

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 10th October 2013

PART A: UNRESERVED BUSINESS

13-14/1 APOLOGIES AND ATTENDANCE

For a list attendees and apologies, please see Annex A

13-14/2 MINUTES

The Committee approved the minutes of the previous meeting (enclosure 1), subject to the amendment of all instances of the title of 'Associate Dean and Academic Lead for Quality' to 'Associate Dean for Quality'.

Action: Secretary

13-14/3 MATTERS ARISING

The Committee received a summary of actions arising from the previous meeting (enclosure 2). It was noted that all actions had been marked as completed.

It was noted that Minute 13/34 stated that an additional report would be brought to the October 2013 HYMS Joint Senate meeting about the Annual Report from the General Medical Council and the HYMS Action Plan arising from the Annual Report. The Committee noted that the actions arising from the report were in train and **agreed** that no further paper was required.

13-14/4 MATTERS APPROVED BY CHAIR'S ACTION

This paper was withdrawn (enclosure 3).

13-14/5 TERMS OF REFERENCE

The Committee received a paper detailing the Committee's terms of reference, membership and the annual cycle of business (enclosure 4). Members were informed that a number of the vacancies listed in the paper had been filled since the papers had been issued. It was noted that the title of Academic Lead for Quality was inaccurate and should be deleted.

Action: Secretary

There was some discussion of whether the Terms of Reference should be expanded to cover research explicitly. It was agreed that this would be appropriate and should be discussed further.

Action: Chair

It was noted that there will be an extraordinary meeting of the HYMS Joint Senate on 19th November 2013 to discuss the review of the MBBS curriculum.

13-14/6 DECLARATION OF RESERVED BUSINESS AND MEMBERS' INTERESTS

There were no declarations.

13-14/7 DEAN'S REPORT

The Committee received a report from the interim Dean of HYMS (enclosure 5). It was noted that a number of changes have been made to the internal management of the school, including discontinuing the HYMS Executive and revising the membership of the Management Board.

A full cohort of 141 undergraduate MBBS students was recruited, including 10 international students. However, only three students have accepted offers on the MSc in Human Evolution and the future of the MSc will be discussed further within the School.

Work has commenced to provide greater support for HYMS researchers based in Hull. This is not required for researchers based at York as they are embedded within departments and, as a consequence, already have the relevant support in place.

13-14/8 NATIONAL STUDENT SURVEY 2012-13

The Committee received a report on the results of the 2012-13 National Student Survey (NSS) and an action plan (enclosure 6). The report included open comments from respondents and members were reminded that these were confidential and could only be used internally for the purpose of improving the student experience.

It was noted that there were broadly three areas of concern, with poor scores and/or a decline in Organisation and Management, Assessment and Feedback and Learning Resources. An action plan to address these issues had also been submitted. It was reported that the approach to the action plan had been revised to include measurement of the impact of any changes with the intention of encouraging ownership of the document, as actions identified in previous iterations had not always been followed up. Progress reports on the action plan will become a standing item on the Boards of Studies and Management Board agendas. The Committee **commended** the new action plan and the approach taken by the School to monitor progress towards its completion.

The Committee heard that the long-standing issues with students getting access to wi-fi off-campus have now largely been resolved. This should result in an improved score for Learning Resources in next year's survey.

The reference to the curriculum review made in the action plan was noted and it was agreed that this should be referred to at the extraordinary meeting of the Senate in November.

There was some discussion of the paperwork presented to the Committee. It was **agreed** that, in future, data should be provided by the Universities and the action plan should be provided by the School. It was also agreed that the action plan and report should continue to be received at the Autumn meeting. Members noted that funnel plots had been provided by the School. These were considered to be useful by members and the quality officers of the Universities were asked to look into whether these could be provided as standard.

Action: Head of Quality, Hull and the Head of the Academic Support Office, York

13-14/9 MATTERS RAISED BY STUDENT REPRESENTATIVES

Matters raised by the representatives from the University of Hull

No matters were raised by the Hull representative.

Matters raised by the representatives from the University of York

It was reported that the 'Aldwych Group' of Russell Group University student unions will be launching a campaign within their institutions which will focus on improving the experience of medical students. This will include a campaign to get student loans for medical students released in four instalments rather than three and the student unions would also like to conduct a number of surveys with students to identify key issues.

Members welcomed the campaigns and asked that the student unions co-ordinate any survey activity with the School to ensure that students are not over-surveyed.

13-14/10 CHANGES TO THE REGULATIONS FOR TAUGHT POSTGRADUATE PROGRAMMES

The Committee received a paper which proposed changes to the regulations for HYMS taught postgraduate programmes (enclosure 7). It was reported that these had been revised in light of the practical experience of the School running its first taught postgraduate programme.

The Committee **approved** the revised regulations, subject to the following alterations:

- the second bullet under section 14.3 should be deleted;
- 'to request' should be deleted from paragraph 23.1;
- Paragraphs 4.2 and 4.3 should be reviewed to make them consistent with the wording in use at the Universities.

Action: HYMS Associate Dean for Quality

13-14/11 CHANGES TO POSTGRADUATE RESEARCH PROGRAMME REGULATIONS

The Committee received proposed revised postgraduate research programme regulations (enclosure 8). It was reported that the main change relates to the appointment of an additional External Examiner in cases where the candidate for a research degree is a member of academic staff at either university. The proposed regulations would be implemented in the 2013-14 academic year.

The Committee **approved** the revised regulation subject to the following alteration:

- the second bullet under paragraph 4.2 should be altered to say 'up to six months' instead of 'between three and six months'.

Action: Chair of the HYMS Postgraduate Research Board

13-14/12 CODE OF PRACTICE ON FITNESS TO PRACTISE MEDICINE

The Committee received a proposed Code of Practice on Fitness to Practise Medicine (enclosure 9).

It was noted that the proposed document had been received in a format which made it hard to identify the proposed changes. The Committee **agreed** to defer the item until the Senate meeting in January 2014 so that a version with clearly identified changes could be submitted.

Action: HYMS Head of Administration

13-14/13 CODE OF PRACTICE ON POSTGRADUATE ADMISSIONS

The Committee received a revised Code of Practice on Postgraduate Admissions (enclosure 10). It was noted that the changes were primarily presentational and were aimed at ensuring that there was consistent terminology between the undergraduate and postgraduate Codes of Practice.

The Committee **approved** the revised Code of Practice.

13-14/14 CODE OF PRACTICE ON INTERCALATED DEGREES

The Committee received a revised Code of Practice on HYMS students taking intercalated degrees (enclosure 11). It was reported that the revised Code contained an expanded section on admissions. A flow chart of the process had also been added.

The Committee **approved** the revised Code of Practice.

13-14/15 CODE OF PRACTICE ON ACADEMIC INTEGRITY

The Committee received a revised Code of Practice on Academic Integrity (enclosure 12). It was reported that it had previously been agreed that the Code of Practice on Academic Misconduct and

the Code of Practice on Academic Obligations should be merged into a Code of Practice on Academic Integrity.

It was noted that the Code of Practice had been approved by Chair's action on behalf of both the HYMS Quality Committee and the Board of Studies. It was **agreed** that the Code should be deferred to allow for further consideration at the January 2014 HYMS Joint Senate meeting.

It was **agreed** that the following changes should be made when the next iteration of the Code is prepared:

- a summary of key changes should be provided;
- the guidance note under section 4 should be cross-referenced with section 4.4.1 so that it is clear what the definition of 'an appropriate member of staff' is.

Action: HYMS Associate Dean for Quality

13-14/16 CODE OF PRACTICE ON ADMISSIONS TO THE MBBS PROGRAMME

The Committee received a revised Code of Practice on admissions to the MBBS programme (enclosure 13). It was reported that the majority of the revisions to the Code of Practice were to ensure that nomenclature remained current; problem-based learning (PBL) has been replaced with enquiry-based learning and references to the Criminal Records Bureau (CRB) checks have been changed to refer to Disclosure and Barring Service (DBS) disclosures. An additional criterion for admission had also been added which seeks to identify whether candidates have aptitude for enquiry-based learning.

The Committee **approved** the revised Code of Practice subject to the following amendments:

- reference should be made to the Equality Act 2010;
- the wording of section 2 of Appendix 1 should be revised in order to make it clear that this is an example of how a disability would be dealt with.

Action: HYMS Associate Dean for Quality

13-14/17 CODE OF PRACTICE ON ELECTIVE PLACEMENTS

The Committee received a revised Code of Practice on Elective placements (enclosure 14). It was reported that this Code had been substantially revised in line with General Medical Council requirements. The changes would take effect in the 2013-14 academic year.

The Committee **approved** the revised Code of Practice.

13-14/18 MSC IN HUMAN EVOLUTION: REVISED MODULES

The Committee received proposals for revised modules on the MSc in Human Evolution programme (enclosure 15). It was reported that the proposed changes would alter the balance of assessment

and reduce the overall number of contact hours on the *Virtual Anatomy* and *Functional and Musculoskeletal Anatomy* modules for students entering the programme from the 2014-15 academic year onwards.

The Committee **approved** the revisions but suggested that the School should consult students in the current cohort with a view to introducing the changes in the 2013-14 academic year, if students are in favour of the proposed changes.

13-14/19 DATES OF MEETINGS

The Committee noted the dates of the next meetings:

- 10.30am-12.30pm, Tuesday 19 November 2013
Extraordinary meeting to discuss HYMS Curriculum Review, Autumn 2013
York: ground floor video-conferencing room; Hull: Loxley 1st floor meeting room
- 2.00pm – 4.00pm, Thursday 16 January 2014
York: 1st floor meeting room; Hull: Loxley 1st floor meeting room
- 10.00am - 12.00, Thursday 1 May 2014
York: 1st floor meeting room; Hull: Loxley 1st floor meeting room

ANNEX A: Attendance

Members

Professor John Robinson (Chair, York)

Professor Jonathan Bennett (Chair of Postgraduate Research Board, HYMS)

Mr Richard Brooks, (Hull University Students' Union)*

Dr Elizabeth Cleaver (Hull Learning, Teaching and Assessment Committee representative)

Dr Jason Eames (Hull Learning, Teaching and Assessment Committee representative)

Professor John Greenman (Hull Senate representative)

Dr Steve Holland (York Senate representative)

Dr David Pearson (Deputy Dean of HYMS)

Professor Trevor Sheldon (interim Dean of HYMS)

Dr Richard Waites (York University Teaching Committee representative)

Mr Dan Whitmore (York University Students' Union)*

In attendance:

Ms Lynne Braham (Head of Quality, Hull)

Mr Nigel Dandy (Head of Academic Support Office, York)

Dr Giles Davidson (HYMS)

Mr Richard Gill (Secretary, York)

Mrs Alison Pettigrew (Associate Dean for Quality, HYMS)

Apologies

Professor Glenn Burgess, Hull

Professor Tony Morland (York Senate representative)

Professor Valerie Sanders (Hull Senate representative)

Professor Carl Thompson (York University Teaching Committee representative)

Niloofer Tavangar-Ranjbar (Hull Students' Union, Faculty Co-ordinator)*

Ms Xiaoying Yang (Graduate Students' Association, York)*

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