

**UNIVERSITY OF HULL  
UNIVERSITY OF YORK**

**HULL YORK MEDICAL SCHOOL**

**JOINT SENATE COMMITTEE**

Minutes of the meeting held on 25<sup>th</sup> January 2017

**PART A: UNRESERVED BUSINESS**

**16-17/20 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.

**16-17/21 MINUTES 26<sup>th</sup> OCTOBER 2016**

The minutes of the meeting held on 26<sup>th</sup> October 2016 (enclosure 1) were reviewed and **approved** as a true and accurate record of the meeting.

**16-17/22 MATTERS ARISING**

The Committee **considered** a number of matters arising from the previous meeting (enclosure 2) and **received** updates on several actions.

*a) Re M15-16/04 – Hull University Union Membership of the HYMS Joint Senate Committee*

It was **noted** in the autumn term 2016, Vassili Crispi, year two MBBS student was elected to the role of HYMS Faculty Representative (formally Coordinator) for Hull University Union. Mr Crispi will now normally attend HJSC with the HUU Vice-President Education. This item is now closed.

*b) Re M16-17/09 – The Chair's and Deputy Chair's Letter to the Vice Chancellors Regarding the Future of the HYMS Joint Senate Committee*

It was **noted** that the letter sent by the Chair and Deputy Chair to the Vice Chancellors outlining their recommendations for the future of the HYMS Joint Senate Committee was tabled at the Joint Board's November meeting. The Deputy Chair also **reported** that the Joint Board had agreed to continue to meet biannually and that HJSC should continue to operate as at present. This item is now closed.

*c) Re M16-17/10.c – The Observation that Some MBBS Students were not Currently Receiving Expected Levels of Pastoral Support from the new Mentoring/ Supervision Process*

The Chair, Student Staff Committee **reported** that she will be meeting the Academic Lead for Student Support in February to discuss feedback from year five MBBS students regarding their experience of the support provision.

*d) Re M16-17/10.c – The Suggestion that a way to Enhance Student Representation could be the Introduction a Paid HYMS Sabbatical Student Officer*

The HUU VP-Education **reported** that as yet a tripartite discussion between HUU, YUSU and the Student Staff Committee had not taken place, but that HUU Officers had discussed the suggestion that HYMS could fund a sabbatical student representative post as a means of enhancing student representation in the School. HUU do not support the idea on the grounds that HUU is mandated to represent all students of the University (as is YUSU at York) and that to have an alternative representative figure might set a precedent by which other Schools of the University requested a similar role, contrary to the HUU governance model and agreement with the University. HUU also had concerns that a directly or indirectly HYMS funded Officer may not be able to operate as independently as necessary to fulfil their representative role. HUU would seek to work with YUSU and HYMS to agree other ways in which it could more effectively engage and represent the student body. This item is now closed.

#### **16-17/23 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 3) since the last meeting. It was **noted** that with regard to M16-17/22.a) the Chair had approved a change to HUU representation on HJSC, due to the recent resignation of the HUU President and a request of the VP Education, such that on an interim basis (for the 2016/17 academic session) the membership will be the HYMS Faculty Representative and Vice-President Education. Following future election of a student president HUU representation on HJSC will be reviewed.

#### **16-17/24 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES**

a) The Graduate Students' Association informed the Committee that research students at York had reported difficulties gaining ethics approval during the summer vacation due to Ethics Committees not meeting at this time. The Dean reassured the Committee that the HYMS Ethics Committee holds a number of physical meetings, but also operates virtual meetings as required to avoid delaying the progress of research students' and staff members' research.

b) HUU **reported** that one of its key projects is to strengthen its Student Voice communication systems across the University and that it looks forward to working with HYMS to ensure its students are part of the project.

c) YUSU **reported** that it is also exploring ways to effectively communicate with and feedback to students and that it welcomes opportunities to discuss plans with HUU and HYMS.

#### **16-17/25 TO RECEIVE A WRITTEN REPORT FROM THE DEAN**

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

- i. Organisational restructuring of Hull academic departments will mean that from the 1<sup>st</sup> February 2017 HYMS will be a School as part of the Faculty of Health Sciences at Hull.
- ii. Organisational restructuring of research in HYMS at Hull is progressing and that Hull's University Executive Group has approved the first phase of the project leading to the end of the present financial year. Staff realignment into the new research groups and a new research centre will take place following the conclusion of period of staff consultation, which so far was progressing positively.
- iii. Refurbishment of Loxley is near complete with very positive feedback from the Clinical Anatomy staff and students on the new facilities.
- iv. Construction of the new Allam Building at Hull is progressing well and that HYMS hopes to move in during July 2017.
- v. The Management Board has agreed a systems replacement plan to replace the assessment system as part of an overall need to upgrade outdated IT and administrative software.
- vi. Issues are ongoing with the stability of the upgraded Hull-York video links but that IT Services at both Universities have been working very hard to address the problems and that School staff have kept students informed of the issues arising.
- vii. A new campus allocation policy for MBBS students is being piloted whereby those applicants for 2017 have been randomly allocated a campus with confirmation of their offer. This is with the intention of being able to secure enrolments rather than risk losing students that do not want the uncertainty of not knowing where they will study when accepting offers.
- viii. The Secretary of State for Health's proposals to expand trainee doctor numbers could provide HYMS with a valuable opportunity to expand the MBBS programme giving greater economies of scale and that the School hopes to receive approval to increase numbers by 40-80 students per year.
- ix. The new postgraduate Physician Associate Studies and Clinical Anatomy programmes have made a successful start.

b) During the discussion it was **noted** that:

- i. The pilot campus allocation policy has been introduced due to the feedback received from applicants and parents that a lack of certainty until post-offer of the location of study dissuaded some applicants from selecting HYMS. It is hoped that a better conversion rate can be obtained by allocating places with offers. It was noted that this change in allocation policy brings with it the risk that conversion rates might now be asymmetrical, creating difficulties in organising teaching at the respective universities, but that measures were in place to manage these risks in order to trial a meaningful revision to the policy.
- ii. The Department of Health expansion plans provide a timely opportunity for HYMS to expand and deliver medical education with greater economies of scale, but that this would also rely on the effective management of both teaching and learning activities and facilities within the School and wider Universities to provide an excellent student experience. The Committee was informed that discussions were taking place with the Universities, and particular with York regarding physical space needs.

The Committee was reminded that as well as supporting the School to provide teaching and learning, it also had a role to scrutinise and to hold HYMS to account where there were risks to the student experience. It was **noted** that expansion could prove particularly challenging due to NHS pressures, the availability of placements and as to whether the current curriculum model could continue to accommodate additional students.

The Dean provided reassurance that School and NHS staff workloads and other pressures would be monitored and managed to ensure expansion did not have a negative impact on colleagues. The Dean also acknowledged the need and potential opportunity created by possible expansion for a re-examination of the HYMS' MBBS curriculum model.

- iii. Planning is underway to upgrade management and administration infrastructure systems to replace those at the end of their life and to meet the needs of the expanding School. The assessment systems were a priority for replacement with a motivation to introduce a more flexible system able to cope well with the assessment requirements of a medical degree. It was further noted that as well as upgrading systems, effective management of administration is needed and that the addition of a Deputy Chief Operating Officer and other roles would help with this. The Committee was also informed that the School has raised with the Joint Board a number of concerns about the effectiveness of Registry, HR and IT activities undertaken for HYMS by the Universities, commenting that more robust support of the Universities will enable the School to lead positive enhancements in leadership and management, rather than having to take a more reactive response.
  
- iv. In relation to the Dean's report on research activity and restructuring, the Deputy Chair informed the Committee that the Chair had observed that the Memorandum of Agreement for HYMS (section 3.6) directs that "*HJSC will set up a Research Committee to be responsible to the Senates of the Universities via HJSC to facilitate the coordination of research activities within HYMS*". This has not been complied with due to development of alternative HYMS structures for research governance since the drafting of the Memorandum, but in the spirit of the section and in practical terms HJSC receives information on relevant research activity through the Dean's Report, and monitors any matters pertaining to research degrees.

The Chair therefore proposed that the Committee makes a request to the Joint Board to remove section 3.6 of the Memorandum of Agreement to ensure the document better reflects appropriate practice for research governance. The Committee **decided to recommend** that the proposal be forwarded to the Joint Board.

**Action: Secretary**

**16-17/26 TO APPROVE REVISED REGULATIONS FOR THE DEGREE OF BACHELOR OF MEDICINE, BACHELOR OF SURGERY (MBBS)**

The Committee considered and **approved** updates and amendments to the Regulations for the Degree of Bachelor of Medicine, Bachelor of Surgery (MBBS) (enclosure 5), particularly with regard to corrections to lower award titles and minor updates to committees referred to in the regulations, subject to:

- Revision of sections 5.1.1 and 5.1.3 to more clearly refer to the intended admissions requirements by which applicants would be assessed;
- Revision of section 9.3 to reinstate 'successful' to make explicit the need to successfully complete assessments;
- Revision of section 12.4 to more positively refer to the award of Diploma of Higher Education (Medical Science) as an intended award in the circumstances referred to.

The Chair HJSC to sign off the final version once prepared.

**Action: Chair BoS**

**16-17/27 TO APPROVE REVISED REGULATIONS FOR THE INTERCALATED DEGREE PROGRAMMES**

The Committee considered and **approved** updates and amendments to the Regulations for the Intercalated Degree Programmes (enclosure 6) particularly with regard to regulations for students completing an intercalated PhD, subject to:

- Revision of the introductory paragraph on page 2 to state "...from and including the 2015/16 academic year students will...";
- Revision of section 3.3 to amend the start of the section to read only "The time that a HYMS student can...";
- Revision of a number of phrases, such as in sections 3.4.1 and 3.5.1, to consistently refer to the teaching and clinical mentorship provided to students completing a PhD by intercalation;
- Revision of section 3.5.1 to explicitly refer to the monitoring of clinical teaching and mentorship during the period of PhD study and not of progress of the PhD research itself (which will be the responsibility of the providing institution under its rules for research degrees);
- Revision of section 3.7 to explicitly include circumstances where an external institution to HYMS, Hull or York will agree to and oversee a student's clinical teaching and mentoring plan.

The Chair HJSC to sign off the final version once prepared.

**Action: Chair BoS**

**16-17/28 TO APPROVE THE ANNUAL PROGRAMME REVIEW, RESPONSE TO EXTERNAL EXAMINER REPORTS AND UNDERGRADUATE AND POSTGRADUATE ACTION PLANS FOLLOWING STUDENT SATISFACTION SURVEYS AND OTHER QUALITY ASSURANCE AND ENHANCEMENT DATA**

The Committee considered and **approved** the Annual Programme Review (APR), response to external examiner reports and undergraduate and postgraduate action plans following student satisfaction surveys and other quality assurance and enhancement data (enclosure 8).

The Committee **noted** the comprehensive and reflective way in which the APR had been prepared so that each undergraduate and postgraduate programme was included and that the action plans were detailed and fine-grained to address specific issues, particularly those highlighted by the National Student Survey and concerning the MBBS.

During its discussion, the Committee focussed its attention on how issues referred to in the APR report were reflected and prioritised in the action plans. The Committee **decided** that issues identified in the APR informed the action plans, with the listed priorities covering a range of issues including those relating to teaching, organisation and management and assessment. The Committee **noted** that:

- The Board of Studies and Management Board regularly scrutinise progress towards the completion of the action plans, ensuring that the timeline set is adhered to;
- The work on the action plans is currently meeting the timelines set.

It was suggested that it would be easier to maintain momentum on, and to monitor work towards the actions if the completion times were specific dates rather than being listed as, for example 'ongoing', 'immediate', '12 months'. The Chair BoS agreed to review the completion times listed.

**Action: Chair BoS**

**16-17/29 TO CONSIDER THE YORK STUDENT PARTNERSHIP AGREEMENT AND ITS POTENTIAL IMPLICATIONS FOR HYMS**

The Committee **considered** the proposed York Student Partnership Agreement (renamed 'Community Declaration') and its potential implications for HYMS (enclosure 9). The Deputy Chair informed the Committee that the original version of the proposed Agreement circulated as enclosure 9 had already been revised following cross-departmental consultation, to which HYMS had responded, and that the revised paper also circulated as part of enclosure 9 was due to be considered by York Senate on the 31<sup>st</sup> January 2017. The Deputy Chair explained that the Committee's discussion could therefore usefully discuss possible implications of a York Community Declaration for HYMS and for Hull, by virtue of the fact that HYMS students are intended to be included.

The Chair BoS explained that due to the timing of the consultation a limited discussion had taken place among senior colleagues to prepare the response submitted, but that the BoS had received the draft agreement and School consultation response (also enclosed) at its December meeting. The BoS had been supportive of the Agreement reviewed at the time but had a number of concerns about the potential policy changes that could result in the implementation of the possible policy changes. The Chair BoS also stated that the revised document to be tabled at York Senate appeared to be an

improved one and thus continued to have his support. The Dean added her support to the latest iteration of the document.

The Deputy Chair explained that the consideration of the proposed policy changes would take place in the longer term as part of a Policy for Inclusive Learning and Teaching under development and as revisions to other policies.

Committee members from the University of Hull commented that the proposed document did not appear to present any difficulties for Hull, in relation to parity of treatment of HYMS students regardless of the campus on which they studied, and that the motives of the Community Declaration appeared to be in line with Hull's new learning and teaching strategy.

## **16-17/30 TO RECEIVE FOR INFORMATION THE ANNUAL REPORTS OF THE HYMS ETHICS COMMITTEE TO THE UNIVERSITY OF HULL AND THE UNIVERSITY OF YORK**

The Committee **received** the annual reports of the HYMS Ethics committee to the University of Hull and the University of York (enclosure 10) and **noted** that the feedback the Committee provided to the previous year's reports had been incorporated into the latest submissions.

## **16-17/31 DATES OF REMAINING MEETINGS 2016-17**

- **Thursday** 4<sup>th</sup> May 2017, 10.00am-12.00pm – 1<sup>st</sup> Floor meeting room HYMS York/ Loxley Hull
- **Wednesday** 26<sup>th</sup> July 2017, 10.00am-12.00pm – 1<sup>st</sup> Floor meeting room HYMS York/ Loxley Hull

## **ANNEX A: Attendance**

### **Members**

Professor John Robinson (Deputy Chair, PVC York)

Professor Una Macleod (Dean, HYMS)

Dr Sam Cobb (Chair Board of Studies, 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)

Professor Richard Waites (York University Teaching Committee representative)

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

Dr Penny Spikins (York Senate representative)

Ms Rasha Ibrahim (Graduate Students' Association)\*

Ms Tamaki Laycock (York University Students' Union)\*

Mr Matt Thorneycroft (Hull University Union)\*

Mr Vassili Crispi (Faculty Representative, Hull University Union)\*

**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)

Oladunni Adeleye (Acting Chair Staff Student Committee, HYMS)\*

Observer – Ms Kimi Smith (Student Engagement Development Coordinator, YUSU)

**Apologies**

Dr Jan Hardman (York University Teaching Committee representative)

Professor Brian Fulton (Dean of Faculty – Sciences, York)

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

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

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