

**UNIVERSITY OF HULL  
UNIVERSITY OF YORK**

**HULL YORK MEDICAL SCHOOL**

**JOINT SENATE COMMITTEE**

Minutes of the meeting held on 25th July 2019

**PART A: UNRESERVED BUSINESS**

**18-19/62 ATTENDANCE AND APOLOGIES**

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

The Chair welcomed the Committee and particularly new members and thanked all for attending. The Chair **noted** that this would be his final meeting before handing over to Professor Huxley-Binns for a two-year term and assuming the role of Deputy Chair. He also thanked the Chair of the Student-Staff Committee and the GSA VP Academic for their service as this was their last meetings. Apologies were also **noted**.

**18-19/63 MINUTES 1<sup>st</sup> MAY 2019**

The minutes of the meeting held on 1<sup>st</sup> May 2019 (enclosure HJSC.18-19.45) were reviewed and **approved** as a true and accurate record of the meeting, subject to amendment of M18-19.45 regarding the data for BAME applicants included in the *Annual Report of Admissions to the MB BS Course*. The section of the minutes was amended to: "Was yet to receive the most recent figures for Black, Asian and Minority Ethnic students from the Medical Schools Council and offered to work to source as up to date data as is available for the next annual report to the Committee".

**18-19/64 MATTERS ARISING**

The Committee **received** a list of matters arising (HJSC.18-19.46). It was **noted** that:

a) Re M18-19/45 – The MB BS Admissions Tutor has advised that, in relation to provisions allowing direct entry into year two of the MB BS in certain circumstances, that the *Code of Practice on Admissions to the MB BS course* will be updated before the new academic year. The revision HJSC requested will be included when the proposal is submitted to the Management Board. The Chair HJSC has agreed that the proposal could be considered by HJSC Chair's Action to allow for implementation at the start of the academic year and in time for the new cycle of applicants. This would be preferable to introducing a new Code mid-recruitment cycle and reduce the risk of non-compliance with consumer protection regulations. The Chair encouraged the School to follow-up this action, but also closed the matter on the Dean's assurance it would be concluded.

b) Re M18-19/47.b) – Before leaving office, the former HUU President of Education (now President of the Union) suggested that the HUU President Education continues to attend HJSC,

and that it would be preferable to allow flexibility for the second HUU representative to be either the Course Representative Leader or the HYMS Part-Time Officer, due to the challenges the Union had attracting candidates for both roles. This would allow the holder of whichever role is filled to attend the Committee. If both positions are filled, the President of the Union suggested that the Course Representative Leader attends. Consideration of the appropriate membership will be confirmed by the Chair HJSC in liaison with the incumbent HUU President Education and form part of the annual formal proposal of the HJSC membership at the October meeting. This action was closed.

c) Re M18-19/47.d) – *The Code of Practice on Investigation and Determination of Student Complaints* was reviewed reflecting on experience from the past year and feedback received. A revised Code was not submitted to the HJSC meeting for approval because the amendments required were minor. The Secretary of HJSC advised that Chair of Board of Studies approval would be sufficient, with a record of the updates to be included on the annual tracker of minor amendments to documentation. This action was closed.

d) A number of documents approved by HJSC subject to various conditions being completed had not been submitted for HJSC Chair's Action sign-off at the time that the papers were circulated. These had since been submitted and Chair's Action consideration would be given as soon as possible. (Re M18-19/51, Re M18-19/52, Re M18-19/53, Re M18-19/54 and Re M18-19/55 refer). The actions were closed.

e) Re M18-19/57 – The Dean and Professor Lightfoot **reported** that they have begun to discuss further the sharing of intelligence arising from Annual Monitoring Visits to placement providers between departments. It was **noted** that it is important such discussions to show best practice in placement provision and to raise issues of concern between departments includes both Universities. A further update will be provided at the next meeting.

**Action: The Dean**

## **18-19/65 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.18-19.47) since the last meeting. The Chair **approved** a number of changes to the Gateway to Medicine modules: Human Biology I, Human Biology II, Professionalism and Ethics, and Health, Society and the NHS which also necessitated revision to the programme specification. The changes concerned formative and summative assessment tasks, module learning outcomes and the breakdown of notional hours of student activity. The changes to the programme specification further included clarifications to the entry requirements and noted that all summative assessment components need to be passed to achieve credit, that is all modules and their summative assessment components are non-compensatable.

## **18-19/66 TO RECEIVE AN ORAL REPORT FROM THE STUDENT REPRESENTATIVES**

a) The Chair of the Staff-Student Committee (SSC) **reported** that he had come to the end of his term of office and that he would hand over formally to the new Chair in October. Also, that he had been working to understand the NSS results and to initiate discussions on these to support action planning with which his successor would continue to be involved.

b) The HUU President of the Union **reported** that HUU remains concerned that it has insufficient links with the HYMS student body and course representatives to effectively include and represent the students in the wider University context. Also, that the present situation potentially duplicates unnecessarily channels for representation. Following recent changes to HUU structures, it was **reported** that HYMS social societies have been represented within HUU, but that the HYMS Part-time Officer and Course Rep Leader academic representation posts remain vacant and for election in September. It was **agreed** that to better enable any appointed HYMS students to fulfil their roles to the Union that they should also attend HYMS Course Rep Training.

As part of the discussion, the Committee welcomed the Chair of Board of Studies' offer to facilitate discussions between the HYMS student representatives, HUU, YUSU and the GSA to explore ways in which the Unions could better represent the School's interests and to facilitate effective communication and support. Also, to consider if representative functions could be streamlined. It was also **noted** that students on other professional programmes, notably in Health Sciences at Hull, had experienced similar difficulties engaging with Students' Unions and could share their experiences.

### **Action: Chair of BoS**

c) The GSA Vice-president Academic **reported** that the GSA has been working informally with HYMS postgraduate students and the School as it had proven challenging to encourage postgraduates to engage in the formal representative structures. The VP Academic stated her enthusiasm for the GSA to be part of any discussions aiming to enhance engagement with HYMS students. The HUU President of the Union **noted** that HUU has introduced dedicated postgraduate representatives and would welcome opportunities to work with the GSA at York.

d) The YUSU Academic Officer had no issues to report to the Committee.

## **18-19/67 TO DISCUSS A WRITTEN REPORT FROM THE DEAN**

a) The Dean firstly thanked the Chair of HJSC for his effective and supportive relationship with the School in chairing the Committee, as well as the support he has provided to the Dean.

The Dean then introduced her report (HJSC.18-19.48) and drew the Committee's attention to:

- i. The continued positive progress of the MB BS admissions cycle for 2019-20 entry and the contingency planning underway to manage a potential overshoot, which could be accommodated within the national framework for managing medical student numbers;

- ii. The successful temporary relocation of HYMS at York and the positive progress being made on the refurbishment of the York building, which was currently on track to allow for teaching to take place in the new anatomy facilities in September;
- iii. The School's disappointment over the National Student Survey (NSS) 2019 results which represented a fourth-year of weak results and which would be subject to considerable analysis and concerted action planning;
- iv. The recent staff recruitment and plans to expand further the HYMS academic staff which would positively impact upon the MB BS teaching and student experience.

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

- i. The School has begun to plan actions in response to the NSS results, encouraged and to be supported by the Vice-Chancellors. Actions that would be of particular focus would concern Organisation and Management, which returned very weak results, as well as Assessment and Feedback and Student Voice. The School's action plan was being developed with actions relating to the School at the University campuses, the clinical placement experience, and the management of School expansion including the induction, support and development for new staff. The Committee will consider further analysis and responses to the NSS results at its next meeting.
- ii. Postgraduate application data had not been included in the report due to the less stable nature of the postgraduate recruitment cycle and the fact that the data would have become too out of date between submission of the report and the Committee meeting. It was stated that postgraduate applications have risen across the board, but with varying experiences between programmes and that action would be considered for any poorly recruiting programmes. Further, the Committee would receive data on postgraduate admission for taught and research programmes at its next meeting when final figures could be provided.

## **18-19/68 TO RECEIVE FOR INFORMATION THE PROPOSALS OF THE HYMS GOVERNANCE REVIEW**

The Committee **received** for information and **discussed** the proposals of the HYMS Governance Review led by the Dean of HYMS and sponsored by the University Registrars (HJSC.18-19.49). This was approved by the Joint Board 24th June 2019. The Committee **noted** that the thorough review process sought to implement appropriate responsibilities for School governance and clear reporting lines between respective levels that would meet sector requirements for good governance and recognise and respect the maturity of the School and the relationship between the Universities. The aim had been to enhance the reporting of respective remits to the governing bodies and to explore where processes could be streamlined in recognition of the trust and insight each university had for the other (for example with regard to planning and finance). It was **noted** that HJSC was well-regarded for its oversight of academic governance over a sustained period and that its future work may change only minimally.

As would affect HJSC, the Dean **reported** that the Joint Board had agreed to consider a wider membership for the new Annual Oversight Meeting, as well as for work to take place to review

the terms of reference. It had also suggested the revised structures would be reviewed after their first year of operation. The Registrars would continue their work to implement the agreed structures, obtaining approval from the Universities' Councils. It was **noted** that it has not yet been decided if the Joint Board would meet again or give way to the new structures in preparation for them being instituted formally. Also, that it was not clear at present what the timeline would be for introducing the new functions and for revising the Memorandum of Agreement between the two Universities that would underpin the arrangements.

Members suggested that when issues or reports are escalated from HJSC to the Universities Senates or the proposed Strategic Planning Group (SPG), the latter for which HJSC would now have a 'dotted line' report, it should be documented how any disagreements between the Universities on the matters would be resolved and with clarity on the HJSC Chair's role in the process. It was proffered that the likelihood and risk of disagreement occurring was low, but that it would be advisable to make provisions for handling any such instances on a 'just in case' basis.

Members recognised where students were represented throughout the proposed governance structures, both HYMS students, and Union officers representing the wider student interest, but opined that thought should also be given to how due consideration for the student interest should be taken at the new SPG. Further, that similar consideration could be given to the views of other constituent groups within the School to enhance holistic, collaborative engagement in the School's strategic direction. The Dean offered to share the Committee's suggestions with the University Registrars as part of discussions about terms of reference for the SPG.

**Action: The Dean**

Members questioned where new business and particularly new programmes would be considered from a strategic perspective. The Committee was keen to ensure the wider University contexts were considered, such as the avoidance of creating internal competition between HYMS programmes and those in other University departments, including those beyond the respective faculties in which HYMS sits. The Chair of HJSC suggested that it be fed back to the Registrars that relevant sections of the report (for example 6.7 and 7) were ambiguous and that the planning arrangements accounting for both Universities' needs could be clarified.

**Action: The Dean**

## **18-19/69 TO A PROPOSAL TO INTRODUCE ANNUALISED PLACEMENTS ON THE MB BS**

The Committee **considered** a proposal from the School to introduce to introduce Annualised Placements on the MB BS for students from the academic year 2020-2021 (HJSC.18-19.50). The Committee felt that its approval for the changes was needed as amending the length and number of the clinical placements for years three to five of the MB BS programme likely constituted a change to a material element of the student contract as represented in the programme specification. It was confirmed that the intention was to introduce a new model for the organisation of placements (two sixteen-week placements in year three at two different sites and one year-long placement at a single site in each of years four and five) in 2020-2021 to affect all current students. That is, both students joining the programme in 2019-2020 would be affected

when they enter year three, but also any current students would see the structure of their placements change for their respective year of study in 2020-21 and subsequent years.

The Committee **noted** the potential benefits of annualised placements as proposed, including:

- Greater stability from not requiring regularly moves and adjustment to new sites, enabling students to focus better on their studies;
- Improved consistency of academic and pastoral support as site administration and faculty teams will have the opportunity to ensure students are well-supported across a full academic year, rather than transferring information across site teams;
- Allowing students the opportunity to indicate their preference for particular clinical placement sites;
- More opportunity for students to work longitudinally across the year, building closer working relationships with NHS teams, following patient cases as they progress and in line with the trend towards longitudinal clinical education that is perceived to provide for richer learning experiences;
- Reductions in the amount of time spent on student induction to new placement sites;
- Allowing some teaching (e.g. procedural skills) to be managed across longer periods of time;
- Better support for students to complete research projects for their Phase II Scholarship and Special Interest Programmes at their chosen site.

The potential risks were also **noted**, particularly a risk of inequity in placement experience being amplified by students spending longer at individual sites and the risk of increasing feelings of social isolation of cohorts based within smaller, more remote locations. It was proposed that as these were existing issues, actions were already being considered to address them and that the issues could be detached somewhat from the potential implications of introducing annualised placements and their related future risks to be mitigated.

The Committee was concerned that due consideration had not been shown for students' consumer rights and consumer protection regulatory requirements. This was because the changes proposed to the number and length of individual placements probably constitutes a material piece of information to the student contract and that students might have selected to study at HYMS or made arrangements during their studies based on the current arrangements. Further, it was unclear whether thorough consultation had taken place with current MB BS students that clearly explained the way in which annualised placements would be implemented for all when they would enter years three to five, enabling all students to express an informed view on the proposals.

The Committee was satisfied with assurances that the changes proposed to the MB BS placements would not have a knock-on impact on the placement opportunities for MSc in Physician's Associate Studies students. It also recognised that the recent partnership with South Tees Trust would add additional placement sites students might be offered that were not available at the time of admission.

The Committee **approved** the principle of introducing annualised placements, but directed that realisation of the proposed model must be subject to a process of consultation that fulfils CMA requirements. The School was directed to seek appropriate specialist advice from within the Universities regarding the steps necessary to introduce the proposals and to confirm what consultation should be undertaken with current students and potentially offer holders, and what implications there might be for marketing the programme going forward. The proposal could then

return to HJSC for Chair's Action approval of the introduction of the proposed or amended model and start date.

**Action: Chair of BoS**

**18-19/70 TO DISCUSS A PROPOSAL TO REVISE THE STANDARD SETTING OF SUMMATIVE WRITTEN ASSESSMENTS AND OBJECTIVE STRUCTURED CLINICAL EXAMINATIONS (OSCE)**

The Committee **discussed** a proposal to revise the standard setting methods of summative written assessments and Objective Structured Clinical Examinations (OSCE) (HJSC.18-19.51a-c). The Chair informed the Committee that he had advised the School that though this paper had been submitted as requesting approval, and that it was worthy of bringing the intentions to HJSC's attention as an important assessment methodology, that it was appropriate for Board of Studies alone to approve the proposal.

The Committee was informed that standard setting presents a major challenge for medical schools to ensure a robust, fair and transparent assessment of students' abilities. The Deputy Chair of the Board of Studies had undertaken significant work to assess options for reforming HYMS' approach to balance norm- and criterion-based methods and proffered that the selected methods would be rigorous but allow all students to pass if they reached the standard determined. It was recognised that students found standard setting difficult to understand, but the Committee was informed that the Deputy Chair of Board of Studies had explained the proposal to the Student Staff Committee in an understandable way and that students responded positively.

The Committee felt that a compelling, clear and evidence-based case had been made. It **agreed** to endorse the proposal as one reducing the assessment burden and balancing what was clinically necessary to assess. Further, it concluded that the research supporting the proposal demonstrated reliability. It was **noted** that students had expressed concerns that the number of stations assessed as part of the OSCE needed to be sufficient to allow all students an equitable opportunity to demonstrate their skills. Consequently, the BoS had agreed that the OSCE proposals would be further refined before a final decisions and implementation to ensure the method would be valid.

**18-19/71 TO CONSIDER THE RECOMMENDATIONS OF THE BOARD OF STUDIES' ACADEMIC GOVERNANCE REVIEW**

The Committee **considered** the recommendations of the Board of Studies' Academic Governance Review particularly to introduce an Appeals Resolution Sub-Group of the Board of Studies and an Academic Cases Committee for the 2019-20 academic year (HJSC.18-19.52). The Committee was informed that the proposal to introduce an Appeals Resolution Sub-group would allow for more impartial consideration of requests to the School for the informal resolution of appeal cases. The instigation of an Academic Cases Committee would complement the Case Management Group, by providing a forum in which to manage fitness-to-study, fitness-to-practise and academic misconduct cases. The proposals also contained intentions to review the management of the *Policy on Medical Students as Research Subjects and Medical Students Undertaking*

Research and **noted** that some matters of academic misconduct would continue to defer to the *Code of Practice on Research Misconduct*.

The Committee **noted** that the School formerly had a sub-committee of the Board of Studies to manage student case work in these domains, but that this was disbanded as a resource-intensive and somewhat detached layer of administration. However, the increased complexity of student progress issues and the need for robust case handling had stimulated the current proposals. It was also **noted** that the enlarged HYMS faculty would allow for staff to take on roles within the new groups in contrast to the challenges this presented with the previous, smaller staff body. With the addition of a workload allocation model in HYMS it was additionally suggested that the commitment required to service the groups could be managed.

The Committee **approved** the proposals as it regarded collective case handling preferable to individuals managing cases or making decisions alone and on the understanding that resource implications of the creation of the additional forums had been accounted for.

#### **18-19/72 TO CONSIDER A REVISED CODE OF PRACTICE ON PROGRAMME QUALITY MANAGEMENT AND ENHANCEMENT**

The Committee **considered** a revised *Code of Practice on Programme Quality Management and Enhancement* (HJSC.18-19.53). The Committee **noted** the need to clearly articulate processes for quality management and enhancement in the enlarged medical school. The Committee **approved** the Code of Practice subject to amendments being made and signed-off by the Chair HJSC, to the diagram on page 11 such that references to the approval of modifications be clarified in line with the current approach to the management of modifications and pending the proposal of a new modifications policy in due course.

**Action: Chair of BoS**

#### **18-19/73 TO CONSIDER A PROPOSAL FOR A NEW CODE OF PRACTICE ON QUALITY PRIMARY CARE EDUCATION**

The Committee **considered** a proposal for a new *Code of Practice on Quality Primary Care Education* (HJSC.18-19.54). The Committee was informed that a separate code to the *Code of Practice on Programme Quality Management and Enhancement* (M18-19/72 refers) that covered primary care placements was necessary due to the different requirements of the professional bodies for the oversight of primary and secondary care work-based learning. The Committee **approved** the proposal.

#### **18-19/74 TO CONSIDER A REVISED CODE OF PRACTICE ON ACADEMIC AND FITNESS TO PRACTISE APPEALS**

The Committee **considered** a proposal to revise the *Code of Practice on Academic and Fitness to Practise Appeals* (HJSC.18-19.55) and particularly concerning the process for review of appeal decisions following appellant requests (section 18) (M18-19/26 refers). The Committee **noted**

that the Code had also been revised to incorporate the instigation of an Appeals Resolution Sub-group (M18-19/71 refers) and new *UK Quality Code Advice and Guidance: Concerns, Complaints and Appeals*. The Committee **approved** the proposal subject to further consideration being given, in consultation with the Appeals Administrator, to the deadline by which a student should receive notification of the rejection of an appeal (section 12.6) (any amendment of which would also need reflecting in the flow chart appendix). Any amendments to 12.6 would be signed-off by the Chair HJSC.

**Action: Chair of BoS**

### **18-19/75 TO CONSIDER THE CODE OF PRACTICE ON ACADEMIC MISCONDUCT**

The Committee **considered** a proposed revision to the *Code of Practice on Academic Integrity and Conduct*, including the renaming of the *Code as the Code of Practice on Academic Misconduct* (HJSC.18-19.56). The Committee was informed that the Code had been updated to account for revisions to the Universities' codes and practices and to account for the instigation of the Academic Cases Committee to manage case work (M18-19/71 refers). The Committee **approved** the proposal subject to the addition of proofreading guidance in section 5.5 and additional examples being provided in Appendix A to inform decision making regarding the severity of misconduct in its different forms. The revisions would be signed-off by the Chair HJSC.

**Action: Chair of BoS**

### **18-19/76 DATES OF MEETINGS IN 2019-20**

Dates of meetings for 2019-20 (all rooms TBC)

- Thursday 31 October 2019 10:00-12:00;
- Thursday 23 January 2020 10:00-12:00;
- Wednesday 22 April 2020 10:00-12:00;
- Wednesday 1 July 2020 10:00-12:00.

### **ANNEX A: Attendees of the Unreserved Category I Agenda**

#### **Members**

Professor John Robinson (Chair, PVC York)

Professor Neil Lunt (Senate, York)

Professor Tracy Lightfoot (Teaching Committee, York)

Dr Barry Lee (Teaching Committee, York)

Dr Jacquie White (Senate, Hull)

Professor Una Macleod (Dean, HYMS)

Dr Julie Seymour (Chair of Postgraduate Programmes Board, HYMS)  
Professor Martin Veysey (Chair of Board of Studies and MB BS Programme Director, HYMS)  
Miss Isobel Hall (President of the Union, HUU)\*  
Miss Giang Nguyen (Academic Officer, YUSU)\*  
Mr Vassili Crispi (Chair Student Staff Committee, HYMS)\*  
Ms Charlotte Chamberlain (Vice President Academic, Graduate Students' Association)\*

**In attendance:**

Dr Adrian Lee (Secretary, York)  
Mr Nigel Dandy (Head of Academic Support Office, York)  
Ms Lynne Braham (Deputy Director Academic Partnerships, Hull)

**Apologies**

Professor Rebecca Huxley-Binns (Deputy Chair, PVC Hull)  
Dr Sarah-Louise Jones (Senate, Hull)  
Professor Stephen Smith (Senate, York)  
Mr Colin Johnson (Teaching Committee, Hull)  
Dr Colette Conroy (Teaching Committee, Hull)  
Mr John Busby (Chief Operating Officer, HYMS)  
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)  
Mrs Lisa Tees (Academic Quality Manager, Hull)  
Mr Orduen Nguper Simeon (President Education, HUU)\*  
Professor Julie Jomeen (Dean of Faculty of Health Sciences, Hull)  
Professor Brian Fulton (Dean of Faculty – Sciences, York)

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