

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

Minutes of the meeting held on 3 November 2022

PART A: UNRESERVED BUSINESS – CATEGORY I

M22-23/01 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 Committee welcomed new members. See Terms of Reference 2022/23 (M22-23/05 refers).

M22-23/02 Minutes 30 June 2022

The minutes (HJSC.22-23.01) were reviewed and **approved** as a true and accurate record of the meeting. The Deputy Dean, HYMS had suggested a minor edit to the Dean's report which had been completed, after the paper circulation.

M22-23/03 Matters Arising

The Committee received a list of matters arising (HJSC.22-23.02), all matters were closed apart from the following action from the last meeting:

- Amendments to the MSc Clinical Anatomy (and Education) - Radiological Anatomy Module (M21-22/60 refers). More clarity was required in respect to the assessment strategy and further consideration regarding the format of the reassessment.

Secretary's note: The Programme leader provided some further information and clarity, which was considered and approved shortly after the meeting by Chair's action:

M22-23/04 Report of Chair's Actions undertaken since the last Meeting

The Committee received a list of Chair's Action approvals (HJSC.22-23.03) since the last meeting:

- Minor amendments to the Code of Practice on Academic Misconduct, for implementation in 22/23

The amendments reflected the changes made to the Expression of Concern process which has moved from a word form to an online form. The Academic Cases Committee had also made some changes to improve clarity of their process.

M22-23/05 Committee's membership and terms of reference

The Committee **considered** and **approved** its membership and **noted** the terms of reference (ToR) (HJSC.22-23.04).

There had been no changes to the ToR, the membership list has been updated to reflect new members. The committee **noted** that one position on the Committee remained unfilled, the Senate representative

(University of York). The Chair was looking into nominating a new member from the Faculty of Arts and Humanities.

Secretary's note: Shortly after the meeting, University of York Senate approved the Chair's nomination, Dr Debbie Maxwell, Senior Lecturer in Interactive Media, School of Arts and Creative Technologies.

The Committee **approved** a recommendation by the Deputy Dean, HYMS for the Chief Operating Officer, HYMS membership to change to be an ex-officio member.

New members for 2022/23 included:

- Lauren Clunie, **Chair, Postgraduate Board**
- Alexia Defer and Connor Danson, **Co-Chairs, Student Staff Committee (SSC)**
- Judith Udokeh & Niamh Mcbride, **Deputy Chair's, SSC**
- Debayan Dey; **Academic Officer, YUSU**
- Zhang Teng, **VP (Academic), GSA**
- Jack Littlefair, **HYMS Student Officer, HUSU**

The Committee noted that the SSC Co-Chairs would alternate attendance at meetings.

M22-23/06 To Receive an Oral Report from the Student Representatives

- a) The Academic Officer, YUSU reported that course representative elections had taken place and undergraduate course reps had been appointed. The HYMS Course Representative positions were to be confirmed.
- b) The Co-Chair of the Student Staff Committee (SSC), HYMS reported that elections had taken place. The SSC were working together on student voice activities and initiatives. The Chair of HJSC suggested joining up with the York Student Union as they are also focusing on the Student Voice.
- c) The President of Education, HUSU had nothing to report.
- d) The VP Academic, GSA reported that the course representative nominations had been completed and details of the appointed representatives would be confirmed the next day

Members noted that a new HYMS Student Officer, HUSU had been appointed and would attend the next meeting.

M22-23/07 Report from the Dean of HYMS

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

- i. The Dean reported the sad loss of Richard Greaves, staff member at HYMS and also a Daphne Jackson Trust fellow, York, who passed away on 16 October 2022.
- ii. Promotions. There had been four York based HYMS staff Promotions to Professorship in 2022.
- iii. Admissions. Student recruitment was on target for 2022 admissions. The gender balance of applicants this year showed an increase in the percentage of male students, compared to last year. The School was doing well to meet widening access objectives, however they would like to see a higher number of local entrants through Widening Access (WA) schemes. PGT programmes had seen an improvement in student recruitment (including an increase in international students).
- iv. Programme updates. A huge amount of work had been carried out to manage the Primary Care placements for the expanded cohorts. Capacity was an issue across the country, however

particularly challenging across Hull areas due to approximately 60% of the required numbers of Primary Care doctors working in Hull. The School will be meeting with Primary Care leaders to explore how they can further develop placement capacity. A new Phase 3 leader role has recently been recruited. Health Education England changes remained challenging. MLA implementation was progressing well.

- v. Staffing updates. There had been a number of new appointments, including programme leadership, research and lecture posts
- vi. Main priorities for remainder of 2022:
 - PGT Strategy
 - Continuation of embedding the Biomedical Sciences programme.
 - HYMS Strategy implementation - recently discussed at Strategy Planning Group

The Committee made the following points:

- The Chair suggested HYMS join up their WA initiatives with York, to explore outreach activities on the east coast of the country.
- In respect to the HYMS Strategy implementation, the Chair suggested that the recent updates provided at Strategy Planning Group be shared with HJSC.
- The Associate PVC, asked how HYMS were dealing with the effects on students due to the increased cost of living, they noted that they were continuing to signpost students to access support available at York and Hull, however they were also looking at HYMS and York bursaries.

The Chair thanked the Dean for the presentation.

M22-23/08 Postgraduate Taught Strategy

The Deputy Dean, HYMS presented the PGT Strategy document (HJSC.22-23.18) which included the PGT Programmes Review and Strategic Recommendations. The Strategic recommendations included plans for significant growth of some existing programmes and development of new programmes. Planned new programmes for 2024/25 would be considered at HYMS Joint Senate later in the year.

The PGT programmes review identified potential growth for the HPE programme and CPD provision. The Deputy Dean highlighted great Anatomy facilities at York and Hull, suggesting capacity for external engagement (short courses).

The Deputy Dean reported that once the direction of travel was agreed, the School would continue exploring diversifying their current programmes and development of new programmes, taking into consideration which would be marketable and fit with the strategic aims. The Chair suggested further discussion offline with the Chair/Deputy Chair HJSC and the Deputy Dean/Chief Operating Officer HYMS, to consider where there are links and joining up activities with the parent universities, to ensure that they were not duplicating, in particular in relation to CPD and credit accumulation. Members were also encouraged to send in comments after the meeting for further discussion

Action: Chair/Deputy Chair/HYMS Deputy Dean/COO

The Associate PVC, York reported that there was a new Planning structure and roles being implemented at York, noting that this should be reflected within HYMS Strategy Planning Group too in due course.

M22-23/09 Annual report by the Chair of the Board of Studies for 2021/22

The Committee discussed the report (HJSC.22-23.05). The Chair of the Board of Studies (BoS) highlighted that BoS meetings had been well attended by student representatives last year and were overall constructive. They were looking at joining this up more in 2022/23 to provide more clarity to students of the routes for raising issues through committees.

Key focuses for 2022-23 included:

- Improving overall NSS profile;
- Undertaking a “light-touch” programme review in lieu of a formal Annual Programme review reflecting on the actions from the recent Periodic Review and the MBBS action plan;
- Reviewing the academic approvals process considering the more streamlined processes at the parent Universities.

M22-23/10 CONFIDENTIAL: Results of the National Student Survey 2022

The Chair of Board of Studies (CBoS) presented the report (HJSC.22-23.06). NSS 2022 results had dropped significantly compared to 2021 as well as a reduction in the response rate from 87.70% to 75.71%. Overall satisfaction was 64.71% [decreasing from 82.54% in 2021], and the School’s NSS ranking dropped eight places to 28th out of 34 medical schools (sector benchmark of overall satisfaction was 76.29%).

Five sections showed a significant decrease in scores. These included Assessment and Feedback, Academic Support, Organisation and Management, Student Voice, and Student Union. The themes within the free text comments related to 3 main areas:

- Communication
- Assessment and feedback
- Organisation and Management

The Chair noted that York had seen some similar areas of decrease in particular assessment and feedback, which was also a sector issue, therefore it would be difficult for HYMS to address them all on their own. The CBoS also noted that scores could have been affected due to these cohorts impacted by the pandemic.

Members highlighted the recent OfS publication of planned changes to next year's NSS, which included the removal of the ‘overall satisfaction’ question. The CBoS noted that it was sometimes difficult to triangulate NSS feedback with other feedback gained, however the School would be continuing to actively work on intended actions to address the issues raised by students. HJSC would receive an Action Plan to be considered at the next HJSC meeting.

Action: HYMS BoS

M22-23/11 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.22-23.07). The report would be submitted to the SPG meeting in the spring term.

The report provided assurance that:

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

- HJSC has monitored compliance with the OfS regulatory framework (Mapping Conditions of Registrations B1-5, Quality and Standards). Mapping of the OfS Conditions of Registration was undertaken as part of the HYMS Governance Review, 2019. In May 2022, the OfS revised its ongoing Conditions of Registration B1-2 and B4-5. For the most part these updates were minor, apart from the addition of the condition relating to assessment of technical proficiency in the English language.
- In October 2022, the OfS introduced a significantly revised Condition B3, stipulating that the provider must deliver successful outcomes for all of its students, which are recognised and valued by employers and / or enable further study. The revisions establish minimum threshold standards (Continuation; Completion and Progression). The OfS data indicates that both universities comfortably exceed all the thresholds for these codes and thus that HYMS satisfies the B3 regulation.

Members noted an action arising from the last report in 2021/22 (M21-22/14 refers), identifying scope for improvement to address B2 Conditions (student success, degree outcomes and student data), had been addressed. A Report on the MBBS Awarding Gap was considered at HJSC in June 2022.

M22-23/12 Study looking at the experiences of MBBS and Medicine with a Gateway students from backgrounds under-represented in medicine

Dr Alison Graham, Senior Lecturer in Biomedical Science and Medical Education, HYMS, presented a study that she had carried out on medical students' perceptions on their medical school experience and sources of support. The aims of the study were to explore if the completion of the Medicine with a Gateway year altered their perceptions and to help identify any additional support requirements for students from under-represented backgrounds. Dr Graham reported that in recent years there had been a lot of work on widening access and widening participation (WP) initiatives, and HYMS were doing well on this, however more work was needed to monitor the support for WP students.

The study was carried out on Year 2 students 2021/22, as the first student cohort to complete the Gateway programme had progressed to Year 2 in that year. There had been a 29% questionnaire response rate. Student interviews were also carried out. The headline results were as follows:

- Belonging - Students reported that they were working hard and keeping up, and felt a sense of belonging, however some students reported feeling that they weren't smart enough or had sometimes felt outnumbered or had different personalities.
- Feeling Prepared - Students reported a supportive environment however raised concerns for a lack feeling tested or preparedness, due to not having closed exams for a few years due the pandemic. The Gateway year was good preparation for Year 1, however students would like more awareness of the course across the rest of the course.
- Support - More students on the Gateway programme felt supported compared to other students.
- Work-life balance - Students on the Gateway programme were more likely to agree that they had a good work-life balance even though they had to undertake more paid work.
- Background - More students on the Gateway programme felt disadvantaged compared to medicine students, due to financial pressures or discrimination, however access to widening access initiatives had been appreciated.

The School would be continuing the survey next year within Year 2 and 3, and would be joining up their findings with other medical schools. The survey would include some additional questions including financial hardship and career aspirations.

During the discussion the following points were made:

- The Chair queried whether there were plans to publish details of the study, Dr Graham noted that she had presented the paper at a national University conference and hoped to get more people on board next year, as a collaborative project. The Chair suggested this be included in the next Widening Participation Working Group meeting at York.
- The Associate PVC asked if analysis was included for the widening participation (non Gateway) students, it was noted that there was a plan to split the data.
- The School has also carried out analysis on student performance (related to feelings of preparedness and assessment outcomes), it would be useful to join these up.
- The Chair suggested that the ongoing study should be included as an annual item for future meetings, to demonstrate the experiences of students coming through different routes.

Action: Chair/Secretary

M22-23/13 Proposed changes to Phase I and II Assessment Processes

The Committee **considered** and **approved** the following proposed changes for summative assessment procedures within the MBBS, to be introduced in 2022-2023 in readiness for the Medical Licencing Assessment (MLA):

- Change of format of the Year 5 Final written paper (FWP) from one 3-hour, 130 item paper, to two 2-hour, 100 item papers. The FWP that they use will be the Applied Knowledge Test (AKT) Pilot developed by the Medical Schools Council Assessment Alliance (MSCAA) and the GMC.
- Use of the modified Angoff method for standard setting the written examination papers in years 1 to 4 (this method is already used for the Y5 FWP).
- Increase the number of OSLE station in the Y4 summative OSLE II from 4 to 6.

Members queried how the MLA would fit within the External Examiner process and it was noted that as the AKT is a national assessment, the Externals would focus on how prepared the School were for the MLA and the design and delivery of the clinical and professional skills assessment (CPSA), rather than commenting on the AKT written papers. Medical Schools would be given the opportunity to deliver their own school based 'AKT plus', but most Schools would only be delivering the MSCAA owned AKT paper. HYMS would likely be doing the same, as the AKT meets the programme outcomes.

M22-23/14 Proposed changes to HYMS Intercalation Programmes

The Committee **considered** and **approved** changes to the HYMS BSc Hons Medical Sciences (Biomedical Sciences) Intercalation programme for implementation in 2023-24:

- To increase the diversity of the modules offered by incorporating additional modules to increase the diversity of the themes, including option modules from the Neuroscience and Immunology and Infection programmes. To also provide some mitigation for the loss of the Neuroscience and Immunology and Infection Intercalation programmes.

Members noted that due to the Strategic change programme at the University of York and implementation of the new Modularisation and Semesterisation framework, this had implications for the three HYMS intercalated programmes due to shared modules within the Department of Biology.

The proposed scheduling of Biology modules within the revised structure had negatively impacted the HYMS BSc Hons Medical Sciences (Neuroscience) and BSc Hons Medical Sciences (Immunology and Infection) programmes; they had therefore been withdrawn for 2023-24. There was less impact on the BSc Hons Medical Sciences (Biomedical Sciences) intercalated programme due to the greater flexibility offered within this programme.

The Dean of HYMS noted that the School was keen to know if intercalation would be a strategic priority for the Faculty of Sciences once the new modularised programmes were implemented. The Chair suggested that the Portfolio Management Board, at York would be an ideal forum to explore collaboration and further intercalation opportunities across the Faculty of Sciences and wider University. The Chair recommended that the School take this forward with the new Associate Dean (TLS), Faculty of Sciences, who was currently leading on interdisciplinary initiatives at York.

Action: Associate Dean (TLS), Faculty of Sciences

The Committee noted that final changes to the BSc Hons Medical Sciences (Biomedical Sciences) Intercalation programme, would be considered and approved by Chair's actions.

M22-23/15 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 (CMG), Student Fitness-to-Practise Committee (SFTP) and Academic Cases Committee (ACC) 2021-22 (HJSC.22-23.11), introduced by the Chair of Board of Studies (CBoS). The report provided assurance that the School has continued to meet its obligations to ensure that the fitness to practise, academic progress and fitness to study of all students remains fair, robust and fit for purpose.

Case loads across the SFTP and ACC had remained quite stable compared to 2020-21, however the CMG had received a 29% increase in Expressions of Concern, (total of 92) in 2021-22 compared to the previous year. It was noted however that the pattern of cases were similar to those seen previously, but at a higher rate, with engagement concerns most evident in Phase 1 and professionalism concerns most evident in Phases II and III. Preventive interventions were to be adapted and/or tried again. The issue with finding Academic Investigating Officers and panel members had continued, however some changes have been proposed to help address this in 22/23.

M22-23/16 Undergraduate external examiner reports, summary of comments and issues (2021/22)

The Committee discussed the summary of undergraduate external examiner reports, and the School's responses (HJSC.22-23.12), introduced by the Chair of the Board of Studies. The overall comments received for the MBBS and Medicine with Gateway programme were very positive. There were no significant issues raised for MBBS.

The external for the Medicine with a Gateway programme commented that there were some excellent marks from some students, however there were more students requiring resits in 2021-22 than previously, suggesting that this was due to issues with student engagement. The School had responded to note that it

was partly due to attendance issues, and they were looking into improving the processes for monitoring student attendance. Issues regarding student engagement are reported as an expression of concern to the CMG.

It was agreed that the summary and good practice should be shared with the Standing Committee on Assessments, at York, to be incorporated with overall External Examiner Summary reports.

Action: Secretary

M22-23/17 Dates of meetings in 2022/23

- Thursday 26 January 2023 10:00-12:00 (zoom)
- Wednesday 19 April 2023 10:00-14:30 AWAY DAY, University of Hull
- Thursday 29 June 2023 10:00-12:00 (zoom)

ANNEX A: Attendees of the Unreserved Agenda

Members

Tracy Lightfoot (Chair, PVC York)
Steve King (Teaching Committee, York)
Matthew Perry (Teaching Committee, York)
Helen Fenwick (Education Committee, Hull)
Justin Morris (Senate, Hull)
Lesley Morrell (Senate, 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)
Claire Vallance (Chief Operating Officer, HYMS)
Peace Igi-Ehon (President Education, HUSU)*
Teng Zhang (Vice President Academic, Graduate Students' Association)*
Debayan Dey (Academic Officer, YUSU)*
Alexia Defer (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)
Lisa Tees (Academic Quality Manager, Hull)

Apologies

Rebecca Huxley-Binns (Deputy Chair, PVC Hull)
Connor Danson (Co-Chair Student Staff Committee, HYMS)*
Claire Hughes (Associate Dean (TLS), Faculty of the Sciences, York)
Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)
Caroline Chaffer (Senate, York)
Jack Littlefair, HYMS Student Officer, HUSU*

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