

UNIVERSITY OF YORK

UNIVERSITY OF HULL

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 20th April 2020

PART A: UNRESERVED BUSINESS – CATEGORY I

19-20/36 Attendance and apologies

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

The Chair welcomed the Committee and thanked all for attending. The Chair particularly welcomed Professor Matthew Morgan, Deputy Dean of HYMS to his first meeting since being appointed, and Dr Lesley Morrell as a new representative of Hull's Education Committee. The Chair also **noted** the Committee's appreciation for Alison Pettigrew's work in the School and supporting HJSC following her departure from HYMS.

19-20/37 Minutes 23 January 2020

The minutes of the meeting held on 23rd January 2020 (enclosure HJSC.19-20.29) were reviewed and **approved** as a true and accurate record of the meeting. The Chair of BoS provided a brief update regarding Annualised Clinical Placements (M19-20-21c), informing the Committee that the final arrangements for such placements were still being confirmed between the Chief Operating Officer and NHS partners, with progress delayed by the COVID-19 crisis. The final proposal would be submitted for HJSC Chair's Action approval as soon as possible.

19-20/38 Matters arising

The Committee received a list of matters arising (HJSC.19-20.30). It was **noted** that:

- a) Re M19-20/11.b – Due to the COVID-19 situation, the University of York had decided not to continue with its participation in PTES in 2020. The University of Hull and the Medical School were informed of this decision.
- b) Re M19-20/21 and M19-20/03.c – The Chair of Board of Studies updated the Committee on the development of a new Code of Practice on Student Representation and activities to enhance the governance of HYMS student organisations and relationships with the Universities' Students' Unions, reporting that an initial meeting was cancelled due to COVID-19 and will be rearranged. Further discussion is ongoing with student representatives about the Code of Practice.
- c) Re M19-20/24 – The Secretary requested that the Universities' Senates approved revised wording of the Committee's Term of Reference 10. This was approved by Hull Senate's Chair's Action 12 February 2020 and would be considered by York Senate at its meeting 5 May, until which time the revised wording had been included on the Committee's webpage¹ with a note it is to be confirmed by Senate.
- d) Re M19-20/26 – Due to the COVID-19 situation, the periodic review due to take place 30th April had been postponed until further notice. A new date will be set in liaison with the School and panel members. All those that have assisted with the preparations were thanked for their time and effort.
- e) Re M19-20/27 – The Chair of Board of Studies updated the Committee on the progress of proposals to revise the MB BS Phase II SSIP, reporting that students had not engaged with the focus groups and emails requesting their feedback and so personal contact had been made with a number of individual students who were supportive of the changes. The final proposal will be submitted for HJSC Chair's Action in due course.
- f) Re M19-20/25 – The Chair of Board of Studies also updated the Committee on several actions taken recently in relation to the Annual Programme Review Report. The Committee **noted** that Alison Graham has been appointed as the Applied Life Sciences Theme Lead; the Chair of Board of Studies has been working with the students on placement with the South Tees trust to organise identifiable scrubs or a uniform and will discuss this further with the trust and HYMS Management Board in due course; it is intended that links with the Foundation Programme will be strengthened by the Head of the Foundation School's participation in the periodic review when rescheduled and the School will be appointing a Director of Postgraduate Research Studies internally in due course.
- g) Re M19-20/28 – The Chair of Board of Studies informed the Committee that the revisions to the *Policy on Mitigating and Exceptional Circumstances Affecting Assessment and Examination* have been delayed due staff redeployment into full-time clinical practice at present, but that it

¹ <https://www.york.ac.uk/about/organisation/governance/sub-committees/hyms/>

is intended the Deputy Chair of the Exceptional Circumstances Committee will progress this work.

19-20/39 To receive a report of Chair's Actions undertaken since the last meeting

The Committee received a list of Chair's Action approvals (HJSC.19-20.31) since the last meeting. The Chair had **approved**:

- i. The appointment of Mr Craig Irvine (Health Education England, Yorkshire and the Humber Foundation School Faculty) and Dr K Jason Ward (Faculty of Medicine and Health, University of Leeds) as external assessor panel members for the periodic review of the School to be held on 30th April 2020.

Secretary's Note: following the postponement of the periodic review, discussion will take place in due course with all parties to confirm if Mr Irvine and Dr Ward will be the external panel members for a rescheduled review.

- ii. *Academic Governance Arrangements for Interdisciplinary Postgraduate Research Degree Programmes and Doctoral Training Programmes (DTP)* which would be appended to the *Hull York Medical School Regulations for MPhil and PhD by Thesis*. The proposal was to enable HYMS to be a partner in York Biomedical Research Institute's (YBRI's) interdisciplinary PhD programme; participation which requires HYMS to provide doctoral studentships under the *York Policy on Research Degrees* leading to students obtaining a York, not joint degree. The appendix also provides for future similar HYMS participation in interdisciplinary initiatives at either University where it is not appropriate for joint HYMS awards to be made, and for multi-institutional Doctoral Training Programme participation involving only one or other of the parent Universities.
- iii. An updated *Code of Practice on Emergency Measures* which would also be renamed *Code of Practice on Emergency Management and Recovery*.
- iv. A *COVID-19 Contingency Plan for MB BS Assessment* as part of the emergency contingency in response to the COVID-19 situation. The Chair also approved amendments to this plan to account for the unfolding situation and need for dynamic decision-making.
- v. An *amendment to the processing of Leave of Absence (LOA) for postgraduate students* as part of the emergency contingency in response to the COVID-19 situation.
- vi. Emergency contingency documentation in response to the COVID-19 situation as follows:
 - *COVID-19 Contingency Plan for the Gateway to Medicine Programme (GWY) Assessment*
 - *COVID-19 Contingency Plan for the Assessment of MSc in Physician Associate (PA) Studies*
 - *COVID-19 Contingency Plan for Postgraduate Taught (PGT) and Research (PGR) Assessment.*

- vii. A proposed revision to the *Code of Practice on Investigation and Determination of Student Complaints* amended to account for the departure of the Head of Quality and Standards and the decision to move responsibility for the complaints process to the Board of Studies, enhancing the ability for business continuity and reducing the risk of single points of failure.

The Committee **noted** that in relation to the *COVID-19 Contingency Plan for the Gateway to Medicine Programme (GWY) Assessment* that an amendment would be proposed to the Chair HJSC for approval to provide specific clarification about the intended length of examination.

Action: Chair BoS

The Committee also **noted** that at present it had not been necessary for the School to introduce new measures relating to the ability for students to raise issues of concern with the School about the conditions within clinical placements because all placements had been suspended. However, the School would consider the need to propose such measures if the situation changed, for the next academic year, or sooner in the case of students on the MSc in Physician Associate Studies.

The Chair thanked the School for the proactive and comprehensive way in which it had approached COVID-19 contingency activities, the staff for their hard work and she congratulated MB BS students that had recently graduated via an online degree conferment ceremony arranged exceptionally due to the COVID-19 crisis. The Dean also thanked the Chair for her support and prompt decisions to help the School to meet its evolving needs.

19-20/40 To receive an oral report from the student representatives

a) The HUU President of Education drew the Committee's attention to students' initial sense of being overwhelmed with information at the start of the COVID-19 crisis, but that as more information had become available and with clear communication channels there were no concerns about how students were being kept informed.

b) The Academic Officer, YUSU thanked staff for their work during the COVID-19 crisis and for students' work within the NHS. She drew the Committee's attention to the *YUSU COVID-19 Community* which is providing student events and opportunities for students to keep in touch, which YUSU would appreciate HYMS bringing to its students' attention, though all-student publicity had also been circulated.

c) The VP Academic, GSA had nothing to note.

d) The Chair of the Student Staff Committee reported that student representatives were being consulted and kept informed about the evolving picture during the COVID-19 contingencies.

19-20/41 To discuss a written report from the Dean of HYMS

The Dean introduced her report (HJSC.19-20.32) and drew the Committee's attention to:

- i. Recent staff appointments and departures, including the intention to introduce a new role of Director of Postgraduate Research Studies, that following the departure of the Head of Quality and Standards an Academic Lead for Quality would be appointed and that a new Admissions Tutor would be appointed following Dr Paul Docherty's appointment as Deputy MB BS Programme Director.
- ii. The challenges for MB BS recruitment as the School awaits national guidance on how school leavers will be awarded A-Level grades for 2020, but also that student recruitment activities are continuing with a similar conversion rate expected compared with 2019. There were anxieties about the risks of admissions overshoots across the sector unless a national plan is introduced.
- iii. The Strategic Planning Group met just before the Universities shutdown in March and had discussed the future HYMS strategy and agreed this would be put on hold during the current situation. An update on progress would be given at the June HJSC meeting.
- iv. The revisions to the Memorandum of Agreement between the Universities had been delayed by the COVID-19 situation and would be restarted in due course, with HJSC being involved and kept informed.

19-20/42 To discuss a report COVID-19 pandemic: summary of work undertaken to date under the Code of Practice on Emergency Management and Recovery

The Deputy Dean introduced a report *COVID-19 pandemic: summary of work undertaken to date under the Code of Practice on Emergency Management and Recovery* (HJSC.19-20.33) to explain how HYMS had organised contingency plans, was considering short to medium-term needs and what actions had been taken to maintain provision. The Deputy Dean outlined the clear decision-making structure introduced, highlighting the valuable role the Chair of the Student Staff Committee as student representative. The Deputy Dean also highlighted the current priority which was to begin planning for reversion to business as usual through Curriculum Recovery Groups for Postgraduate provision (with a separate group specifically looking at the MSc in Physician Associate Studies) and for the MB BS programme.

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

- The two Universities had understandably taken different approaches to contingency solutions and that the School was assessing these to determine solutions that best met the needs of its students, communicating actions to the student body as effectively as possible. Further, that this unprecedented emergency had highlighted how the Universities take strategic responses according to different timelines and in slightly different ways, leading to the School's need to liaise effectively with key actors and to have robust decision-making

processes of its own. Of particular relevance at the present time was the need to assess each Universities' approach to contingencies for postgraduate research students, led by the Acting Chair of the Postgraduate Programmes Board.

- The Chair had recently approved contingency measures to enable the effective management of student fitness to practise cases such that MB BS students in years 1-4 would be progressed into the next year with their fitness to practise cases resolved at the earliest possible opportunity using the standard process for face-to-face hearings, as no cases involved patient safety issues. Also that because students are required to have no outstanding fitness to practise concerns as a condition of graduation, year 5 student cases would be prioritised and hearings undertaken according to a new online process, replicating the standard face-to-face procedures as far as possible.
- The School was mindful of the importance of maintaining quality and academic standards and that curriculum recovery activities should be undertaken within the context of the Office for Students' guidance on standards and quality. The Chair advised the School to prepare narratives on how it had robustly assessed the implications of changes it had introduced as a result of the COVID-19 situation, in preparedness for any future Office for Students request to audit quality and standards measures. The Chair also advised that the Universities' Academic Quality colleagues be kept informed about curriculum recovery activities.

19-20/43 To consider proposed major modifications to the MSc in Human Anatomy and Evolution

Dr Sam Cobb, introduced a proposed major modification from the Board of Studies to the MSc in Human Anatomy and Evolution for introduction in 2021/22 (HJSC.19-20.34). The Committee **noted** the fullness of the documentation supplied which gave a useful insight into the curriculum development. Dr Cobb informed the Committee that the proposals would be temporary changes to maintain the programme as effectively as possible, ahead of more significant curriculum developments in this subject area, intended to lead to the development of two separate programmes that met the needs of two audiences: those with a more archaeological background requiring the skills and knowledge in anatomy and intercalating medical students with more anatomy and physiology experience who wish to develop a human evolution focus.

The modification would: rename several modules to provide more accurate descriptions of module content; withdraw the modules Special Topics in Musculoskeletal Anatomy and remove the Ancient Biomolecules module as an option; revise assessments within a number of modules; revise learning outcomes to align better with the programme's subject knowledge and skills; make the modules to be called Human Functional Anatomy, Analysing Anatomical Variation I&II and Virtual Anatomy and 3D modelling I&II core; make the Primate Ecology and Evolution module, to be renamed 'Our Place in Nature', optional and for the 20 credit option component (in term 1) to be a choice between Evolving Minds and Societies and Our Place in Nature. It was also **noted** that the restructuring would result in the removal of the Postgraduate Diploma lower exit award, as it would no longer be possible for students not progressing to the Independent Study Module (80 credits) to obtain 120 credits from taught modules.

During the discussion, the Committee **noted** that the programme has not always been particularly popular with applicants though individual modules run close to or at capacity, which relates to challenges marketing the degree, exacerbated by the current balance of core and optional content that mean the School cannot guarantee all students will benefit from the knowledge and skills that provide the programme's unique contributions. Related to this, the Committee was reassured that the Management Board had overseen decisions about the minimum student numbers required for the programme to operate in the current context and that future programme developments would receive appropriate business planning before requests for academic consideration.

The Committee **approved** the proposal subject to revisions to the reassessment sections of module descriptors to provide additional clarity and consistency across the modules and to ensure reassessment tasks are deliverable in practical terms.

Action: Chair BoS

19-20/44 To receive for information the annual report of the HYMS Ethics Committee submitted to the Ethics Committees of the Universities of Hull and York

The Committee **received** for information the annual report of the HYMS Ethics Committee submitted to the Ethics Committees of the Universities of Hull and York (HJSC.19-20.35).

19-20/45 Dates of meetings in 2019-20

The Committee **noted** the revised dates for the remaining meetings of the academic year:

- Tuesday 30 June 2020, 15:00-17:00, AMS/225 York, York/ 1st Floor Meeting Room Loxley, Hull (TBC).

Additionally, that the meetings for 2020/21 would be arranged as soon as possible.

Action: Secretary

ANNEX A: Attendees of the Unreserved Agenda

Members

Professor Rebecca Huxley-Binns (Chair, PVC Hull)

Dr Sarah-Louise Jones (Senate, Hull)

Dr Jacquie White (Senate, Hull)

Dr Lesley Morrell (Education Committee, Hull)

Professor Stephen Smith (Senate, York)

Professor Neil Lunt (Senate, York)

Dr Barry Lee (Teaching Committee, York)

Professor Martin Veysey (Chair of Board of Studies and MB BS Programme Director, HYMS)
Professor Una Macleod (Dean, HYMS)
Professor Gabrielle Finn (Acting Chair of Postgraduate Programmes Board, HYMS)
Professor Matthew Morgan (Deputy Dean, HYMS)
Miss Giang Nguyen (Academic Officer, YUSU)* - from M19-20/22
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)
Mrs Lisa Tees (Academic Quality Manager, Hull)
Dr Sam Cobb, (HYMS) – for M19-20/43

Apologies

Professor John Robinson (Deputy Chair, PVC York)
Mr Colin Johnson (Education Committee, Hull)
Professor Tracy Lightfoot (Teaching Committee, York)
Mr Nigel Dandy (Head of Academic Support Office, York)

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