

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

Minutes of the meeting held on 1st May 2014

PART A: UNRESERVED BUSINESS

13-14/51 APOLOGIES AND ATTENDANCE

For a list attendees and apologies, please see Annex A

The Chair welcomed Gillian Greenway to her first meeting as a representative of the University of Hull Senate, Yuan Wang President of the GSA, and Charlie Reynard Vice-Chair Staff-Student Committee who was attending to speak to item 15.

13-14/52 MINUTES 16th JANUARY 2014

The minutes of the meeting held on 16th January 2014 (enclosure 1) were **approved** as a true and accurate record of the meeting.

13-14/53 DECLARATION OF RESERVED BUSINESS AND MEMBERS' INTERESTS

There were no declarations.

13-14/54 MATTERS ARISING

The Committee **received** a summary of actions arising from the previous meeting (enclosure 2). It was **noted** that a number of items were listed as separate agenda items and others required no further action.

- (a) 13-14/30(a) re 13-14/5 – The Chair **reported** that, following earlier discussions about the oversight for HYMS research, the HJSC would receive an annual report at the October meeting of research activity in the School. The Secretary will add the research report to the annual cycle of business.

Action: Secretary

- (b) 13-14/32 – The Programme Director MSc Human Anatomy and Evolution confirmed that actions requested by the Committee when approving revisions to the programme have been

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completed, with the exception of revisions to the dissertation which will be considered for 2015/16, and the addition of reference to pedagogical underpinnings and teaching methodologies in the programme specifications, which are still to be discussed.

- (c) 13-14/33(a), (d) – The Chair **approved** the requested revisions to the new MBBS programme on 18th April 2014.

- (d) 13-14/36 – The Head of Quality and Standards confirmed requested actions had been completed with regard to the Code of Practice on Fitness to Practise Medicine.

- (e) 13-14/37 – The Head of Quality and Standards confirmed that this action had been completed and the Chair had **approved** requested revisions to the Code of Practice on Academic Integrity and Conduct 28th January 2014.

- (f) 13-14/40 – The Deputy Dean for Education confirmed that students' concerns about the Student Selected Component in Phase I of the MBBS had been addressed and no further issues had been raised. He also confirmed that he had had discussions with students regarding participation in students' union elections. No solutions or actions had been proposed and it was **noted** that discussions would continue between the students' unions and HYMS student body.

13-14/55 **ORAL UPDATE FROM THE CHAIR**

- (a) The Chair **reported** that he had contacted the registrars of the host universities to raise concerns about the effective administration of Academic and Fitness to Practise Appeals in the context of a two-yearly change over between the universities. The Chair and Deputy Chair agree that appeals administration would be most effective if situated permanently in one university. This has been proposed to the registrars and the Chair has offered to prepare a paper for consideration by the Joint Board. The timeline for discussions and changes is to be confirmed.

Action: Chair

- (b) The Chair reported that there was some confusion regarding the membership of the HJSC, with differences in the Committee's stated composition between the Memorandum of Agreement and the terms of reference as discussed and agreed in earlier HJSC meetings (see enclosure 4, 10th October 2013 meeting and minute 13-14/5). The Chair **confirmed** that the membership would be constituted according to the larger and more diverse listing as agreed at HJSC. A number of vacancies on the Committee will be filled during the summer vacation.

13-14/56 APPROVAL OF REGULATIONS FOR THE DEGREE OF MBBS

The Deputy Dean for Education explained that the Regulations for the Degree of MBBS (enclosure 3) required minor updating following substantial updates to Codes of Practice and the introduction of the new MBBS programme. The Committee **approved** the regulations.

13-14/57 APPROVAL OF REGULATIONS FOR THE INTERCALTED DEGREE PROGRAMMES AND THE CODE OF PRACTICE ON STUDENTS TAKING INTERCALTED DEGREES

The Deputy Dean for Education introduced the Regulations and Code of Practice (enclosure 4), explaining that substantial changes have been made and approved by the appropriate committees to clarify the School's approach to intercalation and to ensure consistency. The Code of Practice was **approved** without amendment. The Regulations were **approved** subject to the following amendments:

- Section 5 – Deletion of the first sentence
- Section 6.3 – Amended to: "...will be determined firstly by reference to any prevailing student number control levels at the host universities..."

Action: Academic Lead for Intercalation

13-14/58 TO APPROVE CODE OF PRACTICE ON ASSESSMENT AND EXAMINATION FOR MBBS

The Deputy Dean for Education introduced the revised Code of Practice (enclosure 5) and contextual papers. Changes are required following the curriculum review. Changes to grade descriptors have been proposed to enhance clarity for students and examiners. The Code was **approved** subject to the following amendments:

- Section 2.5 – the grade of "satisfactory pass" be changed to "pass"
- Section 2.5 – the parenthesis below "bad fail" be removed in the Phase 2 and 3 table
- Section 2.3.3 – correct the full title for the OSLER assessment
- Section 2.6.1.4 – remove "consisting of an Objective Structured Clinical Examination"
- Page 6 – correct the numbering after 2.6.5.3 to 2.6.6-2.6.12
- Section 6.4 – change "course" to "programme"
- Section 10.1.1-10.1.3 – remove section numbers for Code of Practice on Academic and Fitness to Practise Appeals

Action: Associate Dean for Assessment

13-14/59 TO APPROVE THE CODE OF CONDUCT FOR MEDICAL STUDENTS

The Associate Dean for Students introduced this item (enclosure 6) as a replacement for the appendix to the Code of Practice on Fitness to Practise Medicine, which was no longer suitable. The Code was **approved** subject to the following amendments:

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- Section 2.11 – restructure and reword the section to enhance clarity so students understand the need to adhere to policies applying to the site on which they are located at the time. It was suggested that the section be divided in two, with a section on policies in ‘clinical’ settings and one on ‘HYMS’ or ‘educational’ settings. It was also **noted** that students would need to be made fully aware of local policies applying to them.
- Section 2.23 – amended to include the expectation that students will also comply with laws in “other jurisdictions” where relevant, for example overseas electives.

Action: Education Manager

13-14/60 TO APPROVE THE POLICY ON STUDENT WELFARE AND SUPPORT

The Associate Dean for Students introduced the Policy (enclosure 7) which was resubmitted following earlier consideration by the Committee. It was **noted** that the Assessment Team has drafted a new policy on reasonable adjustments in assessment, which takes into account current legal requirements, and that this adjustments policy, once approved, could be referred to in the Policy on Student Welfare. The Policy was **approved** subject to the following amendments:

- Section 2.1 – change “should” to “must”
- Section 2.2 and where relevant in later sections – add “or other appropriate services” where reference is made to seeking Occupational Health services
- Section 3.2 – revise the section to reduce its length and refer to the new policy on reasonable adjustments in assessments
- Section 5.2 – correct word ordering in the first sentence. Change self-certification period to “seven days”
- Section 6.1 – rephrase the first sentence to include paternity and so that maternity/ paternity needs do not sound like a problem issue. Rephrase second parenthesis for clarity
- Section 6.3 – change “may” to “will”
- Section 7.2 – add “paternity” to the first sentence to read “...similar maternity and paternity rights...” and remove the second sentence
- Appendix – retain the text above “Information on applying for leave of absence for MBBS students” but remove the rest of the appendix.

Action: Associate Dean for Students

13-14/61 APPROVAL OF THE CODE OF PRACTICE ON AWARD OF HONORARY AND VISITING TITLES

The Chair introduced the Code (enclosure 8) which sets out the process and conditions for honorary and visiting titles and the responsibilities of the Dean and the Chair. The Dean explained that the proposed Code will remove the existing ad hoc nature of appointments and provide enhanced clarity to the process. The Code was **approved** subject to the following amendments:

- Section 11.3 – delete the section
- Appendix 2 – flowchart to be amended to account for appointments of honorary/ visiting professors appointed by Chair HJSC.

Action: Clinical Education Staff Development Facilitator

13-14/62 APPROVAL OF THE ANNUAL MONITORING: SUMMARY REPORT FOR 2012-13

The Head of Quality and Standards introduced the report (enclosure 9a) and accompanying External Examiners logs and reports (enclosures 9b-9d). It was **noted** that not all External Examiners' reports had been received and that the School was following this up with the University of York. The Committee **approved** the reports following discussion of a number of issues:

- (a) Section 2.3(e) of enclosure 9b was queried as the HYMS response to the External's comment did not appear to fully address the point, particularly regarding the difficulty of patient stations. The Deputy Dean for Education confirmed that the issue concerning the OSLER has been subject to further review and action, as it raised the question of the degree of psychometric support available. Also, examiner training should address concerns about the difficulty of OSLER stations.

The Dean suggested that the School contact the External Examiner in question to update them on this progress.

Action: Assessment Team

- (b) Charlie Reynard commented that the fifth year students had reported favourably on the quality of questions in recent assessments and queried if the Assessment Team had received any formal feedback referring to improvements in assessment quality.

Action: Assessment Team

- (c) The Deputy Dean for Education queried the most effective way for the School to consider the examiners' logs and reports and suggested that programme boards and the Board of Studies receive them first in future before they are tabled at HJSC. It was **agreed** the Head of Quality and Standards will prepare a flowchart suggesting the most appropriate way in which examiners reports should be considered and approved, within the Universities processes.

Action: Head Quality and Standards

13-14/63 TO RECEIVE THE SUMMARY REPORT OF THE 2013 MEDICAL SCHOOLS ANNUAL RETURN

The Committee **noted** the summary report (enclosure 10), which members had received along with contextual papers. The Head of Quality and Standards informed the Committee that HYMS had been commended in two areas concerning learning and teaching in General Practice.

13-14/64 TO DISCUSS THE REPORT ON FIVE YEAR TRENDS IN ADMISSIONS AND APPLICATIONS TO HYMS (2008-2013)

Secretary's note:

This item (enclosure 11) had been deferred from the January meeting and was again deferred due to time constraints. On the Chair's direction, the item was considered outside the meeting via electronic discussion, with members asked to provide comments or questions. The following records the outcome of this discussion:

HJSC extends its thanks to Janine Henderson, Associate Dean for Admissions, for preparation of the report.

The Committee **noted** the comment that the lower number of mature entrants is a result of the changed fee regime, and that the increase in percentage of students achieving 3 grade A's at A level is largely a consequence of this. It was also **noted** that a significant undershoot at confirmation led to students with lower A level grades being admitted.

The Committee was concerned by the fact that applications to HYMS have decreased by a greater percentage than the national decrease, however it is reassured by the conclusion that "We continue to receive sufficient applications from highly qualified candidates to be able to select suitable students with appropriate academic qualifications for entry to HYMS."

HJSC asks that an updated report comes to the October HJSC, with all the trend tables and graphs advanced by a year.

Action: Associate Dean for Admissions

13-14/65 TO APPROVE THE STUDENT COUNCIL TERMS OF REFERENCE

Charlie Reynard, Vice-Chair Staff-Student Committee introduced the item (enclosure 12), which had been amended since submission to the Committee. Therefore, it was **noted** that under the heading "Wider Membership" it would now state: "Any HYMS student, including students studying the MBBS, Postgraduate Research and Postgraduate Taught programmes". Appendix I would also be re-titled "HYMS Student Council Organisational Chart".

The Dean commented that he was keen to see an active membership from the Council and the involvement of the students' unions. It was **noted** that the unions have been invited to attend the meetings and that YUSU had attended a recent one.

The GSA President asked how students raised any concerns with the Council and it was confirmed that issues could be raised in person at the meetings and through the established virtual communication channels used within the School.

The Deputy Dean for Education suggested an addition to section I of the terms of reference: "1.4 The mission of the medical school". This was **agreed**.

The Committee **approved** the terms of reference, subject to the addition of section 1.4.

Action: Chairs Student Council

13-14/66 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

Dan Whitmore **reported** that YUSU have been working with the Student Council and are keen to enhance the relationship between the Union and HYMS students. Charlie Reynard supported the Union's efforts to develop the relationship with the School.

No further issues were raised by the student representatives.

13-14/67 DEAN'S REPORT

The Dean drew the Committee's attention to particular points contained in his written report (enclosure 13). The Dean highlighted the response rate of 72% for the National Student Survey; that Hull will be conducting the periodic review of HYMS in June, and; that the Universities have accepted the academic case to move the Centre for Anatomical and Human Sciences to the Department of Archaeology at York, the financial implications of which are being addressed.

The Chair commended the School on achieving the Athena Swan Bronze Award for gender equality and for the success of its anniversary fundraising scheme. The Committee also **agreed** that it would welcome the opportunity to receive the HYMS Strategy and KPIs at its October meeting.

Action: Dean

13-14/68 VALIDICTIONS TO RETIRING MEMBERS

The Chair thanked the following Committee members, who have completed their terms, for their contributions to the HJSC:

- Carl Thompson
- Stephen Holland
- Dan Whitmore

13-14/69 DATES OF MEETINGS 2014-15

The Committee **noted** the dates of the next meetings:

- Thursday 30th October 2014, 10.00-12.00
- Thursday 29th January 2015, 14.00-16.00
- Thursday 20th April 2015, 10.00-12.00

York: HYMS Building 1st floor meeting room; Hull: Loxley Building 1st floor meeting room

ANNEX A: Attendance

Members

Professor John Robinson (Chair, York)
Professor Ian Pashby (Hull, PVC Engagement deputising for G Burgess)
Professor Gillian Greenway (Hull Senate representative)
Mr Dan Whitmore (York University Students' Union)*
Mr Yuan Wang (Graduate Students' Association, York)*
Dr Steve Holland (York Senate representative)
Dr Richard Waites (York University Teaching Committee representative)
Professor Trevor Sheldon (Dean of HYMS)
Dr David Pearson (Deputy Dean for Education of HYMS)
Professor Jonathan Bennett (Chair of Postgraduate Research Board, HYMS)
Charlie Reynard (Vice-Chair Staff-Student Committee, HYMS)

In attendance:

Mr Nigel Dandy (Head of Academic Support Office, York)
Dr Adrian Lee (Secretary, York)
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)

Apologies

Professor Glenn Burgess, (Hull, PVC Learning and Teaching)
Mr Richard Brooks, (Hull University Students' Union)*
Professor John Greenman (Hull Senate representative)
Dr Elizabeth Cleaver (Hull Learning, Teaching and Assessment Committee representative)
Professor Tony Morland (York Senate representative)
Professor Carl Thompson (York University Teaching Committee representative)
Niloofer Tavangar-Ranjbar (HYMS, Faculty Co-ordinator)*
Mr John Busby (Chief Operating Officer, HYMS)
Ms Lynne Braham (Head of Quality, Hull)

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