

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 20th April 2016

PART A: UNRESERVED BUSINESS

[Secretary's note: Due to the Chair's delayed arrival the Deputy chair began the meeting, reordering the agenda to lead discussion on M15-16/47 before the Chair joined the meeting during discussion of M15-16/48 and coverage of the rest of the agenda].

15-16/40 APOLOGIES AND ATTENDANCE

For a list of attendees and apologies, please see Annex A

The Deputy Chair welcomed members to the Committee and received apologies for absence. Mr Edward Miller was welcomed in his attendance as Chair of the Staff Student Committee in HYMS to complement the student representation on HJSC.

15-16/41 MINUTES 27th JANUARY 2016

The minutes of the meeting held on 27th January 2016 (enclosure 1) were reviewed and **approved** as a true and accurate record of the meeting.

15-16/42 MATTERS ARISING

The Committee **received** for information 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.

15-16/28.K – re a review of policies and procedures to incorporate the new MSc in Physician Associate Studies. The Chair BoS informed the Committee that a review is underway of postgraduate policies and regulations, led by the Chair Postgraduate Programmes Board. This will report to the June BoS and bring recommendations for approval to the July HJSC.

15-16/28.L – re clarification of the regulations to be followed by MSc in Physician Associate Studies when undertaking Faculty of Health and Social Care (Hull) modules. The Chair BoS informed the Committee that this action would form part of the review of postgraduate regulations referred to re 15-16/28. K.

15-16/30 – re the process for annual reporting of academic misconduct cases received by the School. The Committee **agreed** that a report on academic misconduct cases managed by the School, including details of student demographic characteristics, shall be presented to HJSC on an

annual basis at its autumn term meeting. The Secretary to add the report the annual cycle of business.

Action: Secretary

15-16/43 TO RECEIVE FOR INFORMATION A LIST OF CHAIR'S ACTIONS SINCE THE PREVIOUS MEETING

The Committee **received** a list of approvals by Chair's Actions since the last meeting and **noted** that Professor Ian Watt is taking forward the Chair's request to consider proposing an intercalating programme option of MBBS and PhD for tabling at future BoS and HJSC meetings.

15-16/44 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

The Graduate Students' Association (York) and Chair of the Staff Student Committee had no items to bring to the Committee's attention.

No points were brought to the Secretary's attention ahead of the meeting by the Hull or York University Union representatives for discussion or information in their absence.

15-16/45 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

a) The Dean introduced his report (enclosure 4), highlighting:

i) The ongoing Shape and Size review at Hull and how this will result in HYMS forming a new Faculty of Health Sciences with other schools and departments at Hull. The Chair informed the Committee that the new organisational structures will be in place by August 2017. It was felt that the new structure would retain HYMS' integrity as a School, would mirror more closely the School's position at York and provide for better coordination and collaboration between the School and cognate disciplines.

ii) The review of academic and clinical leadership has been completed and resulted in opportunities to strengthen the core academic faculty. A number of vacancies for key positions are being advertised currently and in the medium-term the aspiration is to add staff to existing areas of expertise including primary care as well as to boost less well-developed, but fundamental subject areas such as pharmacology, health service quality and safety, and in biomedical sciences.

iii) The School has recently submitted an Athena SWAN Silver submission and the School is grateful to colleagues in the Universities for their assistance in compiling the submission.

iv) That discussions have begun between the Vice Chancellors regarding the value of reviewing the governance and management oversight of the School to ensure a proportionate and efficient approach. This will review the role and membership of the Joint Board and the PVCs have been tasked with reviewing the role and membership of HJSC. It was **noted** that the joint nature of the HYMS awards means that a balance will need to be retained of efficient governance

structures with the ability to effectively assure the Universities of the quality of HYMS' provision. The Chair actioned the Secretary to organise an initial meeting to begin this review.

Action: Secretary

v) The success of this year's admissions cycle in terms of the number of applications to the MBBS and postgraduate provision (though the MSc in Health Professions Education has not yet generated much interest from applicants) and the School's hope for a strong conversion of offers to enrolments. The School has also made a request to the Department of Health for additional MBBS places beyond the current cap.

vi) The health of research activity at present and the value of additional investment at York and Hull that would enable the School to sustain and grow activity in its current areas of specialty. The Dean also highlighted the activity that has taken place to review the postgraduate research student experience and offered to share with the Committee a report made to the PVC Research (Hull).

Action: Dean

vii) That Dr Steven Oliver has recently been appointed as Phase I Lead for the MBBS which has led him to step down as Chair of the Board of Studies. This vacancy is being advertised currently. The Chair thanked Dr Oliver for his work as Chair BoS.

b) During discussion of the report it was **noted** that it was strategically beneficial to focus additions to the academic staff on existing areas of research rather than to form a new area of activity due to the Schools' relatively modest size.

c) During the discussion it was also **noted** that the School has planned carefully for financial fluctuations from this year's large number of intercalating students resulting from the transition to the new MBBS curriculum and an additional opportunity for students to intercalate. In order to maintain relationships with placement providers the School has also discussed the situation with them so they are aware of any short-term costs or other implications resulting from a smaller than usual MBBS cohort undertaking placements in their locality.

15-16/46 TO RECEIVE A VERBAL UPDATE ON THE IMPLEMENTATION SCHEDULE OF THE NEW MBBS CURRICULUM

The Chair BoS provided the Committee with a verbal update on the implementation of the new MBBS curriculum. The Committee was informed that elements of the proposed structural rearrangement of clinical placements in years 3 and 4 had been the most challenging areas to implement:

a) The aim was to extend the period of time students had in rotations to provide them with a more holistic and full learning experience. The blocks would be extended in hospital rotations for the start of the 2017-18 academic year in both years 3 and 4, without the need for any in-year amendments, and they have been extended already for primary care rotations in year 3.

b) The intention had been to alter the timing of some taught content by moving it between years 3 and 4. This had proven to be too problematic and the decision has been taken not to alter the year in which content is covered.

c) The student body has been involved in the ongoing discussions about the implementation of the curriculum and the Chair BoS assured the Committee that the MBBS team will continue to actively consult and communicate with the students about the time line and nature of further activity to implement the curriculum. The communication would include students that are intercalating or on leave of absence to ensure that they are also fully informed.

d) It was suggested that marketing materials should be reviewed to ensure that the details provided to applicants about the programme structure and content remains accurate and meets the School's and Universities' obligations to comply with the Consumer and Markets Authority regulations.

Action: Chair BoS

15-16/47 TO RECEIVE FOR INFORMATION THE MEDICAL SCHOOL ANNUAL RETURN SUBMITTED TO THE GMC DECEMBER 2015

The Head of Quality and Standards introduced the Medical Schools Annual Return (MSAR) submitted to the GMC in December 2015 (enclosure 5) and summarised the feedback received from the GMC shortly before the meeting. The Committee was informed that the GMC has confirmed it is no longer compiling a national report of medical school data from the MSAR nor is it providing schools with feedback specifically relating to the content of their return.

HYMS' feedback received from the GMC related only to the 2015 GMC review of the School and a spreadsheet had been forwarded to HYMS summarising this and progress on actions. The GMC noted both *requirements* had been met in full and the actions are considered closed. Three of the four *recommendations* are also considered closed and the remaining one is listed as ongoing due to the School's continued work in this area: Quality Management.

The Head of Quality and Standards registered the School's disappointment with the new feedback system provided by the GMC as previous reports had provided a useful benchmark against which the School's activities to improve standards and to offer a comprehensive curriculum had been assessed. The Committee discussed the extent to which student progress could be monitored for different groups of students and why more thorough data had not been available previously. It was informed that some monitoring has been possible but that gaps in data systems had limited capacity in this work. The Committee was reassured that the outstanding action is being worked on with effort to improve learning analytics for student progress monitoring and that an update on this will be submitted with the MSAR in December 2016.

The Committee was satisfied with the report and GMC feedback and **noted** the positive relationship HYMS has overall with the GMC.

15-16/48 TO CONSIDER THE ANNUAL REPORT ON MBBS APPLICATIONS AND ADMISSIONS AND ANY IMPLICATIONS FOR THE SCHOOL OR UNIVERSITIES ARISING FROM IT

The Chief Operating Officer introduced the annual report on MBBS applications and admissions (enclosure 6). It was reported that the 2015-16 admissions cycle had been a positive one with a smoother confirmation process than the previous year, the meeting of Home student targets and the exceeding of Overseas student targets. The Committee was informed that the School will be monitoring the conversion rate closely as there had been a slight fall. There had also been a slight fall in the numbers of students in NSEC4-7 entering the MBBS, though the School is engaged in a number of widening participation activities.

The Committee was informed that HYMS operates a very transparent and clear process for applicants which may deter some students from applying if they do not think they will meet the first level of entry criteria. There are also likely to be applicants that perceive HYMS as a tactical insurance choice, again acting to reduce the potential for a strong conversion rate. However, the Committee recognised the value of having an open, transparent application process and was satisfied with the general performance in the admissions cycle. The Committee was also informed that the application process for 2016-17 was reaching a conclusion and that this had also been an encouraging experience.

The Committee was keen to understand how the demographic data for HYMS applicants and admissions compared with that of other medical Schools. The Dean reported that in general terms HYMS is similar to other institutions and that the School makes a conscious effort to engage in widening participation activities as part of its core business. Where possible, assessments of multiple indicators of student characteristics are also undertaken to provide equality of opportunity to potential students.

The Committee **noted** the effort of the admissions team in managing the application and admissions process and for compiling a thorough annual report.

15-16/49 DATES OF MEETINGS 2015-16 and 2016-17

- Wednesday 20 July, 2.00-4.00pm: **Room 106 Hertford Building, Hull/ 1st floor meeting room HYMS, York**
- Wednesday 26th October 2016, 2.00-4.00pm
- Wednesday 25th January 2017, 10.00am-12.00pm
- **Thursday 4th May 2017, 10.00am-12.00pm**
- Wednesday 26th July 2017, 10.00am-12.00pm

(Rooms for meetings in 2016-17 will be provided in due course)

ANNEX A: Attendance

Members

Professor Alan Speight (Chair, PVC Hull)

Professor John Robinson (Deputy Chair, PVC York)

Professor Gillian Greenway (Hull Senate representative)
Professor Trevor Sheldon (Dean of HYMS)
Dr Steven Oliver (Chair Board of Studies, HYMS)
Professor Martin Chalkley (York Senate representative)
Ms Rasha Ibrahim (Graduate Students' Association)*
Dr Richard Waites (York University Teaching Committee representative)
Professor Julie Jomeen (Hull Senate representative)
Dr Elizabeth Cleaver (Hull Learning, Teaching and Assessment Committee representative)
Dr Graham Scott (Hull Learning, Teaching and Assessment Committee representative)
Dr Jan Hardman (York University Teaching Committee representative)

In attendance:

Dr Adrian Lee (Secretary, York)
Mr John Busby (Chief Operating Officer, HYMS)
Mr Nigel Dandy (Head of Academic Support Office, York)
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)
Professor Brian Fulton (Dean of Faculty – Sciences, York)
Mr Edward Miller (Chair Staff Student Committee, HYMS)*

Apologies

Dr Penny Spikins (York Senate representative)
Mr Chuby Okide (Hull University Union)*
Mr Matt Evans (Hull University Union)*
Mr Thomas Ron (York University Students' Union)*
Dr Roger Sturmeay (Chair of Postgraduate Programmes Board, HYMS)

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