

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 26th October 2017

PART A: UNRESERVED BUSINESS

17-18/01 APOLOGIES AND ATTENDANCE

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

- a) The Chair welcomed the Committee, including new members, and received apologies for absence.
- b) The Chair **noted** that Ms Braham has joined the Committee as a regular in-attendance member and that Miss Nonas as Chair of the Student Staff Committee will now be attending as a full member.

17-18/02 MINUTES 26th July 2017

The minutes of the meeting held on 26th July 2017 (enclosure HJSC.17-18.01) were reviewed and **approved** as a true and accurate record of the meeting

17-18/03 MATTERS ARISING

The Committee **received** a list of matters arising (HJSC.17-18.02). It was **noted** that:

- a) regarding the action MI6-17/54 on the Chair and Deputy Chair to contact the Joint Board regarding collaborative provision between HYMS and external partners, that the Chair had written to the Joint Board **recommending** that it approves of the University of Hull's Academic Partnerships Office managing consideration of collaborative provision between HYMS and partners. At its meeting on the 16th October 2017 the Joint Board decided instead that York should lead on such initiatives between HYMS and potential partners. Discussions will now be organised by the York International Office to formalise the process.
- b) regarding MI6-17/56, the Chair **reported** that York will be making a submission in the next round of the Teaching Excellence Framework (TEF3) at the institutional level only. The Deputy Chair **reported** that Hull has applied to take part in the subject-level (TEF3) pilots under Mode A, which is a by-exception process. The outcome of the application is due shortly, but The Deputy Chair added that Hull would also organise its own internal subject-level process mirroring TEF3 as part of its quality monitoring and enhancement.

Secretary's Note: Following HEFCE's release of the list of TEF3 subject-pilot participants¹, the Deputy Chair will discuss HYMS' inclusion with the Dean and provide the Committee with appropriate updates.

Action: Deputy Chair

c) regarding MI6-17/61 and the approval by HJSC of the introduction of Four-year PhD routes, that the Faculty of Sciences Learning and Teaching Group **received** the HJSC minute on the 10th October.

d) regarding MI6-17/63 and the process for the approval of visiting roles and titles, the Dean **reported** that it was now the School's intention that applications for visiting titles would be managed through the respective university at which the individual would be based rather than introducing a new School-specific process. Further, the Dean explained a preference for the Management Board to review this suggestion process before it was confirmed to determine whether there might be unforeseen implications of not having HYMS visiting titles. The Committee **agreed** with this approach and asked that it receives a final update on the agreed process at its next meeting.

Action: Dean

17-18/04 TO RECEIVE FOR INFORMATION A LIST OF CHAIR'S ACTIONS SINCE THE PREVIOUS MEETING

The Committee **received** a list of Chair's Actions approvals (HJSC.17-18.03) since the last meeting:

a) The Chair had **decided** that the *Policy on Medical Students as Research Subjects and Medical Students Undertaking Research* could be implemented as proposed to HJSC because the Board of Studies explained that it did not feel it necessary to amend the policy to be more inclusive of the wider student body in this context, that is, in the Board's view it is sufficient that the Policy applies specifically to MBBS students (MI6-17/62 refers).

b) The Chair had **approved** the final versions of the *Regulations for MPhil and PhD by Thesis* and *Regulations for Master of Science (MSc) by Thesis* which had been approved at the last meeting subject to minor amendments (MI6-17/60&61 refers).

c) The Chair **approved** a major modification to the *MSc in Health Professions Education* (including the *PG Certificate* and *PG Diploma in Health Professions Education*) for the 2017/18 academic year to make optional the hitherto core *Professional and Reflective Practice* and *Leadership in Health Professions Education* modules and to introduce for 2017/18, in Term 3, a new Teaching Clinical Reasoning option module. Furthermore, the Chair **approved** the introduction in 2018/19 of an additional optional module *Anatomy Pedagogy*. The Chair additionally **approved in principle** the School's request that if desirable in the future the two new modules can be delivered in Term 2 on any one-year full-time route for the *MSc in Health Professions Education*.

In making his decision, the Chair **noted** the assurance from the Board of Studies that in making previously core modules optional, students that enrolled on the programme in 2017/18 will be able

¹ See: <http://www.hefce.ac.uk/it/tef/participants/subject/#providers> (07/11/2017)

to complete the programme structure as advertised at the time and that there will be no adverse impact on students' abilities to achieve the programme learning outcomes from the reduction in the volume of the core component.

**17-18/05 TO APPROVE THE MEMBERSHIP, ANNUAL CYCLE OF BUSINESS
AND TO REVIEW THE TERMS OF REFERENCE OF THE COMMITTEE**

a) The Committee **received** the Terms of Reference as presented in the *Memorandum of between the Universities of Hull and York* and **approved** the membership and annual cycle of business (HJSC.17-18.04). It was **noted** that there are two vacancies on the Committee from the University of Hull – one Senate representative and one from the teaching committee. The Deputy Chair **reported** that the previous *University Learning, Teaching and Assessment Committee* has been disbanded with a new *Learning and Teaching Committee (ULTC)* and a *Quality and Standards Committee*, and suggested that in future the two representatives would be best drawn from the *Learning and Teaching Committee*. The Deputy Chair to follow up with colleagues at Hull to fill the two vacancies.

Action: Deputy Chair, HJSC

b) In reviewing the annual cycle of business it was suggested that consideration of the postgraduate experience surveys (PTES and PRES) be moved to the January meeting, based on the fact that this year's results had not been made available in time for the Postgraduate Programmes Board to review them ahead of HJSC. It was **decided** that this item should be retained on the autumn agenda so that student feedback was acted upon in the timeliest manner. The Chair BoS agreed to review the timing of the Postgraduate Programmes Board with its Chair to ensure the internal review of survey results ahead of the autumn HJSC meeting.

Action: Chair, BoS

*Secretary's Note: In the reserved HJSC meeting that followed the unreserved meeting it was **decided** that an annual Chair of Board of Studies report should be submitted for discussion in the autumn term (M17-18/15 refers). This would provide the Board with the opportunity to highlight to HJSC major issues, trends or areas of activity undertaken during the academic year as they relate to the learning, teaching and student experience interest of the HJSC. The Secretary to add this item to the annual cycle of business.*

Action: Secretary, HJSC

17-18/06 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

The VP Wellbeing and Communities, York GSA **reported** that she and the President had been in touch with the Chair of the Postgraduate Programmes Board to find out more about the postgraduate constituency of the School and to open discussions of how the GSA can reach out to and support postgraduate students.

There were no other contributions from the other student representatives.

17-18/07 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

- a) The Dean introduced her report (HJSC.17-18.05) and drew the Committee's attention to:
- i. The most recent teaching and professional services staff appointments and action being taken to fill vacancies;
 - ii. The conclusion of the recent branding review and the example marketing materials provided as an appendix to the report;
 - iii. The conclusion of the move to the Allam Medical Building at Hull and its official opening scheduled for 16th November 2017;
 - iv. The positive outcome of the change to campus allocation policy for MBBS applicants, with a balanced distribution between York and Hull;
 - v. The ongoing preparations to submit, by the 23 November 2017 deadline, an application for additional MBBS places as part of the national expansion of medical training;
 - vi. The summary of the National Student Survey results and internal analysis of them, which was returned to later in the meeting (see M17-18/10).
- b) During the discussion it was **noted** that:
- i. The HYMS Marketing Team were preparing to launch the new marketing materials and branding at the start of 2018 and in consultation with both Universities' Marketing Teams.
 - ii. Following the success of the change to the campus allocation policy for the 2017 intake and with the agreement of the University Planning Offices, that the process would be repeated of stating the campus allocation to applicants at the offer stage. However, there would be no change in the circumstances under which applicants could request a specific campus. Further, the Dean explained that HEFCE's decision not to remove the international student numbers cap for 2018 entry would assist the School in managing its home expansion of 15 places.
 - iii. The intentions to apply for additional MBBS places as part of the Government's medical training expansion was the result of careful consideration of the School's and Universities' capacity to accommodate such expansion and the possibility that HEFCE would not provide all extra requested places. At its recent meeting the Joint Board had offered warm support to the plans and recognised the fit of the Government criteria to HYMS' ethos and aims. It was further **noted** that as expansion would rely on close, positive relations with NHS trust partners and careful management in the context of some challenging pressures on local trusts, the School has been actively working with partners and looking for additional ones to meet the increased need for places as well as student expectations for placement quality.
 - iv. The Care Quality Commission had raised concerns about the quality of one partner trust in the region and placement quality would need to be a key consideration of expansion plans. However, it was also **noted** that student satisfaction with these particular placement providers has actually been high despite the trusts' difficulties.
 - v. Students had been informed and consulted to date, as far as practicable, in the developing expansion bid, but that more concerted effort to include and engage with students as active partners in the expansion would be considered in due course.

17-18/08 TO RECEIVE THE ANNUAL TRACKER OF MINOR AMENDMENTS TO CODES AND POLICIES

The Committee **received** the annual tracker of minor amendments to Codes and Policies that were made without requiring approval by the Committee or Chair (HJSC.17-18.06) (M13-14/36 refers).

17-18/09 TO APPROVE THE SUBSTANTIALLY REVISED CODE OF PRACTICE ON POSTGRADUATE RESEARCH DEGREES

The Committee **considered** the substantially revised *Code of Practice on Postgraduate Research Degrees* (HJSC.17-18.07) that was proposed following the revision to the related regulations at the last meeting (M16-17/60&61 refer). The Chair of the Postgraduate Programmes Board introduced the Code and explained it was being proposed following substantial staff and student consultation. Also, the Code had been modelled principally on York's practices. It was **noted** that a key feature is a three-part structure for ease of reference by the student, the principal supervisor and others central to the supervision and assessment of a research student. Though this added to the overall length of the document and introduced some repetition it was felt appropriate to make the document as clear and accessible to use as possible.

The Chair of Postgraduate Programmes Board highlighted that priorities for the revision had been to:

- better describe co-supervision arrangements, in response to QAA requirements on team supervision;
- detail the frequency and format of supervisory meetings;
- detail changes to the Thesis Advisory Panel (TAP) process;
- detail formal reviews of progress;
- present criteria for progression and for the award of research degrees;
- include the provision of mentors for research students;
- include a two year interval for re-inviting examiners of higher degrees;
- include holiday entitlement (based on University of York principles).

During discussion of the proposal it was:

- i. Suggested presenting the Code electronically with hyperlinks to the various sections would mean it would not appear too lengthy and it should be as user-friendly as intended.
- ii. Suggested that an additional TAP meeting be introduced for MSc by Thesis students to further support their progress; the Committee **decided** not to require this there is provision in the Code for the student or a TAP member to request any additional meeting required.
- iii. Suggested that the intent to submit notification was too late to fully enable timely preparation for the final submission of the thesis; the Committee **decided** not to alter this timing due to recognition that supervisors would in practice plan in good time for the arrangement of examiners and to support students to submit on time, and that the suggested three-month notice would sit well in relation to the final TAP meeting.
- iv. Suggested that in reviewing the Code it was evident that a relatively small number of staff are called upon to undertake several supervisory and TAP membership roles which could be quite onerous, though this was manageable with the required use of clinicians and University staff to meet the requirements of students' specialisms.

- v. **Noted** that the Code contained a number of typographical errors and minor queries for correction that the Secretary would forward to the Chair Postgraduate Programme Board in order to finalise the Code.

Action: Secretary

The Committee **approved** the Code of Practice subject to the preparation of a final draft to be signed off by the Chair HJSC.

Action: Chair BoS

17-18/10 TO DISCUSS THE NATIONAL STUDENT SURVEY RESULTS AND PROPOSED ACTIONS

The Chair BoS introduced the National Student Survey results and the School's initial proposed actions (HJSC.17-18.08), highlighting the main areas of weakness in the Organisation and Management and Student Voice dimensions, as well as the more positive or static performances. Results in the new Learning Community dimension were **noted** as being an example of a stronger performance in a difficult dimension. The Chair BoS informed the Committee that the MBBS Programme Board would develop an action plan to submit to the December BoS and January HJSC.

The School felt it had a clear sense of what issues it needed to address, particularly relating to the later clinical years of the programme, and it had been actively working to address weaknesses identified in 2016 which had continued to be a cause of concern in 2017. The Committee **noted** the specific intent to improve student engagement and the Student Voice dimension which would involve better understanding of how students view the role of the students' unions and their course representatives in providing academic representation (question 26). The YUSU and HUU officers agreed to work with the School to understand students' perceptions of their course reps and to propose ways to promote the links with the Unions, adding that there was a sector-wide question of whether students viewed course reps as part of their students' union or of their department.

Action: Students' Union Officers

The Committee **discussed** the extent to which appointments and resources had been directed to improving Organisation and Management in the clinical settings, and of the importance of having firm leadership to manage the administrative aspects of the delivery of work-based learning which were a persistent cause for dissatisfaction. The Committee was informed that the recently appointed Clinical Deans had begun to meet these needs because they were senior and respected clinicians with the gravitas to command authority in the placement setting to initiate positive changes, but also had a firm footing in the School's academic activities. The Chair Student Staff Committee confirmed that students were part of, and were reporting, a culture shift with regards to poor clinical teaching as they were identifying concerns earlier and seeing responses through the Clinical Deans' leadership. It was **noted** that the improvements in Assessment and Feedback were evidence of the success of having a senior, clinical and academic lead with responsibility for crucial aspects of the programme.

It was suggested that the planned MBBS expansion could risk the quality of the learning experience and the sense of HYMS as a close-knit and intimate medical school for which it is recognised by students and alumni. The Committee was assured that all efforts would be taken to monitor the impact of expansion and to retain the key features of HYMS through improvements in such as Organisation and Management.

The Chair and Deputy Chair informed the Committee of the Universities' respective approaches to working with their departments depending on the NSS results recorded, leading the Committee to **agree** with the Chair's suggestion that he contact the Dean and the Deputy Chair outside of the meeting to discuss the most appropriate way to support HYMS to implement an action plan, whereby one University would lead to avoid duplication of effort.

Action: Chair HJSC

The Dean additionally offered to invite the Chair and Deputy Chair to the forthcoming Management Board meeting at which early plans to respond to the NSS results would be considered.

Action: Dean

17-18/11 TO RECEIVE THE ANNUAL REPORT ON ACADEMIC MISCONDUCT IN HYMS

The Committee **received** a verbal update on cases of academic misconduct in HYMS supplementing summary information of the two cases that had occurred in the 2016/17 academic year (HJSC.17-18.09). The Committee **noted** that the School usually manages a small number of cases, but **agreed** that it would be valuable to retain the annual report on the annual cycle of business to monitor the number and nature of any cases that occur.

17-18/12 DATES OF MEETINGS IN 2017-18

Dates of remaining meetings for 2017-18

- Wednesday 24 January 2018, 10.00am-12.00pm, 1st floor meeting room HYMS York/room Meeting Room **3** Allam Medical Building Hull
- Wednesday 18 April 2018, 2.00-4.00pm, 1st floor meeting room HYMS York/room Meeting Room **4** Allam Medical Building Hull
- Wednesday 25 July 2018, 10.00am-12.00pm, 1st floor meeting room HYMS York/room Meeting Room **3** Allam Medical Building Hull

ANNEX A: Attendance

Members

Professor John Robinson (Chair, PVC York)

Professor Alan Speight (Deputy Chair, PVC Hull) – left after item M17-18/10

Professor Una Macleod (Dean, HYMS)

Dr Sam Cobb (Chair Board of Studies, HYMS)

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

Dr Jacquie White (Hull Senate representative)

Professor Martin Chalkley (York Senate representative)

Professor Neil Lunt (York Senate representative)

Dr Jan Hardman (York University Teaching Committee representative)

Dr Katherine Selby (York Teaching Committee representative)

Mr Salman Anwar (Education Officer, HUU)*
Mrs Fatma Layas (VP Wellbeing and Communities, Graduate Students' Association)*
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)
Mr Nigel Dandy (Head of Academic Support Office, York)
Ms Lynne Braham (Deputy Director Academic Partnerships, Hull) – left after item M17-18/10 (item 10)
Ms Lisa Tees (Quality Team, Hull)

Apologies

Mr John Busby (Chief Operating Officer, HYMS)
Ms Charlotte Chamberlain (President, Graduate Students' Association)
Professor Julie Jomeen (Dean of Faculty of Health Sciences, Hull)
Professor Brian Fulton (Dean of Faculty – Sciences, York)
Dr Claire Hookham-Williams (Hull Learning, Teaching and Assessment Committee representative)

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