

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

Minutes of the meeting held on 16th January 2014

PART A: UNRESERVED BUSINESS

13-14/26 APOLOGIES AND ATTENDANCE

For a list attendees and apologies, please see Annex A

13-14/27 MINUTES 10th October 2013

The Committee **approved** the minutes of the meeting 10th October 2013 (enclosure 1).

13-14/28 MINUTES 19th November 2013

The Committee **approved** the minutes for the extraordinary meeting 19th November 2013 (enclosure 2), subject to an amendment in 13-14/E4.4 of “questions” to “answers”.

**13-14/29 DECLARATION OF RESERVED BUSINESS AND MEMBERS’
INTERESTS**

There were no declarations.

13-14/30 MATTERS ARISING

The Committee **received** a summary of actions arising from the previous meetings (10th October and 19th November) (enclosure 3). It was **noted** that a number of items were listed as separate agenda items and others required no further action.

- (a) 13-14/5 – The Chair **reported** that the HJSC terms of reference are governed by the Memorandum of Agreement between the host universities, particularly section 3.4. In addition, section 3.6 covers the oversight for research. It was **noted** that a number of committees within the School have been involved in overseeing research activity, but that a review of responsibility would be beneficial. The Chair **agreed** to discuss this matter further with the School and with Professor Burgess.

Action: Chair

- (b) 13-14/E4.4 – The Deputy Dean **agreed** to monitor students' satisfaction regarding access to anatomy answers.

Action: Deputy Dean

- (c) 13-14/E6 – Concern was raised at the inability of HYMS student representatives to attend the meeting due to placement commitments. The Chair stated the need for student representation on the Committee and that officers of the students' unions should attend whenever possible. The Dean informed the Committee that if students needed assistance with transport costs to attend the meeting from clinical sites that this would be provided. The Chair confirmed that meetings for 2014/15 would be scheduled with consideration for student availability.

13-14/31 MATTERS APPROVED BY CHAIR'S ACTION

No items were reported.

13-14/32 APPROVAL OF MODIFICATIONS TO THE MSc IN HUMAN EVOLUTION

The Committee **considered** proposals (enclosure 5) to rename the MSc in Human Evolution to MSc Human Anatomy and Evolution, to include a new module 'Special Topics in Musculo-Skeletal Anatomy' and to make necessary minor amendments to existing modules.

The Committee **considered** the implications for option module availability if a small cohort was recruited in 2014/15. It was **noted** that marketing and course materials would clearly state that module availability would be subject to sufficient numbers. The Committee discussed the value of an 80 credit dissertation in comparison with the typical 60 credit weighting. The Committee **noted** previous discussions and justifications provided by the course team, but suggested that a 60 credit dissertation with a 20 credit research methods module could be preferable.

It was further **noted** that the University of Hull is encouraging greater comment on pedagogy and explanation of teaching methodologies in programme documentation and that additional comment on pedagogical underpinnings to the MSc would be desirable.

The Committee **approved** the proposals. It advised that the programme team considers revising the programme documentation to highlight pedagogies and that it reviews the dissertation's credit value for 2015/16.

Action: MSc Programme Team

13-14/33 **APPROVAL OF THE NEW MBBS PROGRAMME**

The Committee **considered** agenda items 7, 9 and 10 and the relevant enclosures (4, 6 and 7) together, due to the inter-relationship between the items.

- (a) The Committee **considered** the proposed revision to recommendation 8.12.14 concerning reassessment at the end of year 4 (item 9 enclosure 6). Following concerns raised about student consultation in resolving this issue, the Deputy Dean and Academic Lead for the Curriculum Review confirmed that student representation had been made at the electronic Board of Studies in December 2013 and students' views considered. The recommendation was **approved** subject to minor revision to be signed off on Chair's action:
- The word "blueprinted" to be replaced with "mapped".
 - Sentence "Students who do not pass but have mitigation accepted will be offered..." be amended to clearly state that reassessment must take place before the start of the year 5 elective.

Action: Academic Lead for Curriculum Review

- (b) The Committee **considered** and **approved** the proposed use of sequential testing and OSLE assessment pertaining to recommendation 8.13.2. This included the requested detailed response to the external reviewer's comments (item 10 enclosure 7).
- (c) The Committee **considered** and **approved** the overall curriculum review and its recommendations detailed in item 7 enclosure 4 and enclosure 2 of the meeting 19th November 2013.
- (d) The Committee **considered** a revised programme of implementation for the new MBBS, including a related amendment to the reassessment timetable affecting year 2 in summer 2014/15 only. The revisions were proposed in order to balance the needs of NHS partners, School staff and students' interests. Assurances were given that all parties had been consulted about and supported the proposals. The proposed changes were **approved** subject to minor revision:
- To ensure the accuracy of shading in the timeline charts.
 - To ensure the charts clearly indicate the correct intercalation opportunities detailed in the MBBS documentation.

Action: Academic Lead for Curriculum Review

Reassurances were given that applicants are being provided with as comprehensive and clear information about the new curriculum as possible, and that current students have been and will continue to be, informed of the implications of the programme changes. This will be achieved through face-to-face forums and the range of electronic communications.

13-14/34 REMOVAL OF PENALTY POINTS FOR SUMMATIVE OSLETS IN PHASE II AND III FOR 2014-15

The Committee **considered** and **approved** the proposal (enclosure 8). The Deputy Dean confirmed that any students receiving penalty points in 2013/14 will have them written off. The Chair reiterated that the decision not to make this change in-year, was because student support was not unanimous and did not justify an exceptional action, which could set a precedent in subsequent cases.

13-14/35 PATIENT AND PUBLIC INVOLVEMENT MEMBERS OF BOARD OF STUDIES

The committee **considered** and **approved** a proposal (enclosure 9) to include two lay Patient and Public Involvement members on the Board of Studies.

13-14/36 CODE OF PRACTICE ON FITNESS TO PRACTISE MEDICINE

The Committee **considered** and **approved** a revised Code of Practice (enclosure 10), subject to an amendment to Section 2.2: Advice and sources of information on appropriate conduct should be removed from the Code of Practice, with the section instead referring students to the Code of Conduct for Undergraduate Medical Students. Up to date links to sources of information should also be maintained and clearly publicised to students.

Action: Associate Dean for Quality

The Committee also discussed the need to make minor factual amendments to Codes of Practice and document templates to ensure the currency of such as titles and terminology. It was **agreed** that only a consolidated list of such changes made should be **reported** to HJSC.

Action: Associate Dean for Quality

13-14/37 CODE OF PRACTICE ON ACADEMIC INTEGRITY

The Committee **considered** a revised Code of Practice (enclosure 11). It was **noted** that the Code is intended to consolidate related separate documents and to update advice to students. It was **noted** that changes requested by HJSC (13-14/15) had been made. A number of further amendments or concerns were discussed:

- (a) Section 2.1 be amended to give a clear date by which students should complete the University of York Academic Integrity Tutorial.
- (b) Move section 2.1 to section 3 to avoid a suggestion that the online tutorial covers issues of wider professional conduct.
- (c) Section 2.2 should be checked to ensure the correct documents are signposted.
- (d) Section 4 could be explicit about what "serious outcome" means.

- (e) Section 5.2 sentence regarding note-taking at the interview to be rewritten to clearly state that a written record should be made of the interview.
- (f) Consideration should be given as to the inclusion of time periods within which the stages of an Academic Misconduct case are completed.
- (g) The Code be cross-referenced with related codes to ensure consistency of procedure across similar investigation processes.
- (h) The Code be renamed the Code of Practice on Academic Integrity and Conduct.

The Committee **decided** that the Board of Studies should review the Codes of Practice to ensure consistency, and that the Code of Practice on Academic Integrity and Conduct is revised and reconsidered by the Board at its March 2014 meeting, for reconsideration by HJSC 1st May 2014.

Action: Deputy Dean and Associate Dean for Quality

13-14/38 CODE OF PRACTICE ON ASSESSMENT AND EXAMINATION FOR MBBS IN PHASE I, AND CODE OF PRACTICE ON ASSESSMENT AND EXAMINATION FOR MBBS IN PHASE II AND III

The Committee **considered** items 15 and 16 (enclosures 12 and 13) together. The Committee **noted** that the changes requested 2nd May 2013 had been made substantively. The Committee approved both Codes, subject to the following additional amendments:

- (a) Phase I
 - Section 2.3.2 – End the section “in the RoA”.
 - Section 2.3.6 – Amend to “The examination may take place in any clinical setting”.
 - Section 2.4 – Amend to “The papers will correspond to the Phase I core curriculum”.

- (b) Phase II and III
 - Section 2.3.4 – Amend to “Attendance at, and performance in, clinical placements will be subject to continuous assessment, conducted by clinical placement tutors. Satisfactory attendance and performance, evidenced by completion of all Record of Achievement (RoA) elements...”

It was also **noted** that the Code of Practice on Assessment and Examination for MBBS in Phase II and III would only be in place for one year.

13-14/39 DEAN’S REPORT

The Committee **received** the Dean’s report (enclosure 14).

13-14/40 ISSUES RAISED BY STUDENT REPRESENTATIVES

- (a) Richard Brooks queried, on behalf of the students, the reduction of choice in Student Selected Components in Phase I. The Deputy Dean assured the Committee that students had been fully consulted and that he believed students understood the rationale for this. The Deputy Dean offered to discuss this again with the students.

Action: Deputy Dean

- (b) Richard Brooks and Dan Whitmore both requested HYMS' assistance in encouraging students to participate in students' union elections, following concerns about low turnout from HYMS.

Action: Deputy Dean

- (c) Dan Whitmore thanked HYMS for the School's contribution to the recent Aldwyck Medical Students Survey response.

13-14/41 HYMS ANNUAL PROGRAMME REVIEW AND EXTERNAL EXAMINERS LOG

This item (enclosure 15) was deferred to the meeting 1st may 2014.

13-14/42 REPORT ON FIVE-YEAR TRENDS IN ADMISSIONS AND APPLICATIONS

This item (enclosure 16) was deferred to the meeting 1st may 2014.

13-14/43 HYMS PARTICIPATION IN THE POSTGRADUATE TAUGHT EXPERIENCE SURVEY

The Committee **noted** that the HYMS will participate in PTES 14th April to 16th June 2014 and that the Academic Support Office will administer the survey for all HYMS students.

13-14/44 DATES OF MEETINGS

The Committee noted the dates of the next meetings:

- 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 Glenn Burgess, (Hull, PVC Learning and Teaching)

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)

Professor John Greenman (Hull Senate representative)

Dr David Pearson (Deputy Dean of HYMS)

Professor Trevor Sheldon (Dean of HYMS)

Dr Richard Waites (York University Teaching Committee representative)

Mr Dan Whitmore (York University Students' Union)*

In attendance:

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

Mr John Busby (York and incoming Chief Operating Officer, HYMS)

Dr Adrian Lee (Secretary, York)

Mrs Alison Pettigrew (Associate Dean for Quality, HYMS)

Dr Steven Oliver (Academic Lead for Curriculum Review, HYMS) Part A items 7, 9, 10

Apologies

Professor Tony Morland (York Senate representative)

Professor Carl Thompson (York University Teaching Committee representative)

Niloofer Tavangar-Ranjbar (HYMS, Faculty Co-ordinator)*

Graham Scott (Hull Learning, Teaching and Assessment Committee representative)

Dr Steve Holland (York Senate representative)

Ms Lynne Braham (Head of Quality, Hull)

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