

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 31<sup>st</sup> October 2019

**PART A: UNRESERVED BUSINESS – CATEGORY I**

**19-20/01 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.

**19-20/02 Minutes 25 July 2019**

The minutes of the meeting held on 25 July 2019 (enclosure HJSC.19-20.01) were reviewed and **approved** as a true and accurate record of the meeting.

**19-20/03 Matters Arising**

The Committee received a list of matters arising (HJSC.19-20.02). It was **noted** that:

a) Re M18-19/45 – The *Code of Practice on Admissions to the MB BS Course* had been amended and published, with section 6.2 now stating:

“HYMS offers a five-year MBBS programme suitable for direct entry from school. Apart from provision for dentists to enter at the start of Year 2, there is no accelerated 4 year programme, but HYMS welcomes applicants who are not recent school leavers who wish to take the five-year programme. This includes graduates in biomedical sciences, other graduates, currently practising experienced health professionals, and applicants attending approved Access to Medicine or similar programmes listed on the HYMS website.”

The action is now closed. The Committee **noted** that whilst the Code had been amended as suggested and to clearly communicate with students, which is commendable, a HJSC Chair's Action approval request was not received in accordance with the action requested. HJSC was reminded of the need for processes to be followed to ensure decisions are auditable.

b) Re M18-19/57 – The Dean provided an update on discussions to further the sharing of intelligence between departments at the two universities arising from the Annual Monitoring Visits to placement providers. The Dean affirmed the need to ensure good communication channels and informed the Committee that she had met Professor Karl Atkin Head of Department, Health Sciences York to discuss informally issues of relevance. The Dean also felt well-connected with colleagues in the Faculty of Health Sciences Hull in this regard. The Committee further **noted** that the current Annual Monitoring cycle is underway and that York is launching a Professional Practice Forum in November 2019 that could provide an additional opportunity to establish new relationships at York and enhance information sharing. This action was closed.

c) Re M18-19/66.b – The Chair of Board of Studies updated the Committee about his ideas for facilitating discussions between the HYMS student representatives, HUU, YUSU and the GSA to explore how the Unions could better represent the School's interests and to facilitate effective communication and support, with consideration as to whether representative functions could be streamlined. The Chair of Board of Studies reminded the Committee of the particular context of HYMS student society relationships with the Students' Unions as well as the quite independent nature of academic representation and social societies within the School. The Committee also **noted** that students might feel most affiliated to the Student's Union of their university of registration only in the first two, campus-based years of the programme, but that this weakens in Phases II and III.

The Chair of Board of Studies outlined the intelligence gathering he has undertaken and his intentions to discuss with the Unions and HYMS student body ideas for growing and sustaining connections. HJSC was cited as the only forum with an academic remit at which all unions and HYMS students are represented. The Chair of Board of Studies proposed the establishment of a working group to examine the issues in detail and to highlight the value to the student experience overall of the social and representative experience membership of the Students' Unions can provide. The HUU President of Education informed the Committee that after recent by-elections the position of HYMS Part-time Officer remained vacant and he welcomed ideas of how to encourage HYMS students to stand for election. Student representatives supported the proposed working group and the Committee **approved** it. The Chair of Board of Studies was asked to bring appropriate people together, to decide Terms of Reference and a timeline for concluding the work.

**Action: Chair of BoS**

d) Re M18-19/68 – The Dean provided the Committee with an update on the Governance Review in response to members' comments at the last meeting, informing the Committee that she had shared HJSC's feedback to the Registrars. The composition of new bodies within the governance structure would not be changing but due consideration will be given to the student voice in the activities of the Strategic Planning Group (SPG), which had met for the first time a few days before HJSC. The Dean confirmed that HJSC has a dotted line report to the SPG and that minutes of the Committee

were expected to be sent to the SPG. This would meet next in March. The Secretary of HJSC would liaise with Dr Kit Fan, Secretary of SPG.

**Action: Secretary HJSC**

The Chief Operating Officer informed the Committee that it was intended that any programme planning proposals would continue to be submitted to each University as currently (to Faculty Learning and Teaching Groups at York and the Faculty Leadership Team at Hull). The SPG's remit would not include such planning and finance processes.

The Dean stated that the governance proposals are due to be submitted to the University Councils for ratification in November and if ratified the Joint Board would not meet again, being replaced by the Annual Oversight Meeting. The Committee **noted** that it was important it knew at the earliest opportunity when the new structures are implemented so it knows from which higher body it might require approval for matters beyond HJSC's remit.

e) Re M18-19/69 – The Chair of the Board of Studies updated the Committee on actions to ensure proposals for Annualised Clinical Placements were made in compliance with consumer rights regulations and with appropriate consultation with existing students. The Chief Operating Officer informed the Committee that the School had assembled packs of marketing materials to assess what the 2019-20 MB BS cohort had been told about placements and what marketing materials for use during the 2020 application cycle said. These had been reviewed by the School's Communications Manager. It was not felt that specific details were stated about placement lengths and locations. The School was shortly to meet the University of York Compliance Officer to get her University perspective on whether information stated and proposals for annualised placements were compliant with consumer rights regulations. If the outcome of the discussion was positive the School would then ask the Chair of HJSC to approve the proposed format for annualised placements submitted to the previous meeting. The School affirmed its recognition of the need for effective communication to students about their journey through the programme and that it believed appropriate consultation had taken place with current students who would undertake placements from year three of their programme according to the new model.

**Action: Chair BoS**

#### **19-20/04      To Receive a Report of Chair's Actions Undertaken Since the Last Meeting**

The Committee received a list of Chair's Action approvals (HJSC.19-20.03) since the last meeting. The Chair or Deputy Chair **approved**:

- i. Minor revisions to the *Policy on Disability and Reasonable Adjustments in Assessments*, with advice that the 'under review' statement should convey the expectation that an amended policy will apply from January 2020 (assuming that is the HJSC meeting that endorses the Dec 2019 BoS decision), but it should not imply that the current, published, policy is subject to caveat before being replaced;

- ii. Minor Revisions to the *Policy on Exceptional Circumstances Affecting Assessment and Examination*, with advice that the 'under review' statement should convey the expectation that an amended policy will apply from January 2020 (assuming that is the HJSC meeting that endorses the Dec 2019 BoS decision), but it should not imply that the current, published, policy is subject to caveat before being replaced;
- iii. New intercalated programme routes for delivery in 2020-21: BSc in Medical Sciences (Neuroscience) and BSc in Medical Sciences (Immunology and Infection) delivered at Biology, York and the withdrawal of from 2019-20 of BSc in Medical Sciences (Sports, Health and Exercise Sciences), BSc in Medical Sciences (Applied Ethics) and BSc in Medical Sciences (Philosophy of Mind and Body) delivered at Hull;
- iv. Outstanding actions from the HJSC meeting 1<sup>st</sup> May 2019;
- v. A new 60 credit Independent Study Module for use on the MSc in Clinical Anatomy, MSc in Clinical Anatomy and Education and MSc in Health Professions Education for introduction in 2019-20;
- vi. Modifications to the assessment on the MSc in Physician's Associate Studies for 2019-20 which will affect incoming year one students and those students due to start year two;
- vii. Modifications to the assessment on four modules that are part of the MSc in Health Professions Education: Anatomy Pedagogy, Contemporary Issues, Learning and Teaching, and Professional Practice.
- viii. Final revisions to the *Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees* (M18-19/54 refers). In approving the final text of the Code, the Deputy Chair **noted** and was satisfied with the explanation provided by the School of why the award of merits and distinctions follow the stated method, which the Committee had questioned during the meeting.
- ix. Documents that had been approved subject to conditions at the July HJSC meeting.

The Committee **noted** that with regard to the *Policy on Reasonable Adjustments* (i) and *Policy on Exceptional Circumstance* (ii) that these had been published without the advice of the Chair being followed. The Chair requested that this is corrected to provide clear statements of what 'under review' means (that the 'under review' statement should convey the expectation that an amended policy will apply from January 2020 (assuming that is the HJSC meeting that endorses the Dec 2019 BoS decision), but it should not imply that the current, published, policy is subject to caveat before being replaced).

**Action: Chair BoS**

**19-20/05      To Approve the Membership, Annual Cycle of Business and the Terms of Reference of the Committee**

The Committee **considered** the Terms of Reference, membership and annual cycle of business (HJSC.19-20.04).

a) The Committee **considered** minor revisions to the wording of Term of Reference 10 to add fitness-to-study and Term of Reference 15 to update the titles of Hull committees. These revisions had been requested last year, but not approved by the Joint Board due to the Governance Review including consideration of HJSC's Terms of Reference at the time. The Committee **approved** the revision to Term 15 which it felt could be done immediately. The Committee **did not approve** revision to Term 10 as members questioned the appropriateness of the language used ("To ensure that teaching, learning and assessment practices promote equality of opportunity...") and the implication this had for the actions and ethos of the Committee. Members were undecided on the most positive and contemporary nomenclature (for example, the terms 'equality', 'equity' and 'inclusion') and instead requested that the Secretary HJSC seeks the views of the membership outside the meeting and those of the Universities' Equality, Diversity and Inclusion Offices. It was also proffered that the proposed term of reference should use language that was consistent in the School and across the Universities and cognisant of the potential for tension between efforts to empower students and processes such as fitness-to-practise that by their nature can disempower some groups of students.

**Action: Secretary HJSC**

b) The Committee **approved** the membership with revisions to remove the Deputy Director, Academic Partnerships Office, Hull from the in-attendance membership. Ms Braham was thanked for her contributions to the Committee. Also, to include as an ex-officio full member the new Deputy Dean of HYMS who has been appointed and will be joining the School in due course.

**Action: Secretary HJSC**

c) The Annual Cycle of Business was **approved** subject to removing reference to research activity in the Dean's Report standing agenda item.

**Action: Secretary HJSC**

**19-20/06      To Receive an Oral Report from the Student Representatives**

a) The President of Education, HUU informed the Committee that a recent HUU by-election had failed to attract a candidate for HYMS Part-time Officer and the Chair of the Student Staff Committee in HYMS added that she is working with HUU in efforts to recruit to this role. This issue would be picked up by the working group on student representation and Student's Union relations (M19-20/03c refers).

b) The Academic Officer, YUSU – nothing to report.

c) The VP Academic, GSA – nothing to report.

**19-20/07      To Receive a Written Report from the Dean of HYMS**

a) The Dean introduced her report (HJSC.19-20.05) and drew the Committee's attention to:

- i. Recent staff appointments and vacancies, including the appointment of Dr Matthew Morgan, University of Birmingham as Deputy Dean and of other appointments as part of the School's expansion. The Dean was also optimistic that new Senior Lecturer appointments would start in March 2020 who would make a significant contribution to Phase I of the MB BS.
- ii. The 2019-20 MB BS enrolment of the School's largest cohort to date and for whom a smooth introduction to the programme had been provided. Also that applications for 2020 MB BS entry have closed and though numbers are slightly down the proportion of applicants per place remained the same and the process for organising interviews was beginning.
- iii. The implementation of the revised governance structures continues (M19-20/03d refers) and that additionally, this includes work by the University Registrars on updating the Memorandum of Agreement.
- iv. Estate refurbishments and systems developments are progressing well, including the decant at York into temporary and shared spaces in Alcuin, with the expected handover of the refurbished York building on time just before Christmas so students can move in for the start of the spring term. The Committee endorsed the Dean's thanks to University estates teams at both Universities for their respective refurbishment activities.

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

- i. The 2019-20 MB BS intake was diverse and included a large proportion of local students and those from lower participation neighbourhoods, and that the Gateway to Medicine had also recruited a good sized cohort for which the School was congratulated. The social make-up of the MB BS cohort appeared close to or to exceed targets the School was set. The Committee would receive more detail on the characteristics of the intake at its next meeting in the Annual Admissions Report.
- ii. The 2019-20 PGT programme recruitment was variable with particular concern for the very small size of the MSc in Human Anatomy and Evolution programme. The Committee was informed that the 2018-19 year was unusual in size and that normally this programme had a small cohort, but not as small as was recruited in 2019-20. The Dean reported that discussions are taking place with the programme director about the programme's future configuration. The Committee recognised modules on the MSc in Human Anatomy and Evolution are shared with other programmes, but queried whether there are any concerns for the student experience for those on the actual degree. The Dean reassured the Committee that this was being monitored and discussed with the programme team, but that students are located in the research centre building at York with the academic team and where there is a strong community. The MSc in Physician's Associate Studies numbers were down after initial generous student bursaries were no longer available. The Dean also explained that sector changes regarding Physician's Associates in the NHS were being monitored and that target

numbers might be adjusted accordingly. The Committee was pleased to **note** that the new MSc in Pharmacology and Drug Development had recruited well.

- iii. No statistics had been provided for Postgraduate Research student recruitment and the Dean was asked to provide summary figures in her next report.

**Action: The Dean**

**19-20/08      To Receive the Annual Report by the Chair of the Board of Studies on the Work of the Board During 2018-19**

The Chair of the Board of Studies introduced his annual report on the work of the Board during 2018-19 (M17-18/05 refers) (HJSC.19-20.06). It was **noted** what actions the Board had undertaken. The Chair of the Board of Studies agreed with the Committee's view that a more reflective account of trends in the School over details of specific actions could facilitate a more enhancement-focused discussion. A view was expressed that it was still helpful to have a summary of key actions to enable those from outside the School to understand some of the context within which HYMS programmes are delivered. It was suggested that formatting the report to explicitly include points for discussion could help achieve an appropriate balance.

With regard to the discussion points included in the present report:

- i. The Dean informed the Committee that HYMS is exploring Public Patient Involvement (PPI) on its representative bodies following the end of the term of the PPI Board of Studies representative. The School remains keen to ensure that where included, PPI membership of committees is not tokenistic and that representatives feel able to make constructive contributions. The Committee endorsed this aspiration.
- ii. It was **noted** that the end of the formal partnership with the University of Kurdistan Hewler means that the Diploma of Higher Education (Medical Science) programme would in due course be withdrawn formally as an entry route.
- iii. A Communications Officer had been appointed who was examining how student consultation activities could be more effective and how to help ensure the student voice is enhanced in decisions about their programme of study.
- iv. That information on academic appeals is not normally discussed as unreserved business so need not be included in the report in future.

**19-20/09      To Discuss the National Student Survey Results 2019 and Proposed Actions**

The Chair of the Board of Studies introduced the discussion of the National Student Survey results 2019 (HJSC.19-20.07a-c). This included a summary of the questionnaire results, respondents' open comments, the School's initial interpretation of the results and its proposed actions requested by

the University of York of all departments for its institutional report and the MB BS Action Plan for 2019-20.

The Committee **noted** that:

- The 2019 results were generally poor and continued a downward trend and were thought to have been influenced by some significant events ahead of students completing NSS, that this cohort of finalists had experienced a programme which was subject to substantial curriculum change and that there had been particular student dissatisfaction with the Scholarship and Special Interest Programme (SSIP) component.
- The SSIP had been a major structural issue identified, which had not fulfilled the intended aims and was now a focus for urgent change, as part of the recent restructuring of the assessment team, processes and communications about assessment. This was the most developed section of the action plan to date.
- That the need for change is particularly urgent for the Assessment and Feedback, Student Voice and Organisation and Management NSS dimensions. Areas of improvement within Teaching on my Course and for the full Learning Opportunities dimension were highlighted as positives.
- That members of the School have discussed results with senior colleagues in both universities.
- That the open comments provide explicit information of what students were dissatisfied with and that they, along with the quantitative data, triangulate with the External Examiners' reports on student perceptions of Assessment and Feedback.
- The Action Plan was based on more data than just the NSS, but was strongly influenced by the survey and that the Plan's content matches issues experienced by MB BS students across all year groups. The Action Plan would be revised after the meeting and project groups would be tasked with finding solutions for discrete activities, supported by the Management Board.
- The long-term vision is to improve satisfaction, but that there is also an aspiration for short-term impact on the 2020 and 2021 survey results, thinking about how to do what is done already, but better, in terms of organisation, communicating and feeding back to students on what has and has not been done as a result of their views. This work would be supported by the Student Engagement and Alumni Co-ordinator.

The School invited HJSC to provide comment on the Action Plan and views on whether it focused effort in the right places, in the right way and if there were any areas in which it could do more?

During the discussion it was **noted** that though the 2019 cohort had experienced a challenging programme, their perceptions of the scale or impact of problems might have been disproportionate in some aspects within the context of working in a busy NHS where dynamic clinical situations could reasonably be expected to affect teaching at times. The Chair of the Student Staff Committee endorsed the actions as appropriately focusing on critical areas.

The Committee was informed that students were not currently members of the School's NSS Reference Group and that it would soon meet for the first time as a group of participants from the Universities and other critical friends, with its actions to include where students and recent graduates working in NHS could appropriately participate in the sub-groups tasked with addressing specific items of the action plan. The School recognised that students could play a critical role,

though it would be important that their involvement did not lead to, or appear to suggest, any inappropriate influence over how they will then complete the NSS themselves.

The discussion **noted** that Student Voice questions, though down were relatively high and that drawing attention to links between these questions and the Students' Unions, through the student representation working group (M19-20/03c refers) could improve question 26 concerning students' unions and academic representation.

It was suggested that the open comments point to negative feeling about a lack of listening, transparency and honesty where problems occur and that being honest about where there is a problem and why it has arisen, with a realistic approach to handling challenges could improve NSS scores. A suggestion was to move from a 'you said we did' approach to one of 'you said, we listened and...' which would explain what change has been made, what has not and for what reason, nuancing the approach to responding to student feedback to reflect the need for clarity and honesty and to manage students' expectations.

The School's new Student Engagement and Alumni Co-ordinator was reported as currently auditing communications with students to look at what communications are scheduled, how emergent issues are communicated, how effectively and to consider the best platforms to communicate different forms of information. Their engagement with alumni would follow as a more aspirational element to the School's engagement strategy. The School clarified that the Student Engagement and Alumni Co-ordinator will not become the point of contact with students, but will instead facilitate the appropriate communications between the appropriate staff or team and students.

It was suggested that the Action Plan's references to 'Student Voice' could use language common in the Universities and that mirrors NHS language, if a common nomenclature might chime with students. It was felt that 'student engagement' could be somewhat opaque and lack a sense of attention to fostering meaningful dialogue with students.

The timeliness of assessment and feedback appeared to be a particular concern, with specific complexities of delivering assessments on the MB BS. It was suggested that the Action Plan could focus on more quick wins and ensure that expectations for assessment and feedback are clearly stated. However, it was also proffered that this cohort's views were the result of assessment experiences early in their programmes and that though the timeliness of assessment and feedback processes was important to enhance, it could also be important to encourage students to complete the NSS based on their full experience and cognisant of recent programme experiences.

It was suggested that staff development for university- and clinical-based staff covering the NSS could raise awareness of the survey enabling more staff to encourage students to participate. The Chair of the Board of Studies was working to inculcate a 'One School' ethos, to be picked up by the incoming Deputy Dean, and which it was hoped would include enhanced opportunities to bring staff from various sites and elements of the programme together to serve this purpose.

The Committee endorsed the Action Plan overall, but **recommended** that it include more specific timelines for actions to be completed so that progress could be monitored more easily.

**19-20/10 To Discuss the Undergraduate External Examiners' Reports Table of Issues for 2018-19 and HYMS Responses**

The Chair of Board of Studies introduced the summary of the MB BS External Examiners' reports and responses from the School, completed as per York's External Examiners' reporting process (HJSC.19-20.08). It was **noted** that the Chair of the MB BS Board of Examiners would be sending written responses to each examiner in accordance with the procedure for closing the feedback loop. It was also **noted** that the report of a particular examiner was highly critical, but assurances were given that the revised assessment team has been and continues to actively address organisational and administrative challenges. The new team structure and processes should reduce the risk of single points of failure and enhance the School's ability to sustain more effective assessment processes.

**19-20/11 To Discuss the Postgraduate Research Experience Survey Results 2019.**

a) The Chair of the Board of Studies, on behalf of the Director of Postgraduate Programmes, introduced analysis of the Postgraduate Research Experience Survey (PRES) 2019 (HJSC.19-20.09a-b) provided by the University of York who managed HYMS' participation in the survey on behalf of both Universities. The Committee **noted** that the results had been shared with the School shortly before the meeting and that its discussion would inform the Postgraduate Programmes Board and Board of Studies in formulating the Postgraduate Action Plan to be submitted to the next HJSC meeting.

During the discussion the Committee also **noted** that:

- The response rate was 25% (compared with 40% at York, 42% nationally, and 45% among the Russell Group) and that the majority of respondents were PhD students registered full-time and in the middle of their studies. A large proportion of respondents report being a 'distance learner' though HYMS does not have an official distance learning PhD route. The analysis did not distinguish between students based at Hull or York, which it was felt could provide useful context to the results.
- York Graduate Research School welcomes comment in the Annual Programme Review report on positives that might offer good practice to share with others, particularly regarding progression requirements, support for demonstrating and managing professional development where the School scored highly.
- There were a number of areas where HYMS scored above the York institutional average and that where it had not this included the research culture and how feedback from students has been responded to which are areas for development the School recognises.

It was suggested that there was a particular need to look at developing the research culture in the context that researchers are spread across two sites and across centres within each of these and that there could be more events to bring people together. Further, that York had identified a need at institutional level to enhance the research culture and that the GSA were looking at how they can support this, and in the case of HYMS they would be keen to talk to Hull and HYMS about enhancement activities. This also extended further to addressing low scores at York on the wellbeing PRES questions.

It was also suggested that as research students can often be more detached or isolated from their departments that they might not always be aware of activities taking place or where a situation should actually be a cause for concern. Therefore it would be important to provide ways to promote messages that raise students' awareness and understanding of what they could expect and not just consider strategies for requesting and responding to feedback.

b) The Committee also **noted** that the School did not receive any results for the Postgraduate Taught Experience Survey (PTES) 2019 results. The University of Hull managed HYMS' participation in the survey on behalf of both Universities. HYMS had only 5 responses, (8.3% response rate) and results could only be shared where 10 individual responses and a response rate of 10% had been achieved. The Committee was informed that historically HYMS has struggled to engage the PGT cohorts across the Universities due to the configuration of the programmes and modes of study. Students are also regularly sent survey requests and so they might not have recognised the importance of PTES. A PTES response rate action plan was requested that would be cognisant of other surveys taking place to reduce fatigue and that recognises the value of PTES for its national benchmarking data. The plan should be submitted to the next HJSC meeting.

**Action: Chair of BoS**

c) The Committee also **noted** that as York alternates participation in the postgraduate surveys, in 2019-20 it will participate in PTES so offered to manage HYMS' participation in this also, with Hull to manage participation in PRES as Hull would be taking part in that. The Committee endorsed this.

#### **19-20/12 To Consider Proposed Terms of Reference for the Academic Cases Committee**

The Committee **considered** the terms of reference for the Academic Cases Committee sub-committee of the Board of Studies (HJSC.19-20.10) following the decision at the last meeting (M18-19/71 refers). The Committee was reminded that the Case Management Group will continue to manage more low-level concerns about potential fitness-to-practise issues and to reduce the need to instigate formal processes, but that it is important to then have a body of suitable standing to hear fitness-to-practise cases and academic misconduct cases involving students at any level of study and on all programmes. The Committee **approved** the proposal, with the caveat that the membership's term of office be amended to state members could serve "up to a further 3 years" to facilitate some flexibility in ensuring the sustainability of knowledge and experience of this new committee once all members complete an initial three year term of office.

**Action: Chair of BoS**

**19-20/13      To Receive the Annual Tracker of Minor Amendments to Codes and Policies that were Made without requiring approval by the Committee or Chair**

The Committee **received** the Annual Tracker of Minor Amendments to Codes and Policies (HJSC.19-20.11) recording revisions that were made without requiring approval by the Committee or Chair (M13-14/36 refers).

**19-20/14      Dates of meetings in 2019-20**

- Thursday 23 January 2020, 10:00-12:00, Room A/D/113 Alcuin D Block **(TBC)**, York/ 1st Floor Meeting Room Loxley, Hull;
- Wednesday 22 April 2020, 10:00-12:00, Venue TBC, York/ 1st Floor Meeting Room Loxley, Hull;
- Wednesday 1 July 2020, 10:00-12:00, Venue TBC, York/ 1st Floor Meeting Room Loxley, Hull.

**ANNEX A: Attendees of the Reserved Agenda**

**Members**

Professor Rebecca Huxley-Binns (Chair, PVC Hull)

Professor John Robinson (Deputy Chair, PVC York) – left during M19-20/07

Professor Neil Lunt (Senate, York)

Professor Stephen Smith (Senate, York)

Dr Barry Lee (Teaching Committee, York)

Mr Colin Johnson (Teaching Committee, Hull)

Dr Colette Conroy (Teaching Committee, Hull)

Professor Una Macleod (Dean, HYMS)

Professor Martin Veysey (Chair of Board of Studies and MB BS Programme Director, HYMS)

Miss Giang Nguyen (Academic Officer, YUSU)\*

Miss Hannah Mullins (Chair Student Staff Committee, HYMS)\*

Miss Jane Baston (Vice President Academic, Graduate Students' Association)\*

Mr Orduen Nguper Simeon (President Education, HUU)\*

**In attendance**

Dr Adrian Lee (Secretary, York)

Mr Nigel Dandy (Head of Academic Support Office, York)

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

Mrs Lisa Tees (Academic Quality Manager, Hull)

Mr John Busby (Chief Operating Officer, HYMS)

**Apologies**

Professor Julie Jomeen (Dean of Faculty of Health Sciences, Hull)

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

Dr Julie Seymour (Chair of Postgraduate Programmes Board, HYMS)

Professor Tracy Lightfoot (Teaching Committee, York)

Dr Jacquie White (Senate, Hull)

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