

**UNIVERSITY OF HULL  
UNIVERSITY OF YORK**

**HULL YORK MEDICAL SCHOOL**

**JOINT SENATE COMMITTEE**

Minutes of the meeting held on 30<sup>th</sup> April 2015

**PART A: UNRESERVED BUSINESS**

**14-15/43 APOLOGIES AND ATTENDANCE**

For a list attendees and apologies, please see Annex A

The Chair welcomed members to the Committee and received apologies for absence.

**14-15/44 MINUTES 29<sup>th</sup> JANUARY 2015**

The minutes of the meeting held on 29<sup>th</sup> January 2015 (enclosure 1) were reviewed and **approved** as a true and accurate record of the meeting.

**14-15/45 MATTERS ARISING**

The Committee **received** a summary of outstanding actions and matters arising from the previous meeting (enclosure 2). Items listed as separate agenda items and other completed actions were noted.

- a) 14-15/10 – re action on the Universities from the periodic review to ensure the accessibility and sufficient student support services to HYMS students, Mr Dandy informed the Committee that Hull, York and HYMS were now better connected in order to meet this recommendation and that they are working towards enhancements in service accessibility. The Chair noted that this action should now be recorded on periodic review action plans the School may submit to future meetings so progress and the completion of action on the recommendation can be monitored.

**Action: Chair BoS**

- b) 14-15/25c re 14-15/06 – Mr Brooks confirmed that due to the nature of records held by the Hull University Union it would not be possible to distinguish cases of HYMS students in financial hardship. Mr Brooks apologised for this situation. The Dean stated that following his meeting with the Head of Student Support in Hull<sup>1</sup> (Dr Anji Gardiner) he hoped that better links between the service and HYMS would enable students to access financial advice more easily. Action closed.

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<sup>1</sup> Shortly to become Student Wellbeing, Learning and Welfare Support

- c) 14-15/25d – re the Code of Practice on Appeals and Fitness to Practise Appeals, the Head of Quality and Standards informed the meeting that a revised Code would be tabled at the Board of Studies in June before escalation to HJSC at its next meeting. Action closed.
- d) 14-15/32 – re adoption of a Fitness to Study Policy the Chair BoS informed the Committee that he would review over the summer the interrelation between various Codes and Policies and report to HJSC at its next meeting. Following the last meeting, the Deputy Chair had provided the Secretary with information about Hull's policy position on fitness to study, which was forwarded to the BoS. The Deputy Chair informed the HJSC that Hull was reviewing its own policy with the intention of producing a new version. The Director of Student Services (Linda Hockley) has shown support for HYMS developing a policy that was likely to be broadly in line with Hull's intentions. The action was closed.
- e) 14-15/33 – re Hull University Union initiatives to monitor survey fatigue, the Chair BoS informed the Committee that he had met Mr Brooks to agree HYMS' support for discussions with students on reducing survey fatigue and improving communication about surveys to students. Mr Brooks will keep the Chair BoS informed of HUU's work to ensure the sharing of information and appropriate consultation with the School. The action was closed.

#### **14-15/46 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES**

Mr Brooks noted that work was progressing to review student representation and inclusion in the governance processes in HYMS and the Committee was informed that Mr Brooks, Mr Offer and the Dean were to meet imminently to discuss the matter.

No other matters were raised by the student representatives.

#### **14-15/47 TO RECEIVE A WRITTEN REPORT FROM THE DEAN**

- a) The Dean introduced his report (enclosure 3), highlighting particularly:
- The ongoing effort to address the difficult financial situation in which HYMS is operating and the planning to enable an investment programme in teaching staff at the earliest opportunity;
  - The completion of the organisational review and work teams were undertaking to establish their new roles and activities;
  - That the review of academic and clinical leadership was underway and expected to report in the summer;
  - The final GMC review report and action plan (included as an appendix to enclosure 3) and work underway to meet the recommendations;
  - The encouraging data on offers for admission to the MBBS in 2015 for home and international students;

- The improvements to student academic support that were being introduced and that an interim Academic Lead for Student Support would take up post in early June;
- That clinical teaching award winners would be announced later in the year to recognise the valued contribution of staff teaching in NHS clinical settings, and that there had been a very good level of student engagement in the scheme with a lot of nominations of staff;
- That in the 2016 Complete Universities Guide league table for medical schools HYMS had been ranked 16<sup>th</sup> (29<sup>th</sup> in 2015)<sup>2</sup>.

- b) The Dean explained to the Committee, in detail, the rationale for and actions taken to pause implementation of the new MBBS curriculum for Phase II (due to start in 2015/16). The Committee was informed that NHS colleagues had expressed concern of the feasibility of implementing changes to the Phase II acute care teaching blocks and of the risk of compromising the learning experience. The Programme team had assessed the situation and paused this aspect, though other scheduled changes originating in the curriculum review would still be introduced. The Dean and Programme team were satisfied that the actions taken would ensure the quality of the programme and mitigate against the risks of not taking any action.

The Chair BoS and Mr Offer noted the positive student feedback that had been received on the way the pause in implementation had been communicated to them.

The Chair asked that a concise paper be tabled at the next meeting summarising the changes and plans for continued implementation of the new curriculum. The Dean suggested that the Chair of the MBBS Programme Board be invited to talk to the paper.

**Action: Chair BoS**

- c) The Committee discussed the potential for strategic discussions about expanding student numbers following the outcome of the general election and the political aspirations for increasing doctor and particular GP numbers. The Committee supported the Dean's view that the School was in a strong position to lobby for increased numbers because of its expertise in primary care teaching.

#### **14-15/48 TO CONSIDER AND APPROVE A PROPOSAL TO REALIGN THE MBBS TO LEVEL 7 ON THE FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS**

The Committee considered a proposal (enclosure 4) to realign the MBBS programme to Level 7(M) on the Framework for Higher Education Qualifications (FHEQ) following the QAA's reiteration that such programmes are typically at Level 7. The Committee noted that the previous FHEQ had also set such a typical level, but that there was variation in the sector. It was noted that sector-wide activity is underway to realign medicine programmes and that the current HYMS MBBS was effectively being taught at Level 7 already. The proposal was of a technical nature with only minor

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<sup>2</sup> See: <http://www.thecompleteuniversityguide.co.uk/league-tables/rankings?s=Medicine> HYMS is ranked 16<sup>th</sup>, but with an equal overall score to Exeter at 15<sup>th</sup>.

amendments to the content of the specification that did not affect the learning outcomes or assessment.

The Secretary informed the Committee that Advice had been sought from Student Recruitment and Admissions and Student Welfare at York in order to identify any admissions or student finance implications. Neither office had raised concerns and information received had been passed to the School. The Secretary agreed to inform HYMS of direct contacts at York for further guidance, particularly with regard to the financial implications for in-coming and current students that enter(ed) as graduates. The Dean was keen to ensure that both Universities were consulted and able to provide guidance to the School.

The proposal was **approved** with the Secretary to inform appropriate University colleagues at York and Hull involved in programme administration.

**Action: Secretary**

#### **14-15/49 TO CONSIDER AND APPROVE A REVISED CODE OF PRACTICE ON ASSESSMENT AND EXAMINATION FOR MBBS**

The Committee considered a revised Code of Practice on Assessment and Examination for MBBS following extensive consultation, redrafting and approval by the Board of Studies. The Chair BoS explained that there had been no changes to the assessment processes, but that the processes regarding exit awards had been updated, along with improvements to the format and readability of the document.

The Code was approved subject to the following minor amendments:

- Section 6.6 be amended to read: “If the submitted work, e.g. written, oral or poster presentation, is judged by two examiners to be a *Fail* (Phase I) or *Serious Fail* (Phase II) the student will be required to undertake one final piece of prescribed work during the re-sit period within a timescale specified by HYMS”.
- Section 7.4 be rephrased to mirror 6.6 as: “If the second submission is judged by two examiners to be a *Fail* or *Serious Fail* the student will normally have their studies terminated, subject to the usual routes of appeal”.

*Secretary’s note: The wording of 7.4 was suggested following the meeting after discussion with the Head of Quality and Standards to meet the intention of the less effective rewording suggested during the meeting. The Head of Quality and Standards also agreed with the Secretary that section 8.4.4 should be reformatted as section 8.5, though the Committee had earlier rejected such a suggestion. The Chair approved the post-meeting amendments and advised that the Code can be finalised without his further approval.*

#### **14-15/50 VALEDICTIONS FOR RETIRING MEMBERS OF THE COMMITTEE**

The Chair thanked all members of the Committee for their hard work during the academic year and particularly those that would be standing down from the Committee with the completion of their terms of office. The Chair also noted that he would be succeeded by Prof. Alan Speight, PVC Education from Hull and would thus take the position as Deputy Chair of the Committee. The Chair

was thanked by members of the Committee and the School for his leadership. Nominations to replace retiring members will be made in due course by respective University committees.

*Secretary's note: It was confirmed after the meeting that the role of secretary to HJSC would permanently reside with the Quality Assurance Team at York, following discussions between both University Registrars.*

## **14-15/51      DATES OF MEETINGS 2015-16**

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

- Wednesday 4 November, 2.00-4.00pm: 1<sup>st</sup> floor Loxley, Hull / main meeting room York
- Wednesday 20 January, 2.00-4.00pm: 1<sup>st</sup> floor Loxley, Hull / **HG15, Heslington Hall**, York
- Wednesday 20 April, 10.00am-12.00pm: 1<sup>st</sup> floor Loxley, Hull / main meeting room York

It was noted that the meetings would now be held on a Wednesday to maximise the potential for student representatives to participate.

The School also noted the lengthy period of time between the meeting and the first one of the new academic year. In the context of a change of leadership the School was keen to ensure that business by Chair's Action could continue as required throughout the intervening months.

The Chair asked the Secretary to organise a handover meeting and assured the Committee that attention would be paid to ensuring the appropriate handling of matters that might arise. If required, an extraordinary electronic or face-to-face meeting could be scheduled. The Committee agreed with the Chair's suggestion that he liaise with Prof. Speight to agree the most effective way in which to deal with business by Chair's Action over the summer vacation.

**Action: Secretary**

## **ANNEX A: Attendance**

### **Members**

Professor John Robinson (Chair, PVC York)

Professor Glenn Burgess (Deputy Chair, DVC Hull)

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

Professor Gillian Greenway (Hull Senate representative)

Professor Trevor Sheldon (Dean of HYMS) – left during item 7

Dr Mark Williamson (Chair Board of Studies, HYMS)

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

Mr Alberto Luque Martinez (VP Graduate Students' Association, York)\*

Mr George Offer (York University Students' Union)\*

Professor Tony Morland (York Senate representative)

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

Professor John Greenman (Hull Senate representative)

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

### **In attendance:**

Dr Adrian Lee (Secretary, York)

Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)

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

Professor Brian Fulton (Dean of Faculty – Sciences, York) – Arrived during item 5

**Apologies**

Dr Penny Spikins (York Senate representative)

Dr Jan Hardman (York University Teaching Committee representative)

Dr Richard Waites (York University Teaching Committee representative)

Mr John Busby (Chief Operating Officer, HYMS)

Ms Jelena Horvatic (Graduate Students' Association, York)\*

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