

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 20th July 2016

PART A: UNRESERVED BUSINESS

15-16/55 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.

15-16/56 MINUTES 20th APRIL 2016

The minutes of the meeting held on 20th April 2016 (enclosure 1) were reviewed and **approved** as a true and accurate record of the meeting.

15-16/57 MATTERS ARISING

There were no matters arising or outstanding actions to report.

15-16/58 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 (enclosure 2) since the last meeting.

15-16/59 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

The Graduate Students' Association (York) and YUSU 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 University Union representatives or the Acting Chair of the Student Staff Committee for discussion or information in their absence.

15-16/60 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

a) The Deputy Dean introduced the Dean's report in his absence (enclosure 3), highlighting:

- i) recent solid, mid-table performance in recently published league table rankings for medical schools;
- ii) the School's recent Athena SWAN Silver Award submission, the outcome of which should be known in September 2016;
- iii) ongoing work to upgrade, replace and improve a number of key business systems;
- iv) the business approval at Hull for the Institute of Clinical Applied Health Research, which is awaiting University of Hull Council's final approval, and the ongoing consultation with staff and the Trades Unions regarding the reconfiguration of research activity that will result from the inception of the new Institute;
- v) recent appointments in psychiatry, based at York and in research roles, but that will also include contributions to teaching;
- vi) confirmation of the imminent appointments of the Director of Problem Based Learning and Director of Primary Care Education;
- vii) the recent approval of the Diploma of Higher Education in Medical Sciences as a stand-alone award to be undertaken at HYMS (York) by a cohort of students from the University of Kurdistan Hewler;
- viii) encouraging admissions data for the coming academic year at undergraduate and postgraduate taught levels, particularly with regard to the MSc in Physician Associate Studies and MSc in Clinical Anatomy.

b) During the discussion of the Dean's report the Committee **noted** that:

- i) the appointments in Psychiatry were a welcome addition to the faculty, but that there remain challenges to secure sufficient mental health teaching in clinical settings due to the reconfiguration of NHS services in the region and the enhanced role of small specialist private providers for the provision of some mental health services. School staff assured the Committee that they continue to secure opportunities to give students clinical experience in mental health in collaboration with the variety of service providers and to look for alternative approaches to provide psychiatry training.
- ii) work has progressed to upgrade the IT infrastructure at both the Universities' campuses and in hospital settings, with work taking place to renew the video links between Hull and York and provision of eduroam in hospitals. It was reported that provision of eduroam at Castle Hill, Hull is a particular challenge, but that the School is negotiating with the NHS and charitable trust there to secure a suitable solution.
- iii) recruitment for the MSc in Health Professions Education has not been as strong as for other programmes, but that the most recent admissions data the Committee was informed of was more encouraging. The School also reported continued efforts to market the programme locally and regionally and that it expected a usual last-minute increase in applications. The Committee was further informed that in 2017 the continued sustainability of the programme is likely to be reviewed.

15-16/61 TO CONSIDER AND APPROVE REVISED REGULATIONS FOR TAUGHT POSTGRADUATE CERTIFICATES, POSTGRADUATE DIPLOMAS AND MASTERS DEGREES

The Committee considered a proposed revision to the regulations for taught postgraduate programmes (enclosure 4) that were introduced by the Chair of the Postgraduate Programmes Board. The revision updated the regulations to account for an expanded PGT portfolio and to update a number of procedures for the governance of postgraduate awards.

Members of the Committee provided the Chair of the Postgraduate Programmes Board with a number of suggested revisions and the Secretary agreed to forward a consolidated list of suggested revisions for inclusion in the final version of the Regulations.

The Chair of the Postgraduate Programmes Board was thanked for preparing a very clear set of regulations and was asked to prepare the revised version.

The proposal was **approved** with the Chair HJSC to sign off the final version once prepared.

Action: Secretary HJSC, Chair BoS

15-16/62 TO CONSIDER AND APPROVE A REVISED CODE OF PRACTICE ON POSTGRADUATE ADMISSIONS FOR HYMS PROGRAMMES

The Committee considered a proposed revision to the Code of Practice on Postgraduate Admissions for HYMS Programmes (enclosure 5) that were introduced by the Chair of the Postgraduate Programmes Board. The revision updated the Code to account for an expanded PGT portfolio, to codify information currently in separate documents and to update a number of procedures for the efficient admission to postgraduate awards.

Members of the Committee provided the Chair of the Postgraduate Programmes Board with a number of suggested revisions and the Secretary agreed to forward a consolidated list of suggested revisions for inclusion in the final version of the Code.

The Chair of the Postgraduate Programmes Board was thanked for preparing a very clear document and was asked to prepare the revised version.

The proposal was **approved** with the Chair HJSC to sign off the final version once prepared.

Action: Secretary HJSC, Chair BoS

15-16/63 TO CONSIDER A PAPER ON OPTIONS FOR ALTERNATIVE ACADEMIC GOVERNANCE OF HYMS, INCLUDING OPTIONS FOR MANAGING ACADEMIC AND FITNESS TO PRACTISE APPEALS

a) The Deputy Chair introduced a paper on options for the alternative academic governance of HYMS, including options for managing academic and fitness to practise appeals (enclosure 6), explaining that this had been at the request of the Vice-Chancellors following a meeting they held in March with the Dean of HYMS. The Committee was informed that with the School's maturity it was felt that a sense of trust has been developed between the School and the Universities that justifies a less regular and close scrutiny of HYMS at the highest level. It has recently been decided that the Joint Board will now meet on an ad hoc basis at the request of one of the partners and that the PVCs had been asked to make recommendations on the academic governance going forward.

The Chair and Deputy Chair welcomed the Committee's opinions on the paper presented in order that they could make recommendations to the Vice-Chancellor's. During discussion of the paper it was **noted** that:

i) underpinning principles to inform recommendations for future academic governance include:

- the safeguarding and promotion of the joint nature of the School whilst recognising the registration of students with an individual university;
- the safeguarding and promotion of standards and quality assurance of HYMS programmes achieved through tripartite communications;
- the avoidance of duplication of effort in consideration of business and the desirability of recommendations that would enhance the efficiency of processes;
- the need to minimise the risk that one of the universities becomes less engaged in supporting and overseeing the School's activities resulting from any change in governance;
- ensuring the appeals process gives an equal experience to all students and that there is shared learning from appeals cases by joint involvement in the process;

ii) some options outlined would not be feasible due to legal conditions relating to students' registration with one of the universities (for example the OIA considers appeals cases on the basis of the university of registration);

iii) the joint nature of HYMS, the tripartite management and governance and attention to equality of student experience in the School had been praised by the GMC in its review;

iv) it could be inappropriate to ask the universities to harmonise their own policies and procedures to facilitate an efficient process for HYMS students as the universities are autonomous institutions with different institutional cultures and priorities;

v) the acknowledgement of increasing levels of trust in managing and governing HYMS as the School has matured justifies the relaxation of joint oversight at the highest levels, but at the HJSC level of academic governance, there is value from the current practice to best support continued excellence;

vi) the students' unions would appreciate a continued presence on appropriate governance bodies and opportunities to engage more fully with HYMS students in union activities;

vii) management of appeals is complex due to the joint nature of the School and students' registration at one or other of the universities and that it is important to ensure those handling appeals recognise this and processes enable a consistent approach to be maintained and developed;

viii) any review of the HJSC membership: could usefully enable representatives from senates and teaching committees to designate delegates to attend when they are unavailable, should include the new Faculty Dean when appointed to the role managing the new faculty at Hull of which HYMS will be a part and should consider the merits of introducing a quoracy for HJSC.

b) The Committee concluded its discussion by **recommending**:

- option a) for the future governance of HJSC with consideration of where enhancements or revisions could be made to the terms of reference and membership;
- option d) for the management of academic and fitness to practise appeals with consideration of how those managing appeals cases could be best informed of the particularities of appeals in HYMS due to its unique nature.

15-16/64 NOTE OF THANKS TO RETIRING MEMBERS OF THE COMMITTEE

The Deputy Chair recorded his appreciation on behalf of the Committee to those members (Elizabeth Cleaver and Student Representatives) that had now left HJSC.

15-16/65 DATES OF MEETINGS 2016-17

- Wednesday 26th October 2016, 2.00-4.00pm – 1st Floor meeting room HYMS York/ Loxley Hull
- Wednesday 25th January 2017, 10.00am-12.00pm – **2nd Floor** meeting room HYMS York, 1st Floor Loxley Hull
- **Thursday** 4th May 2017, 10.00am-12.00pm – 1st Floor meeting room HYMS York/ Loxley Hull
- Wednesday 26th July 2017, 10.00am-12.00pm – 1st Floor meeting room HYMS York/ Loxley Hull

ANNEX A: Attendance

Members

Professor John Robinson (Deputy Chair, PVC York)

Professor Gillian Greenway (Hull Senate representative)

Professor Una Macleod (Deputy Dean, HYMS)

Dr Sam Cobb (Chair Board of Studies, HYMS)

Professor Julie Jomeen (Hull Senate representative)

Ms Millie Beach (York University Students' Union)*

Ms Menglin Liu (Graduate Students' Association)*

Dr Roger Sturmeay (Chair of Postgraduate Programmes Board, HYMS)

Professor Graham Scott (Hull Learning, Teaching and Assessment 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)
Ms Lisa Tees (Quality Team, Hull)
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)
Professor Brian Fulton (Dean of Faculty – Sciences, York)

Apologies

Professor Alan Speight (Chair, PVC Hull)
Professor Trevor Sheldon (Dean of HYMS)
Professor Martin Chalkley (York Senate representative)
Dr Jan Hardman (York University Teaching Committee representative)
Professor Richard Waites (York University Teaching Committee representative)
Dr Penny Spikins (York Senate representative)
Ms Rasha Ibrahim (Graduate Students' Association)*
Mr Chuby Okide (Hull University Union)*
Mr Matt Evans (Hull University Union)*
Ms Tamaki Laycock (York University Students' Union)*
Oladunni Adeleye (Acting Chair Staff Student Committee, HYMS)*

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