new PGR internship opportunity within GSA, to enable research on how to improve PGR engagement and the student voice opportunities, this would also allow a good understanding of how to best represent PGR students. HYMS PGR students would be included in the research.

It was reported that YUSU and GSA were planning to merge, which would improve joint working practices; this was welcomed by members of the Committee. The Deputy Dean, HYMS requested that the Students Unions also engaged with HYMS, to ensure that they were represented too in these plans.

Action: GSA/YUSU

M22-23/61 Report from the Dean of HYMS

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

- i. HYMS Summer graduation would be taking place at Hull. York colleagues had also been invited to attend.
- ii. Programme updates. The Marking and Assessment boycott was ongoing, this had impacted on workload for colleagues, but there had been minimal impact on students.
- iii. Promotions. There had been a number of successful promotions, including colleagues on Teaching and Scholarship (T&S) contracts (Lauren Clunie, Sean Frost and Cheryl Walter):
 - Senior Lecturer: Lauren Clunie, Sean Frost, Mark Wade, Cheryl Walter
 - Reader: Maureen Twiddy
 - Professor: Judith Cohen, Michael Crooks, Simon Hart

The Chair commended the new appointments and recommended that the T&S promotions be included in the synopsis report to the Senates of the parent universities, to ensure that they are informed too.

Action: Secretary

- iv. Systems: Work was ongoing to improve the assessment and progression systems.

The Chair thanked the Dean for the presentation.

M22-23/62 MBBS and Postgraduate Action Plans 2022-23

The Committee discussed the MBBS and Postgraduate Action Plans 2022-23 (HJSC.22-23.44).

The CBoS noted that the majority of actions were on track or completed. The main MBBS focus was on setting up and preparing for the Medical Licencing Assessment (MLA); mapping and standard setting for all cohorts; there had been a successful run of the Applied Knowledge Test (AKT) nationally, with the assessment being delivered on site.

The main postgraduate focus was on implementing split boards for Postgraduate Research (PGR) / Postgraduate Taught (PGT), the new PGR Programme Board would commence from October 2023, and the existing PG Programme Board would be renamed to PGT to focus exclusively on governance associated with PGT programmes. Members noted that the HJSC Terms of Reference and membership would need to be updated, and this would be considered at the first meeting of the new academic year.

Action: Secretary

Other PG actions in progress included an annual review of the HYMS Graduate Teaching Assistant Policy, which was initially implemented in 2022.

M22-23/63 Modifications to Foundations of Pharmacology and Bench to Bedside I modules; modifications to MSc Pharmacology and Drug Development, and MSc Pharmacology and Education programmes.

The Committee **considered** and **approved** the proposals (HJSC.22-23.45). The Module Changes included revisions to the assessments, which enhanced the formative assessments, and the introduction of additional summative assessments. For the Foundations of Pharmacology module, this included abstract preparation 10%, Essay (1000 words) 20%, Critical Review essay (reduced to 3000 words) 70%. For the Bench to Bench 1 module; the introduction of a Critical Review essay (1000 words), and Portfolio (3000 words) 70%. The Programme modifications included a change in the position of the ISM module within both programmes, to run across all three trimesters, to align to the other PGT programme structures that had previously been approved at the January and April HJSC meetings.

The CBoS reported that the module changes were beneficial to student development, as they would allow students to improve their writing skills in trimester 1, and for the rest of the course.

M22-23/64 Modifications to MSc Clinical Anatomy and MSc Clinical Anatomy and Education programmes; new option module: Practical Skills in Virtual Anatomy and Morphology

The Committee **considered** and **approved** the proposals (HJSC.22-23.46). The Programme modifications included a change to the requirement for students to complete core Clinical Anatomy modules from 60 credits down to 40 credits for both the MSc Clinical Anatomy or MSc Clinical Anatomy and Education programmes.

The current core modules structure comprises:

- Clinical Anatomy of the Trunk (20 credits, Trimester 1)
- Clinical Anatomy of the Head and Neck (20 credits, Trimester 2)
- Clinical Anatomy of the Limbs and Spine (20 credits, Trimester 2)

The changes were informed by the recent PGT review, to allow students to take other option modules, to help increase flexibility within student's choice, and enhance student numbers, by being more attractive to clinical students, and maximising facilities at York and Hull.

The new option module Practical Skills in Virtual Anatomy and Morphology would be commencing 24/25, to be offered as an option on both of the above programmes, it would provide training for research topics and be offered as a CPD module.

Members suggested that the new option module would be relevant for engineering programmes too, the CBoS noted that they had discussed this with the Department of Engineering, UoY, but would also inform colleagues at UoH. It has not formally been offered as an option module, but as the module is aligned to UoY Semesters it would allow better sharing at UoY. The Associate Dean Teaching, Learning and Students, Sciences, UoY, agreed to explore further opportunities for sharing the new option module.

Action: Associate Dean TLS, Sciences, UoY

M22-23/65 Modifications to modules:

- a) Clinical Microanatomy and Radiological Anatomy modules (option modules within MSc in Clinical Anatomy; Clinical Anatomy (and Education) programmes.**
- b) Teaching Clinical Reasoning and Assessment and Feedback (modules within Health Professions Education (HPE) Programme**

The Committee **considered** and **approved** the proposals (HJSC.22-23.47). The modifications included revisions to assessments to bring them inline with each other, as they were options on the same programme:

- Clinical Microanatomy and Radiological Anatomy modules: Radiology/Microanatomy Workbook (80%), Group Presentation (20%), plus the addition of formative assessments.
- Teaching Clinical Reasoning: change to the summative assessment to 4000-word written assignment (100%), removing the current Group Wiki (10%). Following a change to the HYMS VLE (Blackboard) it was no longer possible to use a group wiki as part of the summative assessment for the modules.
- Assessment and Feedback: change to the summative assessments, to essay (3000 words) 80% and online activity, (20%), and removing the current Group Wiki (10%).

The CBoS reported that the changes were all driven by consistent student feedback over the last few years, and to ensure they can be made available as CPD modules.

M22-23/66 Amendments to Policy for Students on Raising Concerns and Public Interest Disclosures

The Committee **considered** and **approved** the revised Policy (HJSC.22-23.48).

The revisions included:

- Bringing the Policy up to date with recent legislation and University processes.
- Clarification of the investigation process under the formal procedure.
- Aligning the Policy with other HYMS Policies.

Members noted that the Policy was very well put together. The CBoS reported that the policy was framed and supported by the Be Safe, Be Inspired campaign, initiated by the MBBS Programme Director.

M22-23/67 New Policy on Students Visiting Patients at Home

The Committee **considered** and **approved** the new Policy, subject to revisions (see below), to be implemented in 2023/24 (HJSC.22-23.49).

The CBoS reported that the new Policy on Students Visiting Patients at Home set out the procedures which will provide clarity for students, GP Practices, GP supervisors, patients, and the general public. It was noted that there is currently a National GMC led debate considering whether solo visits should be allowed, therefore if there are any changes in the future, in respect to this, the Policy would need to be considered at HJSC for further revisions.

The development of the new Policy, involved consultations with GPs, and had derived from the GP Group and Directors. Each GP Practice currently has a home visiting policy in place for students working within GP practices, but they have changed their Policy since the Pandemic, and there was a need for a central Policy to be in place.

During the discussions members noted that:

- Students may also visit patients in respite care or within a family home, rather than only being in their own home, and suggested that the new policy reflects this.
- If students use their own car to travel to patient visits, they would need to be covered for business insurance, it was suggested that this be included, if this isn't already clear for students.
- Section 6.4 related to the procedure for home visits, it was an excellent idea for Students to be able to give staff a pre-agreed 'secret code word' over the phone, whilst on a visit to signify if they feel in danger. However it was recommended that further information should be included in the Policy about what would happen next, as a follow up procedure, if students do report this during a visit.

It was agreed that these revisions could be considered for final approval by Chair's actions after further scrutiny by the Deputy Dean, HYMS.

Action: HYMS/Secretary/Chair

M22-23/67 Any other Business

The CBoS reported that HYMS have appointed a new Deputy CBoS, Paul Pryer, and he may attend some of the future meetings.

M22-23/68 **Dates of meetings in 2023/2024** (2 meetings will take place in person, dates to be confirmed)

- 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)

Lesley Morrell (Senate, Hull)

Julie Castronovo (Senate, Hull)

Caroline Chaffer (Senate, York)

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)

Una Macleod (Dean, HYMS)

Peter Bazira (Chair of Board of Studies, HYMS)

Matt Morgan (Deputy Dean, HYMS)

Claire Vallance (Chief Operating Officer, HYMS)

Teng Zhang (Vice President Academic, Graduate Students' Association)*

Connor Danson (Co-Chair Student Staff Committee, HYMS)*

In attendance

Elizabeth Allen (Secretary, York)

Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)

Lucy Ambrose (MBBS Director, HYMS)

Amy Muckersie, observer (York)

Apologies

Rebecca Huxley-Binns (Deputy Chair, PVC Hull)

Debbie Maxwell (Senate, York)

Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)

Lauren Clunie (Chair of the Postgraduate Programmes Board, HYMS)

Paul Hagan (Faculty Dean of Health Sciences, Hull)

Lisa Tees (Academic Quality Manager, Hull)

Peace Igi-Ehon (President Education, HUSU)*

Alexia Defer (SSC deputy chair, HYMS)*

Pierrick Roger (President, Students' Union, York)*

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