

**UNIVERSITY OF HULL  
UNIVERSITY OF YORK**

**HULL YORK MEDICAL SCHOOL**

**JOINT SENATE COMMITTEE**

Minutes of the meeting held on 30<sup>th</sup> October 2014

**PART A: UNRESERVED BUSINESS**

*(Secretary's note: Prior to the meeting, the Secretary met with the Secretary of the Board of Studies and the Head of Quality and Standards to discuss the process for allocating and monitoring actions for completion. On HYMS' request, it was agreed that operational actions would be allocated to the Dean and other actions on the School to the Chair BoS to then allocate to the most appropriate role-holder, the intention being to facilitate a more efficient process for the monitoring, completion and reporting of actions requested by HJSC).*

**14-15/01 APOLOGIES AND ATTENDANCE**

For a list attendees and apologies, please see Annex A

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

**14-15/02 MINUTES 1<sup>st</sup> MAY 2014**

The minutes of the meeting held on 1<sup>st</sup> May 2014 (enclosure 1) were reviewed and amended to accurately title 'the Deputy Dean for Education'. They were **approved** as a true and accurate record of the meeting.

**14-15/03 MATTERS ARISING**

The Committee **received** a summary of actions arising from the previous meeting (enclosure 2). Items listed as separate agenda items and other actions completed were **noted**.

- a) 13-14/55(a) – The Chair explained that discussions regarding the permanent location of the administration for appeals were ongoing and that this issue is to be resolved.

**Action: Chair**

- b) 13-14/60 – The Policy on Reasonable Adjustments referred to in the Policy on Student Welfare and Support is to be completed by the Assessment Team. The other amendments suggested to the Policy on Student Welfare and Support were made and the Policy published.

**Action: Chair BoS**

- c) 13-14/62(c) – The Head of Quality and Standards and Secretary have discussed the process of reporting the external examiners reports as part of the APR (14-15/14 refers). This action was closed.
- d) 13-14/64 – The Dean apologised for the non-submission of an updated report on Five-year Trends in Applications and Admissions. The Management Board had agreed this needed further work and a full report would be submitted to HJSC at its January meeting.

**Action: Dean**

**14-15/04 TO APPROVE THE MEMBERSHIP AND ANNUAL CYCLE OF BUSINESS AND TO REVIEW THE TERMS OF REFERENCE OF THE COMMITTEE**

- a) The Chair explained that the membership summarised in enclosure 3a was in line with that agreed previously (M13-14/55 refers). The Committee **approved** the Chair's request to add The Academic Coordinator for the Sciences (York) to the 'in attendance' membership as an appropriate appointment in the context of York's senior management structures. Mr Brooks informed the Committee that the HUU Faculty Coordinator position was vacant but that an election would be held imminently. The Committee **noted** that the timings of the meetings could be prohibitive for an on-placement student to attend, as was previously discussed. The Dean assured the Committee that HYMS would assist a student representative to attend the meetings from a placement site or to 'call in' via the available tele-/video-conferencing facilities (M13-14/E6 refers). The Dean also offered to discuss HJSC participation with any newly-elected HUU Faculty Coordinator. The membership will be published on the HJSC webpage, with appropriate terms of office.

**Action: Secretary**

- b) The Terms of Reference were **received** (enclosure 3a) as reproduced from those listed in the Memorandum of Agreement for the governance of HYMS. It was **noted** that ToR 12 referring to Honorary appointments is out of date following the approval of a new Code of Practice on Award of Honorary and Visiting Titles at HYMS (M13-14/61 refers). This would be raised by the Chair with the Joint Board. It was also **noted** that the reporting of research activity in HYMS to HJSC was unclear (M13-14/5 refers) and that ongoing HYMS activity to revise organisational and governance structures might further impact on this ToR.

**Action: Chair**

*(Secretary's note: the Secretary of the HYMS Joint Board confirmed 17/11/14 that the Joint Board revised ToR 12 (ToR 3.4(l) in the Memorandum of Agreement) at its meeting 25/06/2014. Minute 13 of the Joint Board meeting refers. The Secretary HJSC updated the term on the HJSC webpage).*

- c) The committee **approved** the annual cycle of business (enclosure 3b).

**14-15/05 TO RECEIVE AN ORAL UPDATE FROM THE CHAIR**

The Chair had no additional activity to report that was not to be covered elsewhere in the agenda.

**14-15/06 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES**

Ms Horvatic and Mr Offer did not have matters to bring to the Committee's attention.

Mr Brooks informed the Committee that HUU had received a number of recent requests for financial support from HYMS students, including the provision of food parcels. This was particularly in the context of students' struggling to meet the costs of travelling to clinical placements. The Committee discussed the availability of hardship funds to HYMS students and of whether such assistance is publicised sufficiently.

Professor Bennett informed the Committee that HYMS has a limited fund to support students with travel costs and that different placements are organised as far as possible to ensure a balance of expensive and less expensive travel requirements. It was further **noted** that HYMS does not have its own general hardship funds and that students are directed to those available through the Universities. Furthermore, it was acknowledged that financial needs can become more acute for medical students if they enter the MBBS as graduates with existing debts and reduced access to student finance. The Committee **noted** that HYMS can write references for students applying to charitable funds that support students and can provide information on such trusts.

The Dean asked Mr Brooks to provide him with more detailed information about recent cases, and to discuss what assistance HYMS is able to offer and how it can help students source financial support.

**Action: Mr Brooks**

**14-15/07 TO RECEIVE A WRITTEN REPORT FROM THE DEAN**

The Dean introduced his report (enclosure 4). (Several points were expanded further in 14-15/12). The Dean highlighted the financial considerations, which though not within the HJSC remit, had been included to contextualise the future parameters for teaching and learning. The Dean explained that the School would be in a state of transition for the next two years in terms of its organisational and management structures, with the ultimate aim of becoming more efficient. A major review of professional staff will be completed in early 2015. There is also continued progress to address issues raised in previous National Student Surveys, as evinced in the 2015 results. The Dean added that smoothly implementing the new MBBS curriculum will also be a major challenge.

The Dean explained that the new Academy of Primary Care, to be led by Dr David Pearson, would strengthen the teaching of primary care medicine as part of the MBBS programme, assist in the promotion of primary care career pathways to MBBS graduates, and develop primary care as a HYMS research focus. Furthermore, the Academy offered opportunities to expand postgraduate/CPD programmes, particularly the number of students completing an MD in primary care research. The Dean confirmed the position of Deputy Dean for Education would not be replaced.

The Committee **discussed** the reported MBBS failure rate for progression to year 2. The Dean outlined the thorough review process to enable the School to understand the contributing factors. It was **noted** that a number of those students that failed to progress had difficulties in the Life Sciences theme, the teaching and assessment of which was a particular focus of review.

A possible factor suggested was the support provided by PBL facilitators and their level of observance of students struggling to keep up. Dr Hardman informed the Committee of her ongoing research into students' experiences of PBL. The initial findings suggest year 1 students' difficulties adjusting to the PBL model, but enjoyment of and achievement from it by year 2. Though acclimatisation to PBL might influence some students' progression, the Dean did not feel that it was influential for this particular cohort.

With regard to the review of student representation on the Management Board, the Dean explained that the Students' Unions would be involved and that students themselves had made the initial request as an extension of their representation on other HYMS fora.

The Dean offered to share with HJSC a new organisational structure for information at its next meeting and to present illustrations of further structural changes as they were confirmed.

**Action: Dean**

#### **14-15/08      TO CONSIDER AND APPROVE A PROPOSAL TO INTRODUCE THE MSC IN HEALTH PROFESSIONS EDUCATION**

Dr Gabrielle Finn, Programme Director, joined the meeting to speak to this item (enclosure 5). Dr Finn explained the rationale for the programme, namely that: the PGCME was in its fifth year and that graduates regularly enquired about progression opportunities to PGDip and Masters level, the School saw this as an attractive development in the market and that increasing diversity in the PGCME cohort suggested the value of greater disciplinary breadth.

The programme would be available as blended-learning and distance learning part-time routes, as the current PGCME has been. The future intention is also to offer a one-year full-time route to suit the needs of intercalating students and professional learners.

Dr Finn informed members that she had discussed with York's Department of Health Sciences how HYMS students could access a greater range of optional research modules and quid pro quo how DoHS students might access HYMS' leadership modules. Discussions with the Hull Faculty of Health and Social Care about similar initiatives were much less developed, but might progress in the future.

The committee broadly supported the proposal, but raised a number of specific queries and suggestions for consideration:

- The committee suggested that the module 'Research Methods in Health Professions Education' was reviewed to consider whether:
  - it suitably balanced instruction in both research methods and approaches to educational research, and thus, whether the title could be changed to better reflect the module aims and content;
  - whether there was undue repetition in content or sufficient range of content.

- That the programme team remain mindful of the external reviewers' comments on the projections for progression through to masters level.
- That care be taken to develop a sense of identity and community amongst the student body as a greater range of health professionals join the programme, and similarly, to ensure that distance learning students are included and given the same standard of delivery.
- That the programme team remain mindful of the complexities of distance learning provision and develop materials that provide engaging and challenging content.

The programme director agreed to review the programme in the light of the Committee's feedback and the Committee **approved** the proposal. Approval was not contingent on the revision of the Research Methods module, but the Chair requested an update of revisions made in due course.

**Action: Chair BoS**

#### **14-15/09 TO CONSIDER AND APPROVE A REVISED CODE OF PRACTICE ON ACADEMIC AND FITNESS TO PRACTISE APPEALS**

The Chair explained that academic appeals were one of his key responsibilities. Consequently, he had requested a discussion with the Secretary and Head of Quality and Standards prior to the meeting to be appraised on developments since the Code was last considered by HJSC and enclosure 6 submitted. The discussion had considered the revisions suggested by a lawyer commissioned to advise on the probity of the draft. The result of this meeting was that the Head of Quality and Standards prepared an addendum to enclosure 6 which was forwarded to members ahead of the HJSC meeting. The Chair further asked that the Committee consider only parts of the addendum which he then specified, along with enclosure 6, in reaching its decision as to whether or not to approve the Code.

The Head of Quality and Standards and the rest of the Committee **agreed** with the Chair's suggestion. The Head of Quality and Standards outlined the process of consultation and review that has taken place following feedback on the shortcomings of the June 2012 Code of Practice and that has resulted in the proposal to HJSC.

The consultative and drafting processes were complimented, and the Dean thanked those involved in the development of the proposal for their work.

The committee discussed a number of points and was particularly concerned to ensure that the Code was unambiguous and procedurally sound in relation to the credentials of the supporter a student could bring to the hearing. It was **agreed** that the Code would clearly state that a supporter could not be a legal representative, as worded in section 4.3.

The Code of Practice was **approved** subject to the following:

- Section 5.1 remains as in enclosure 6;
- Section 6.4 of enclosure 6 is deleted as proposed in the addendum;
- Section 11.3 be amended as proposed in the addendum;
- Section 12.2 be amended as proposed in the addendum;

- Section 13 be amended as in the addendum, but the proposed revision to read: ‘The Appeal Committee will be empowered to call any witness or other person whom it deems qualified to provide relevant evidence.’
- Section 13.1.2 be amended as proposed in the addendum;
- Section 14.4 be amended as proposed in the addendum;
- Section 15 be amended as proposed in the addendum;
- Section 15.1 be amended as proposed in the addendum, but the proposed revision to read: ‘The supporter is permitted to speak on the student’s behalf but in accordance with Section 15.5. the student will be required to answer any questions put to them and to provide information directly as required by the Appeal Committee.’
- Section 15.2 is made clearer to show the students’ entitlement to be accompanied by a second academic supporter in addition to the supporter referred to in 15.1;
- Section 16.3.5 be amended as proposed in the addendum;
- Housekeeping changes listed in the addendum to be made;
- Section 17 is revised to make clearer the process by which the student can request a review of decisions made at different stages of the appeal (and which is more clearly explained in the summary flowchart).

Final sign off following the amendments above would be by Chair’s Action.

In addition, it was noted that the new Code should be implemented *as soon as practicable* and that this publication should be accompanied by clear information to students, appraising them of: how and why the Code has been revised, where to find the Code and how to submit an appeal. It was **agreed** that the latter point should be achieved by means of a clear, student-friendly guide on how to prepare an appeal, what information and evidence was required and how an appeal would be investigated. The aim of the guidance would be to allay students’ concerns at what information they would need to submit and reduce confusion resulting from students making direct requests to HYMS staff outwith the investigating officer’s investigation.

**Action: Chair BoS**

*(Secretary’s note: The Head of Quality and Standards made the requested changes which were approved by Chair’s Action on 11/11/2014, with the additional amendment that the paragraph on the panel being able to call witnesses moves from 13.1.3 to be a new section 15.5.: “The Appeal Committee will be empowered to call any witness or other person whom it deems qualified to provide expert advice.”)*

#### **14-15/10 TO CONSIDER AND APPROVE THE PERIODIC REVIEW OF HYMS CONDUCTED BY UoH (JUNE 2014)**

Mr Dandy introduced the periodic review report and action plan (enclosure 7), noting that the panel recognised the context of change and improvement in which HYMS has been operating. The panel sought to endorse positive steps and recommend further actions in this context of ongoing improvement. It was noted that a working group will be established involving colleagues at the Universities and HYMS in order to address the recommendation that HYMS students’ access to support services is reviewed and improved.

The Dean thanked the review panel for their contributions. He also informed the Committee that Hull are reviewing their process for periodic reviews which York and HYMS would need to be mindful of in the future to avoid repetition or contradictory processes.

The Chair **noted** that UTC (York) and ULTAC (Hull) have both positively received the report and action plan. On the basis of the discussion, the Committee **approved** the report and action plan.

#### **14-15/11 TO CONSIDER THE NSS AND PTES REPORTS AND TO CONSIDER THE ARRANGEMENTS FOR PRES 2015**

The Committee received the National Student Survey (enclosure 8a) and Postgraduate Taught Experience Survey Results (enclosure 8b). The low PTES overall satisfaction score, in comparison with York departments was **noted**, as was the very small number of respondents that made it difficult to draw inferences from the results.

The Committee **noted** the improvements in the NSS results. Mr Brooks highlighted the improved score in student satisfaction for the students' union and the Dean added that the School has been encouraging greater links between HYMS students and the students' unions.

The Committee was informed that discussions are ongoing between the School and the Universities to plan the Postgraduate Research Experience Survey for 2015, which is intended to be led by Hull. Further information will be reported at future meetings.

#### **14-15/12 TO CONSIDER THE DRAFT STRATEGY FOR HYMS**

The Dean introduced a draft strategy for HYMS (enclosure 9), which would be complemented by an action plan and key performance indicators that have not yet been sufficiently developed. The Committee was informed that the strategy aims to articulate future priorities and values for the School and to promote organisational and cultural changes that address challenges HYMS has been experiencing. The strategy is also intended to direct the School's research focus to ensure efficient targeting of limited resources.

The Dean explained that external drivers are also a need to develop more clinical academics nationally and to reduce primary care deficits in East Yorkshire. It was hoped that the strategy would reenergise HYMS to respond to local healthcare priorities, which was one of its founding principles. The Committee **endorsed** the strategy with the suggestion that students were included more where appropriate in the summary articulation of the HYMS vision.

#### **14-15/13 TO CONSIDER AND APPROVE THE QUALITY MONITORING AND ENHANCEMENT STRATEGY**

The Head of Quality and Standards introduced the quality strategy (enclosure 10). The Committee discussed the need to strike the right balance between a narrow focus on monitoring and enhancing the academic quality and more broadly locating attention on academic quality within the overall student experience. The Committee **approved** the strategy subject to the following amendments or further considerations:

- Page 2 first paragraph – refer to the HJSC having overall oversight for quality assurance;
- Page 4 diagram – consider the addition of 'student representation' as a dimension and whether the central box should read 'HYMS student academic experience';
- Page 4 – Substitute PGCME for the newly approved MSc Health Professions Education.

**Action: Chair BoS**

**14-15/14 TO CONSIDER AND APPROVE THE ANNUAL PROGRAMME REVIEW TIMELINE**

The Head of Quality and Standards introduced a timeline that would be followed for the completion of the APR (enclosure 13a), incorporating external examiners' reports. The Committee **noted** that the Head of Quality and Standards had drafted the process in discussion with the Secretary in his capacity as HYMS' quality contact in the ASO at York. The Committee **approved** the timeline.

**14-15/15 TO RECEIVE A VERBAL UPDTE ON PREPARATIONS FOR THE GMC REVIEW IN NOVEMBER 2014**

The Head of Quality and Standards informed the Committee that preparations for the GMC review were progressing smoothly and in a similar way to how the School approached periodic review. GMC reviewers would visit HYMS at York and Hull on the 24<sup>th</sup> and 25<sup>th</sup> November 2014. The Committee **noted** that discussions thus far had not indicated any particular areas of concern from the GMC and that the School was looking forward to the review.

**14-5/16 TO RECEIVE A VERBAL UPDATE FROM THE RESEARCH STRATEGY COMMITTEE/ POSTGRADUATE RESEARCH BOARD**

(14-15/04(b) also refers). The Chair of the PG Research Board commented on the confusion arising from the Terms of Reference for HJSC regarding the reporting of research activity, activity which had also been summarised in the Dean's report (14-15/07). The Chair **noted** that HJSC should receive an appropriate report on research activity in the School, the form of which should be determined in due course following any required revisions to the Terms of Reference and organisational changes in the School.

**14-15/17 DATES OF MEETINGS 2014-15**

The Committee **noted** the dates of the next meetings:

- Thursday 29<sup>th</sup> January 2015, 14.00-16.00
- Thursday 30<sup>th</sup> April 2015, 10.00-12.00

York: HYMS Building 1<sup>st</sup> floor meeting room; Hull: Loxley Building 1<sup>st</sup> floor meeting room

## **ANNEX A: Attendance**

### **Members**

Professor John Robinson (Chair, PVC York)  
Professor Glenn Burgess (Deputy Chair, DVC Hull)  
Mr George Offer (York University Students' Union)\*  
Ms Jelena Horvatic (Graduate Students' Association, York)\*  
Mr Richard Brooks, (Hull University Students' Union)\*  
Dr Richard Waites (York University Teaching Committee representative)  
Dr Jan Hardman (York University Teaching Committee representative)  
Professor Gillian Greenway (Hull Senate representative) joined the meeting late  
Professor John Greenman (Hull Senate representative)  
Dr Elizabeth Cleaver (Hull Learning, Teaching and Assessment Committee representative)  
Professor Trevor Sheldon (Dean of HYMS)  
Professor Jonathan Bennett (Chair of Postgraduate Research Board, HYMS)

### **In attendance:**

Mr Nigel Dandy (Head of Academic Support Office, York)  
Dr Adrian Lee (Secretary, York)  
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)  
Professor Brian Fulton (Sciences Academic Coordinator, York)  
Mr Duncan Lean (Planning Officer, York)  
Dr Gabrielle Finn (Programme Director, MSC Health Professions Education for Item 8)

### **Apologies**

Professor Tony Morland (York Senate representative)  
Dr Penny Spikins (York Senate representative)  
Dr Graham Scott (Hull Learning, Teaching and Assessment Committee representative)  
Mr John Busby (Chief Operating Officer, HYMS)  
Dr Mark Williamson (Chair Board of Studies, HYMS)  
Ms Lynne Braham (Head of Quality, Hull)

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