

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 26th October 2016

PART A: UNRESERVED BUSINESS

16-17/01 APOLOGIES AND ATTENDANCE

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

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

16-17/02 MINUTES 20th JULY 2016

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

16-17/03 MATTERS ARISING

There were no matters arising or outstanding actions to report.

**16-17/04 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.

**16-17/05 TO CONSIDER AND APPROVE THE MEMBERSHIP, TERMS OF
REFERENCE AND ANNUAL CYCLE OF BUSINESS**

The Committee considered and **approved** its membership, terms of reference and annual cycle of business for 2016-17 (enclosure 3).

It was **noted** that members of the School had assisted in preparing the annual cycle of business to ensure it complemented the cycle of Board of Studies activity. It was also **noted** that the membership webpage would be updated following the meeting.

Action: Secretary

The Chair **reported** that no changes to the terms of reference had been proposed but that the Committee should be mindful that changes may become necessary in due course following the Vice-Chancellors' review of the governance of HYMS that was ongoing (see MI6-17/09).

16-17/06 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

- a) The Graduate Students' Association and YUSU had no items for the Committee's attention.
- b) HUU **reported** that recent conversations had taken place between HUU, YUSU and HYMS student representatives to explore opportunities to increase the number of student representatives and to provide appropriate training. The constructive conversations had led to a training event being organised for the very near future.
- c) The Acting Chair of the Student Staff Committee **reported** that following a ballot of students, the 2017 graduation ceremony that was scheduled to take place in York would now be in Hull, in recognition of the City being Capital of Culture 2017. The Dean confirmed that the Universities had been involved in considering this proposal and that they were making the arrangements for the ceremony moving to Hull.

It was **noted** that the 2016 ceremonies at Hull and York clashed meaning that YUSU could not send a representative to Hull for the HYMS ceremony. It was hoped that a future clash could be avoided.

16-17/07 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

- a) The Dean introduced his report (enclosure 4), highlighting:
 - i) the ongoing work to reconfigure research groups at Hull which will consolidate research support and create more appropriately sized research centres;
 - ii) the School's recent Athena SWAN Silver Award which had been confirmed recently, with credit to the work leading the application by the Deputy Dean and Claire Ward;
 - iii) strong recruitment to the MBBS, on target for Home students and above target for Overseas students; recruitment of three Kurdish students to the DipHE with the expectation of a larger cohort being recruited in 2017; and strong postgraduate recruitment particularly to Physician Associate and Clinical Anatomy programmes;
 - iv) strong results for widening participation activities as represented by the diversity of the MBBS intake, particularly of students from lower socio-economic backgrounds;
 - v) plans for expansion of the MBBS programme which have been under development for some time to build greater resilience and economies of scale, but which now has the potential to be boosted by the Secretary of State's announcement of additional medical training posts from 2018.
- b) During the discussion of the Dean's report the Committee **noted** that:
 - i) The Athena SWAN Silver Award had been achieved at the first attempt and the Chair congratulated the School on this achievement.

- ii) The Loxley Building refurbishment was ongoing, though almost finished, but that the impact on students' learning had been minimal and countered by the upgrade to facilities that enabled the delivery of the postgraduate anatomy programmes. The Dean also highlighted the hard work of the anatomy staff in the run up to the start of the academic year to ensure new teaching spaces and equipment were ready, and the positive relationships fostered with the Hull Estates team.
- iii) The School and IT Services at York had reviewed the project over the summer to upgrade the Hull-York video link for teaching, recognising how and where delays had been caused to the completion of the work. The student representative informed the Committee that ongoing issues with the stability of the connection was affecting teaching, but that students recognised the efforts to try and minimise disruption. It was also **noted** that lectures are recorded for later viewing, and that the level of risk presented by lecture delivery by video link was something the School would review to see if alternative teaching delivery can be deployed in the longer term as the faculty expands.
- iv) A number of new appointments have been made to senior-level teaching roles with colleagues to join HYMS in January and February. Additional posts have also been budgeted for and MBBS expansion could bring additional growth to the faculty which would provide greater resilience when faced by pressures on teaching quality from such as NHS constraints.
- v) The Shape and Size review at Hull is being implemented but with the Faculty of Health Sciences of which HYMS will be a part due to begin operating by August 2017. The new faculty would bring the potential for greater cross-disciplinary working and sharing of best practice that is already taking place on a number of programmes.
- vi) 'My Progress' which is an online record of achievement allowing the recording and monitoring of practical skills outcomes has been rolled out for MBBS years three and five and Physician Associates and initial student feedback was positive. The system allows the easy recording of formative feedback and progress using portable devices. The student representative praised the quality of training students had received in order to use the system.
- vii) Four MBBS students were repeating year one following the informal resolution of academic appeals. The Dean reassured the Committee that the School had analysed the details of the cases, as all four students were registered at York, but there was no similarity of circumstance that might suggest a systemic cause.
- viii) The recruitment to the Health Professions Education programmes had been poor despite adjustments in the targets. It was felt that the programme was not competing internally with programmes offered by Health and Social Care at Hull, but that there is an element of market saturation, as well as a potential marketing obstacle in name of the programme not including 'medical'. The Committee was informed that this programme would be subject to review to consider its longer-term future.

16-17/08 TO RECEIVE FOR INFORMATION THE ANNUAL TRACKER OF MINOR AMENDMENTS TO CODES AND POLICIES

The Committee **received** for information the annual tracker (enclosure 5) of minor amendments to Codes of Practice, Policies and Regulations that were made without requiring approval by the Committee or Chair (M13-14/63 refers).

16-17/09 TO RECEIVE AN UPDATE ON PROPOSED CHANGES TO THE ACADEMIC GOVERNANCE OF HYMS FOLLOWING THE REVIEW LED BY THE VICE-CHANCELLORS

The Committee **received** an update from the Chair on proposed changes to the academic governance of HYMS following the review led by the Vice-Chancellors (M15-16/63 refers). At its last meeting the Committee made recommendations to the Chair and Deputy Chair of its preferred model for the future role of HJSC in the academic governance and management of HYMS academic appeals. The Chair **reported** that he and the Deputy Chair would now be forwarding the recommendations to the Vice-Chancellors in a letter.

It was also **noted** that the initial expectation that the Joint Board would cease to meet routinely has been revisited in the context of structural changes in both universities and imminent changes to be made in the senior leadership positions in the universities. Further, it was **noted** that the Joint Board would meet in November 2016 and that it would be useful for it to receive the letter from the Chair and Deputy Chair as the Joint Board would need to approve the recommendations.

Action: Secretary

16-17/10 TO DISCUSS THE NATIONAL STUDENT SURVEY RESULTS AND PROPOSED ACTIONS, AND PERFORMANCE IN THE POSTGRADUATE TAUGHT EXPERIENCE SURVEY

a) The Committee **received** the extract for HYMS of the York report on NSS results, the HYMS Board of Studies report on the same and the York PTES report extract for HYMS (enclosure 6). At the meeting, the confirmed questionnaire for the 2017 NSS was tabled, as well as a table of analysis by Hull, illustrating performance benchmarked to the sector, to 2015 and splitting Hull and York registered students' results.

The Committee **noted** that York manages analysis and reporting of NSS and PTES for HYMS on behalf of both universities. As part of this all its departments are asked to contribute their own brief interpretation of their results, progress on 2015 actions and suggested priority actions from the latest results.

The Committee was informed that the School had been apprehensive in the run up to the publication of the results as it would be a significant challenge to maintain 2015's results, but it was disappointing that this year's scores had declined as much as they had. It was **noted** that headcount analysis over time suggested that a larger number of students had been dissatisfied in answering Q22

on their overall satisfaction and that though this was still a small group, its impact on the overall cohort result had been felt.

b) The Committee appreciated the level of reflection undertaken in the School to understand the results and appreciated that the NSS was one source of student feedback among a range, some of which suggested greater levels of student satisfaction. It was also **noted** that the graduating cohort had been one that had experienced a number of changes in its programme that might have influenced levels of satisfaction, despite the hard work of the Phase III Lead to address concerns. However, the Committee was keen to understand where dissatisfaction was evident and what short- to longer-term actions would be implemented.

The Committee **noted** that students had to date been involved in discussions about the results through representation on the Management Board and Board of Studies and focus groups organised by the MBBS Programme Director. Students would also continue to be consulted on the action plan via the Student Staff Committee and wider consultation.

c) The actions **discussed** as priorities for the School were in Organisation and Management, and Assessment and Feedback. It was suggested that the open comments point to a feeling that the human side of Organisation and Management is weak and that students would appreciate more personal contact with staff able to explain and address the problems they experience. This dynamic did not appear to have been addressed in the proposed actions reported to York and could be focused on more wholeheartedly.

The Committee was informed that actions in relation to Teaching results should address issues in other NSS dimensions, including Organisation and Management as expansion of the faculty and structural changes that have been introduced to improve teaching will also allow for more comprehensive academic and pastoral support and greater efficiencies in School processes. Such developments in the School may also provide for greater resilience in the face of stresses and weaknesses within the NHS, including difficulties with the timetabling of teaching, that are otherwise beyond the School's influence, but that have a recognised impact on students' satisfaction.

It was suggested that in explaining the NSS to students, the School might draw on the experience of Health and Social Care where the distinction between the experience of the course as provided by the University and those elements beyond its control in practice settings are made. However, it was also **noted** that unlike in nursing programmes, the MBBS students do not complete the additional NHS placement questions.

It was also **noted** that with the introduction of the Teaching Excellence Framework and new HEFCE quality assurance processes the focus on NSS results is likely to be less on the Overall Satisfaction score and more on some or all of the new survey's dimension results. The School confirmed that its action plan, to be tabled to the Committee at its next meeting, will comprehensively address actions in each of the current dimensions, giving the example that a review of Assessment and Feedback is ongoing and will report in the spring.

It was further suggested that efforts to improve academic and pastoral support to students in later years of the programme when they are on clinical placements across the HYMS region should have a positive impact on student experience, though it was **noted** that some students were not currently receiving the level of support expected from the new mentoring/ supervision. The Dean assured the Committee that student feedback would be sought as a priority to understand and address these

concerns, with the Chair of the Board of Studies asked to liaise with the Acting Chair of the Student Staff Committee to facilitate this.

Action: Chair BoS

d) In discussing student engagement to elucidate areas of concern for students and in contributing to action planning, the Dean informed the Committee that he had proposed the introduction of a paid student representative to be funded by HYMS, but independent of the Schools, that would increase the capacity of such an individual to effectively consult and represent the dispersed student body. Such a role would be undertaken by a student taking leave of absence from the MBBS.

The Acting Chair of the Student Staff Committee suggested this may be attractive to students who are already used to taking a year's leave to intercalate as part of their professional development. The HUU President expressed his reservations that such a role could weaken the Students' Unions' roles to effectively represent the full student body in their respective institutions, including HYMS' students, if such a position gave the impression of a separate representative body. It was suggested that the Students' Unions and Student Staff Committee meet to discuss the potential merits of a paid HYMS student officer.

Action: HUU President

16-17/11 TO RECEIVE THE ANNUAL REPORT ON ACADEMIC MISCONDUCT IN HYMS

The Committee **received** a verbal report from the Chair of the Board of Studies on academic misconduct in the School in the 2015-16 academic year, following a request for such a report at a previous meeting (M15-16/42 refers). The Chair explained that there had only been one case in the academic session and that therefore there was little that could be deduced or learned from this.

The Committee **noted** that improvements in support systems in the School also meant that more issues were being identified and addressed formatively, with cases that might previously have been formally investigated being suitably resolved at an early stage.

16-17/12 NOTE OF THANKS TO THE DEAN

The Chair thanked the Dean on the Committee's behalf for his contributions to HYMS and HJSC as he will be retiring from the role in January, with Professor McLeod assuming the role of Dean.

16-17/13 DATES OF REMAINING MEETINGS 2016-17

- 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 Alan Speight (Chair, PVC Hull)
 Professor John Robinson (Deputy Chair, PVC York)
 Dr Sam Cobb (Chair Board of Studies, HYMS)
 Professor Trevor Sheldon (Dean of HYMS)
 Dr Jacquie White (Hull Senate representative)
 Professor Gillian Greenway (Hull Senate representative)
 Professor Martin Chalkley (York Senate representative)
 Dr Claire Hookham-Williams (Hull Learning, Teaching and Assessment Committee representative)
 Dr Jan Hardman (York University Teaching Committee representative)
 Professor Richard Waites (York University Teaching Committee representative)
 Ms Millie Beach (York University Students' Union)*
 Ms Kate Stephenson (Graduate Students' Association)*
 Mr Matt Evans (Hull University Union)*
 Mr Matt Thorneycroft (Hull University Union)*
 Oladunni Adeleye (Acting Chair Staff Student Committee, HYMS)*

In attendance:

Dr Adrian Lee (Secretary, York)
 Professor Una Macleod (Deputy Dean, HYMS)
 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

Dr Roger Sturmeay (Chair of Postgraduate Programmes Board, HYMS)
 Professor Graham Scott (Hull Learning, Teaching and Assessment Committee representative)
 Dr Penny Spikins (York Senate representative)
 Ms Rasha Ibrahim (Graduate Students' Association)*
 Ms Tamaki Laycock (York University Students' Union)*

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