

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 24th January 2018

PART A: UNRESERVED BUSINESS

17-18/18 APOLOGIES AND ATTENDANCE

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

The Chair welcomed the Committee, including new members, and received apologies for absence.

17-18/19 MINUTES 26th October 2017

a) The minutes of the meeting held on 26th October 2017 (enclosure HJSC.17-18.14) were reviewed and **approved** as a true and accurate record of the meeting, subject to the amendment of

M17-18/07.b.iv to read: *The Care Quality Commission had raised concerns about the quality of one partner trust in the region...*

b) The Chair drew the Committee's attention to a Secretary's Note added to M17-18/05 which records the decision taken in the reserved business (M17-18/15) that an annual Chair of BoS report should be submitted to the autumn term meeting of HJSC, starting in autumn 2018/19. This will provide an opportunity to highlight major trends or areas of activity undertaken during the academic year relating to HJSC's learning, teaching and student experience interests. The Secretary has added this report to the Annual Cycle of Business.

17-18/20 MATTERS ARISING

The Committee **received** a list of matters arising (HJSC.17-18.15). It was **noted** that:

a) Regarding M17-18/03b (and M16-17/56) and HYMS' inclusion in the University of Hull's TEF3 Subject-level Pilot, the Deputy Chair HJSC **reported** that following his discussions with HEFCE, that HYMS would not be included in the subject-level pilot for TEF3 at Hull. This decision had been taken due to the complexity of disaggregating Hull-registered students and Hull-related HYMS data from that of York, and the validity of the picture this would then present of HYMS as part of a subject-level and institutional TEF submission.

b) Regarding M17-18/03d (and M16-17/63) and confirmation of the process for approving Visiting Titles in HYMS, the Chair **noted** that he had approved by Chair's Action (15/12/17) an amendment proposed by the Dean HYMS to the HYMS Policy on Honorary Titles to re-incorporate the process for considering and approving Visiting Titles in HYMS.

c) Regarding M17-18/05 and the vacancies on the Committee for University of Hull representatives it was noted that following the appointment of Dr Sarah-Louise Jones and Mr Colin Johnson that all vacancies on the Committee have now been filled.

d) Regarding M17-18/10 and liaison between the Students' Unions and HYMS student body to respond to the NSS 2017 Student Voice dimension results, the HUU Education Officer provided a written statement in absentia **reporting** that as interaction between HUU and HYMS is currently limited, he will be surveying HYMS students at Hull about their broad perception of HUU, beyond issues of academic representation. The survey will aim to see what the current relationship is with HUU and HYMS and including sports teams and societies, as they are felt to be a key part of the perception of the Union when students complete the NSS. It is hoped the survey will be undertaken in the near future.

The YUSU Academic Officer **reported** that YUSU and HUU were coordinating their approach to engagement with HYMS students and that at York he had recently met first and second year HYMS students to canvas their views and understand their situations. The overall response towards course representation and students' awareness of their joint Union membership had been positive, though students also reported some difficulty accessing Union sporting and social activities due to the HYMS timetable, as well as some social isolation in accommodation as a result of different term dates. The Academic Officer **reported** that the YUSU advice service was actively working to promote its services to HYMS students and additionally that a HYMS Department Rep had been appointed who it was hoped would act as a valuable link between YUSU and HYMS students for mutual benefit.

The Committee **noted** that other student groups such as nursing students can experience similar challenges engaging in Union and social activities and that the SUs might explore these issues further.

e) Regarding M17-18/10 and liaison between the Chair HJSC and the Dean of HYMS to respond to the NSS 2017 results, the Chair HJSC **reported** that he had met with the Dean and attended the HYMS Management Board to discuss NSS actions, **noting** the consensus on actions planned and stressing the importance of the Clinical Deans understanding their commitment to students, but also the School as a whole, when working to enhance the student experience and organisation and management issues both within the School and in clinical settings.

17-18/21 TO RECEIVE FOR INFORMATION A LIST OF CHAIR'S ACTIONS SINCE THE PREVIOUS MEETING

The Committee **received** a list of Chair's Action approvals (HJSC.17-18.16) since the last meeting:

a) The Chair had **approved** the final version of the Code of Practice on Postgraduate Research Degrees following amendments made to account for the feedback provided by the Committee.

b) The Chair had **approved** an in-year assessment change to two MSc in Physician Associate Studies modules. The assessment weightings of Clinical Science & Practice I and Clinical Science & Practice II have been amended for the 2017/18 year and going forward to:

- Critical Science & Practice I - 70% Written MCQ/EMQ exam and 30% Portfolio Review.
- Critical Science & Practice II - 65% Written MCQ/EMQ exam, 25% Portfolio Review and 10% Critical Appraisal Activity.

The reassessment will also be the same revised weightings.

b) The Chair had **approved** an amendment to the *HYMS Policy on Honorary Titles* to incorporate the process for considering and approving Visiting Titles in HYMS.

c) The Chair had **approved** a major modification of the MSc in Clinical Anatomy and MSc in Clinical Anatomy and Education for 2018 entrants, as follows:

1. To restructure taught module teaching into autumn and spring terms only.
2. To introduce a new 10credit option – Clinical Neuroanatomy and remove such content from core Clinical Anatomy of the Head, Neck and Brain. As a result, this module has been renamed Clinical Anatomy of the Head and Neck.
3. To introduce new 10credit option module Radiological Anatomy.
4. To remove Research Approaches in Health Professions Education and to introduce a new 10credit Pedagogic Research module as one of the choice of research modules students have to complete.
5. To extend the list of optional modules to include:
 - a) 20credit Anatomy Pedagogy;
 - b) 5credit Basic Skills in Geometric Morphometrics;
 - c) 5credit Basic Skills in Virtual Anatomy from the MSc in Human Anatomy and Evolution,and
 - d) 20credit Image Analysis;
 - e) 20credit Imaging Modalities 1;
 - f) 20credit Imaging Modalities 2 from the University of Hull MSc in Cancer Imaging.
6. To amend the assessment regime of the core Clinical Anatomy modules:
 - a) Clinical Anatomy of the Head and Neck (see also 2 above);
 - b) Clinical Anatomy of the Limbs and Spine;
 - c) Clinical Anatomy of the Trunk, replacing the summative 20 minute 'portfolio review viva' (15%) with a summative 30 minute anatomy spotter examination (15%).
7. Modifying the timing of the ISM (Dissertation) module to start in term 3 and specifying in section 23 of the module descriptor that the project presentation will now be in summer term week 9, the dissertation word length to exclude bibliography and references, submission to be 'by the end of the academic year' and the dissertation to be 80% of the module assessment.

17-18/22 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

There were no matter raised by the student representatives.

17-18/23 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

a) The Dean introduced her report (HJSC.17-18.17 – *strictly confidential*) and drew the Committee's attention to:

- i. The most recent teaching and professional services staff appointments including appointment of a new Executive Officer to join the School 1/3/2018 and the appointment of a Chair in

Psychiatry at York to join the School 1/7/2018 as part of the University Research Leaders programme;

- ii. The imminent launch of the rebranded website and marketing materials, with a focus on content to be viewed by MBBS applicants;
- iii. The positive progress of the MBBS recruitment cycle for 2018 entry with offers to be made, and post-offer visit days to be held imminently;
- iv. The general positive progress of PGT recruitment cycle for 2018 entry, but with some concerns as to how changes in funding available to the MSc in Physician Associate Studies might affect interest in that programme;
- v. The HEFCE decision due in March 2018 on expansion of medical student training places nationally and the result for HYMS from their bid for additional MBBS places, **noting** that nationally medical schools and universities had bid for more places than HEFCE intend to allocate meaning that competition will be tough to gain the places requested;
- vi. The priorities in the School for the next six months which would largely focus on responding to the outcome of the MBBS expansion process.

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

- i. Planned enhancements to the MBBS curriculum include the introduction of Longitudinal Integrated Clerkships (LIC). These would be patient-centred rather than disease-centred learning experiences, allowing students to follow carefully selected patients over an extended period to enhance their understanding of the patients' perspective on treatment and interactions with different health and care agencies. It was explained that LIC have gained greater prominence in medical education to provide deeper and more patient-focused learning experiences and that as an extension to HYMS' existing use of longer primary care blocks they would complement and enhance the long-standing HYMS ethos.
- ii. The priorities for the next six months are principally focused on undergraduate programmes with little reference to postgraduate provision, but that this was in recognition of the work that would be needed to respond to the outcome of the expansion bid. It was also to allow the new MSc in Physician Associate Studies and Clinical Anatomy programmes to bed down before considering further developments to them. Further, the Dean **reported** her aspirations to further develop HYMS' postgraduate portfolio in the future including new intercalation programmes.
- iii. Plans have been drafted for the refurbishment of the HYMS Building at York as part of the expansion proposals with the intention to provide better student and meeting spaces, including the development of social spaces for students that are lacking currently.

17-18/24 TO CONSIDER THE ANNUAL PROGRAMME REVIEW, EXTERNAL EXAMINERS' REPORTS FOR HYMS AND RESULTS FROM THE POSTGRADUATE RESEARCH EXPERIENCE SURVEY (INCLUDING PROGRESS FROM 2016/17 ACTION PLANS)

- a) The Committee **considered** the Annual Programme Review (APR), External Examiners' reports and HYMS' responses to them as well as the Postgraduate Research Student Survey (PRES) Data for HYMS provided by the University of Hull (HJSC.17-18.18a-g).
- b) The Committee **noted** in the APR (HJSC.17-18.18b) a number of positive developments and enhancements to provision across undergraduate, postgraduate taught and postgraduate research provision. These related to the teaching and learning experience, systems and processes for the effective administration of programmes and programme teams' responsiveness to student feedback to address concerns in a timely and appropriate manner.
- c) The Committee also **noted** a number of unresolved or partially resolved issues that require ongoing monitoring and action for improvement. This included the stability of the video link between Hull and York where it was acknowledged improvements had been made through close cooperation between HYMS and the Universities and that the introduction of quantitative monitoring of system failure was providing more reliable evidence of the extent of the problem. The Chair reminded the School of his previous offer to intervene if required to ensure University support, but that he understood University action had already been more constructive than the APR might reflect.
- d) The Committee further **noted** a number of issues regarding postgraduate provision, namely:
- i. That a School-wide review of Mitigating Circumstances policy and procedure was underway and that proposals for revisions would be brought to HJSC later in the year.
 - ii. That concerns raised by the small number of PRES respondents had been quickly acted on by the Chair of Postgraduate Programmes Board who had initiated a consultation process to elicit more feedback on research students' experiences to inform an action plan. However, students had not taken up the opportunities to provide feedback and so the Chair of Postgraduate Programmes Board was exploring alternative ways to better understand the issues. The issue would also be raised at the forthcoming Student Staff Committee.
 - iii. That there are ongoing concerns about the Postgraduate Training Scheme (PGTS) at Hull and its relevance to HYMS students, who have reported the challenges of attending Hull to undertake 20 credit modules. The Committee **noted** that the PGTS will be submitted for re-approval at Hull in May 2018 and that this provided an opportunity for the School to raise its concerns, ensure the HYMS context is understood and to consider if there are reasonable grounds to apply for exceptions for PGR students from the PGTS if appropriate alternative training that meets their needs can be put in place.
 - iv. That a number of administrative issues had adversely affected the enrolment of postgraduate students with the University of Hull which were being discussed at the operational level by the Chair of Postgraduate Programmes Board and colleagues at Hull. The Deputy Chair HJSC offered to assist in the resolution of these issues should his support be needed.

e) The External Examiners' reports received to date for undergraduate and postgraduate programmes by the University of York on behalf of both Universities, including HYMS' responses to the issues raised were **considered** without need for further discussion (HJSC.17-18.d-e).

f) The PRES data provided by the University of Hull (HJSC.17-18.18f-g) was **considered** without further discussion and it was **noted** how the results were informing action plans for improvements.

17-18/25 TO CONSIDER UNDERGRADUATE AND POSTGRADUATE ACTION PLANS FOR 2017-18

a) The Committee **considered** the MBBS action plan (HJSC.17-18.19a) and **noted** that this took a more strategic and highly prioritised approach than in previous years, recording the most significant actions required, some of which were underway with others to be acted upon shortly. The Committee endorsed the focus on Organisation and Management and the allocation of clear responsibilities for addressing the actions. Curriculum development was also **noted** as a key theme, focusing more on improvements in Phases II and III which are primarily clinically-based.

b) The Committee **considered** the postgraduate action plan (HJSC.17-18.19b) and **noted** that it covered a range of appropriate issues to improve the taught and research postgraduate students' experiences. The challenge of engaging with and improving the research student experience was **noted** in the context that research settings are distributed over a wide geographical region and can include some small and more isolated research centres making it difficult to establish and maintain strong connections with the School and Universities.

17-18/26 TO DISCUSS THE ANNUAL REPORT ON MBBS ADMISSIONS, INCLUDING WP ACTIVITY

a) The Committee **discussed** the *Annual Report of Admissions to the MBBS Course*, including Widening Participation data (HJSC.17-18.20 – *strictly confidential*). The report reflected back on the 2016-17 recruitment cycle leading to entry onto the MBBS in September 2017. The Committee **noted** that target setting had improved and that conversion rates were very positive. Widening participation data by POLAR measure showed some decline in the proportions of students admitted from the most deprived areas, but this represented a small change in actual student numbers and the overall distribution of enrolments across the POLAR categories shows that HYMS continues to perform very well in providing access to medical education for students from lower socio-economic backgrounds.

b) In relation to the recruitment of international students, the Committee **noted** that the cap on international numbers remains in place for 2018, but will be lifted in 2019, and that the School is liaising with the York International Office to explore ways to maximise this removal of the cap.

17-18/27 TO RECEIVE FOR INFORMATION THE ANNUAL REPORT OF THE HYMS ETHICS COMMITTEE

The Committee **received** for information the Annual Report of the HYMS Ethics Committee (HJSC.17-18.21). In discussion, it was suggested that forthcoming changes to data protection laws will have significant implications for research ethics and that ethics committees should be well-versed in how the law was changing. It was suggested that the Ethics Committee could contact those with responsibility for data protection and information management for advice and information if it had not done so already. The Secretary will forward this suggestion to the Chair of the Ethics Committee.

Action: Secretary, HJSC

17-18/28 DATES OF MEETINGS IN 2017-18 AND 2018-19

The Chair informed the Committee of the dates for the 2018-19 meetings which would also be circulated to members of the Committee following the meeting.

Action: Secretary, HJSC

Dates of remaining meetings for 2017-18

- Wednesday 18 April 2018, 2.00-4.00pm, 1st floor meeting room HYMS York/room Meeting Room **4** Allam Medical Building Hull (*to be chaired by the Deputy Chair*)
- Wednesday 25 July 2018, 10.00am-12.00pm, 1st floor meeting room HYMS York/room Meeting Room **3** Allam Medical Building Hull

Dates for the meetings in 2018-19

- Wednesday 24th October 2018, 10.00am-12.00pm, 1st floor meeting room HYMS York/ 1st floor meeting room Loxley Building Hull
- **Thursday** 24th January 2019, 10.00am-12pm, 1st floor meeting room HYMS York/ 1st floor meeting room Loxley Building Hull
- Wednesday 17th April 2019, 2.00-4.00pm, 1st floor meeting room HYMS York/ **2nd floor** meeting room Loxley Building Hull
- **Thursday** 25th July 2019 10.00am-12.00pm, 1st floor meeting room HYMS York/ 1st floor meeting room Loxley Building Hull

ANNEX A: Attendance

Members

Professor John Robinson (Chair, PVC York)

Professor Alan Speight (Deputy Chair, PVC Hull)

Professor Una Macleod (Dean, HYMS)

Dr Sam Cobb (Chair Board of Studies, HYMS)

Dr Jacquie White (Hull Senate representative) – left during M17-18/24

Dr Sarah-Louise Jones (Hull Senate representative)

Mr Colin Johnson (Hull Teaching Committee) – left during M17-18/24

Professor Neil Lunt (York Senate representative)

Dr Jan Hardman (York University Teaching Committee representative)

Mr Julian Porch (Academic Officer, YUSU)*

Miss Emmily Nonas (Chair Student Staff Committee, HYMS)*
Mr Vassili Crispi (School Representative, HUU)*

In attendance:

Dr Adrian Lee (Secretary, York)
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)
Professor Brian Fulton (Dean of Faculty – Sciences, York)
Mrs Lisa Tees (Quality Team, Hull)

Apologies

Dr Roger Sturmeay (Chair of Postgraduate Programmes Board, HYMS)
Mr John Busby (Chief Operating Officer, HYMS)
Professor Martin Chalkley (York Senate representative)
Professor Julie Jomeen (Dean of Faculty of Health Sciences, Hull)
Dr Claire Hookham-Williams (Hull Learning, Teaching and Assessment Committee representative)
Dr Katherine Selby (York Teaching Committee representative)
Mr Salman Anwar (Education Officer, HUU)*
Ms Charlotte Chamberlain (President, Graduate Students' Association)
Mrs Fatma Layas (VP Wellbeing and Communities, Graduate Students' Association)*
Mr Nigel Dandy (Head of Academic Support Office, York)
Ms Lynne Braham (Deputy Director Academic Partnerships, Hull)

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