

UNIVERSITY OF YORK

UNIVERSITY OF HULL

Hull-York Medical School Joint Senate Committee**Unreserved Minutes of the meeting held on 17 April 2024****PART A: UNRESERVED BUSINESS – CATEGORY I****M23-24/46 Attendance, Apologies and Valedictions**

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

The Deputy Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received. The Committee welcomed Becky Lloyd-Jones of the University of York Academic Quality team to her new role as Assistant Secretary of HYMS Joint Senate Committee (HJSC).

M23-24/47 Minutes 25 January 2024

The minutes (HJSC.23-24.42) were reviewed and **approved** as a true and accurate record of the meeting.

M23-24/48 Matters Arising

The Committee received a list of matters arising (HJSC.23-24.43); all matters were closed.

ACTION: Assistant Secretary to update action log.

M23-24/49 Report of Chair's Actions undertaken since the last Meeting

The Committee acknowledged that there had been no Chair's Actions since the last meeting.

M23-24/50 Report from the Student Representatives

The Committee **received** the following report from Student Representatives:

- The University of York Students' Union (YUSU) Academic Officer reported that YUSU members were attending the National Union of Students (NUS) conference and had recently voted to express a lack of confidence in NUS. The YUSU 'Excellence Awards' had been opened; HYMS staff could be nominated by students for these awards. Following recent YUSU elections, a new Academic Officer would attend HYMS Joint Senate in the 2024/25 academic year.
- The President of the University of York Graduate Students' Association reported that they had launched a survey to gather feedback from postgraduate students about their academic issues and needs. A pilot International Student Support project was taking place.
- The Hull University Student Union President of Education reported that HUSU had held elections and opened awards nominations, and had worked on a wellbeing week to help with students' mental health during examinations. Work continued on implementing a student passport so that reasonable adjustments information could be easily taken through to placements. The recent incorporation of a range of societies for medical students into both Universities' Student Unions was working well.
- The Co-Deputy Chair of the HYMS Student Staff Committee (SSC) reported that fifth-year examinations had gone well. Phase-specific issues including teaching disparities across base and peripheral sites were being dealt with at phase level.

The Committee discussed the national context surrounding student concerns about UKPFO (UK Foundation

Programme Office) allocations. Allocations for the entry foundation programme had recently moved to a preference-informed model for the first time this year, whilst specialist academic foundation programmes remained under the previous application process. HYMS graduates had performed well under the previous system and had undertaken a number of high-level rotations; there was still some uncertainty about which rotations they would secure under the new allocation system. It had been proposed, without feedback being sought, that specialist academic foundation programmes would also move to preference-informed allocation. The Medical Schools' Council was discussing whether this would be beneficial for graduates and clinical academic practice.

M23-24/51 Report from the Chair of BoS

The Committee welcomed Paul Pryor as Chair of the Board of Studies (BoS) for the School, and thanked Peter Bazira for his work in the role. The Chair BoS presented an oral report, highlighting the following:

- The last Annual Review of Teaching and Learning had been affected by the incomplete data relating to students enrolled across the jointly-awarded HYMS programmes. HYMS were contacting the University of York Strategic Insight and Analysis Team (SIA) to explore further the issue.

ACTION: HYMS Chair BoS to update Associate PVC about developments around data provision that relate the UoY Annual Review of Teaching and Learning

- Intercalating student numbers had been decreasing, as outlined in a paper at the previous meeting (M23-24/35 refers); this was a sector-wide issue. The School had surveyed students regarding intercalation; initial analysis indicates that students were deterred by financial reasons. The survey data would be analysed further and any associated actions will be submitted to HJSC.
- There was a standing item for the Committee to discuss a paper on a study looking at the experiences of MBBS and Medicine with Gateway students from backgrounds under-represented in medicine. This topic had first been presented by the Advanced Life Sciences Lead in November 2022 (M22-23/12 refers), who had since left the School. Work was still continuing in this area, now led by the Phase III Lead. Gateway students continued to be surveyed as they progressed through their years of study, and preliminary analysis indicated that the Gateway programme continued to be beneficial. A full analysis and paper would come to the Committee in due course.
- In line with the MBBS Action Plan, a working group was exploring the Awarding Gap.

M23-24/52 Report from the Dean of HYMS

The Dean presented an update, highlighting the following:

- New appointments included Fran Oldale as Head of Operations and Peter Bazira as Associate Dean of Teaching and Learning.
- In respect of the upcoming Medical Licensing Assessment (MLA), the pilot of the Applied Knowledge Test showed that HYMS students were very well-prepared for next year's implementation of the MLA; all approvals for the CLinical and Professional Skills Assessment had been received, with positive feedback from the General Medical Council (GMC).
- The Associate Dean of Teaching and Learning would take strategic oversight of the School's existing, developing, and proposed Postgraduate Taught (PGT) and Continuing Professional Development (CPD) portfolio:
 - A credit accumulation policy and other standalone credit-bearing and non-credit bearing CPD programmes would come to future HJSC meetings. CPD programmes would be income-generating for the School and would provide training for local healthcare and science workers.
 - Following a recent review, a new action plan for PGT programme development had been developed. The impact of and response to reduced intercalation numbers would be evaluated.
- There were generally good numbers on current PhD programmes.
- As reported at the last meeting, there would be a doubling of medical student numbers by 2031, and additional medicine places had been awarded for 2025:
 - Delivering extra medicine places may require a new programme to be developed, and work was

- underway to determine what that new programme might look like, for anticipated 2027 entry.
- The Physician Associate programme would be expanded locally. Despite national commentary, the Physician Associate role remained a valued member of the multidisciplinary team and HYMS would work with local employers to ensure that PAs had a good experience in the workplace.
- Additional ways to support local recruitment into the dental workforce would be explored.
- The School continued to update business systems that have an impact on the student experience, particularly regarding assessments and progressions. This work had delivered a secure, reliable way of delivering assessment in response to student feedback via the NSS.

The Committee discussed the following points:

- The NHS Workforce Plan was being discussed by colleagues in the Russell Group, who could work together to shape their response in addition to clinical considerations. The HJSC Deputy Chair was chairing a Educational Leads group and would ensure that the Chair of HJSC and Dean of HYMS could feed into this.

ACTION: Deputy Chair to discuss implications of the NHS Workforce Plan with the Russell Group Educational Leads group, and feedback to Chair HJSC and HYMS Dean

- The School was following and remained interested in developments around a new national apprenticeship standard, subject to appropriate funding arrangements being in place. A pilot of 4 Schools had recently been delayed; questions remained about the balance of off-site training and workplace-delivered training, as well as assurance for employers that those undertaking an apprenticeship would remain part of their workforce. The School would be interested in whether these issues can be resolved by the Department of Health and Social Care and Office for Students, as well as observing what learnings can be applied from other apprenticeships. An apprenticeship would be an incredibly valuable route through medical training, particularly for those from under-represented groups.

M23-24/53 The 2023-24 Undergraduate and Postgraduate reports and Action Plans

The Committee **received** a progress update regarding the 2023-24 Undergraduate Action Plan (HJSC.23-24.44), Postgraduate Taught (PGT) Action Plan (HJSC.23-24.44i) and Postgraduate Research (PGR) Action Plan (HJSC.23-24.44.ii):

a) UG action plan:

The updated action plan showed the good progress that had been made in a number of areas. Outstanding actions were noted as follows:

- The review of reasonable adjustments across both Universities was now starting to move forward, and a discussion had begun at both Universities about implementing systems solutions to improve MBBS progression processes.
- The review of personal tutoring for MBBS students in clinical years was likely to be deferred until the next academic year. Initial discovery work had not proved conclusive, so new discovery work would be undertaken by Alison Hammond in consultation with the Primary Care team and hospital Deans.
- The review of the Phase II SSIP delivery model would now be led by Martin McAreavey as Year 4 Lead.

The MBBS Programme Director and the Deputy Chair noted that there had been much progress on the MBBS action plan this year, and that this had been achieved by great work across academic and professional services teams.

The Committee discussed possibilities for better coordination of systems and data-sharing regarding HYMS matters across the two parent Universities. The following points were made:

- HYMS colleagues work in a complex landscape to align with internal requirements at both Universities, as well as external requirements. HYMS Strategic Planning Group, attended by the two Deputy Vice-Chancellors, enabled alignment of strategic matters, but there were opportunities to be

more proactive operationally.

- The HYMS Project Group have found it helpful to be involved at the inception stage of new projects at the parent Universities, so that new systems being built will work for HYMS from the start.
- Groups or upcoming projects at the University of York that HYMS colleagues may wish to be involved with included: the Professional Programmes Forum, which considers the impact of new policies or systems on professional programmes; and a project to introduce a new survey tool at York that will house data in one place.

ACTION: Chair and Deputy Chair to discuss opportunities for better coordination of systems and data-sharing regarding HYMS matters across the two parent Universities, and follow up with respective Faculty Deans.

Helen Fenwick left the meeting.

b) PGT action plan:

The PGT action plan showed that good progress was being made. A PGT Schedule of Business was being developed and would come to the next meeting. CPD courses would be a key area of development in future.

The Deputy Chair noted that, as with the MBBS, much progress had been made on the PGT action plan.

The Committee discussed PGT student numbers, noting the following:

- PGT student numbers had decreased; application numbers for the next academic year were being monitored, and work was being undertaken on how to improve intercalating student numbers.
- Monitoring of student numbers was a student experience consideration as well as a recruitment consideration.
- There were currently no plans to withdraw any PGT programmes, but there were plans for each programme about how to maximise student numbers. The only programmes with very low recruitment were the MSc Pharmacology and Education, MSc Clinical Anatomy and MSc Clinical Anatomy (and Education). These programmes shared modules with other programmes, so decisions would be influenced by the picture at module-level.
- In his new role as Associate Dean of Teaching and Learning, Peter Bazira would be undertaking an annual review about recruitment which would enable decisions to be more dynamic in future.

c) PGR action plan:

Feedback from student representatives via a student report, which centered on IT and development of programmes, had led to changes being implemented to enhance the PGR student experience. A review of the PhD programme was in progress, with a particular focus on attrition rates. There remained a need to maintain a joined-up approach to data sets from the University of York and the University of Hull.

ACTION: Chair and Deputy Chair to contact Directors of Planning at both Universities regarding data provision.

The PhD programme review would be enhanced by more information about the destinations of graduate PhD students. The University of York Alumni Office 'York For Life' programme, which followed students after graduation, could assist with providing some information.

ACTION: Chair PGR Board to contact the University of York Director of Philanthropic Partnerships and Alumni.

M23-24/54 PGT External Examiners Reports and School Responses to the Summary of Issues 2022-23

The Committee **considered** the Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues 2022-23 (HJSC.23-24.45) and noted that nothing of major concern had been flagged in the reports,

and there had been very positive comments from External Examiners, including comments about assessment quality, and the use of marking rubrics.

M23-24/55 PRES 2023 Report and Response

The Committee **considered** the Postgraduate Research Experience Survey (PRES) 2023 Report and Response (HJSC.23-24.46) and noted that the survey responses did not contain sufficient detail to make targeted actions. The Committee discussed the benefit of participating in the PRES and whether PGR student voice might be better served by conducting a tailored internal survey, subject to there being sufficient professional services support to run this.

ACTION: Chair PGR Board to discuss with the Board the best approach to gain meaningful feedback from PGR students.

M23-24/56 HJSC Annual Report 2022-23 to the HYMS Strategic Planning Group

The Committee **considered** the HJSC annual report 2022-23 to the HYMS Strategic Planning Group (SPG) (HJSC.23-24.47). The paper provided assurance that HJSC continues to fulfil its responsibilities for academic governance in accordance with the Scheme of Delegation for governance of the School, and is confident that the School continues to meet the Office for Students (OfS) Conditions of Registration pertaining to quality and standards. The report provided by-exception examples of actions and decisions taken in the 22-23 cycle to demonstrate effective oversight of quality and standards.

The previous annual report had noted that:

- The School had planned to set up a working group and create an action plan to address the MBBS Awarding Gap in the medium and long term. HYMS colleagues confirmed that both of these actions had been undertaken and were being monitored via the MBBS action plan.
- In relation to a minor addition to OfS Condition B4 regarding assessment of technical proficiency in the English language, there had been no guidance from OfS on how providers should fulfill this condition, but it would be necessary to conduct further work on how this could be put into practice at HYMS. The University of York Standing Committee on Assessment was developing policy and guidance relating to technical proficiency in the English language; there was an opportunity here for HYMS colleagues to feed in as appropriate ahead of the July University of York Teaching Committee meeting.

ACTION: Dean of HYMS to contact the Chair of the University of York Standing Committee on Assessment regarding development of policy and guidance relating to technical proficiency in the English language and its relevance to HYMS programmes.

The Committee discussed the Annual Report more broadly and made the following points:

- Alignment between HJSC, University of York Teaching Committee and University of Hull Education Committee should be explored, to ensure that monitoring of OfS conditions for HYMS programmes was undertaken appropriately across those committees.

ACTION: Secretary to discuss monitoring of OfS conditions with the Chair and Deputy Chair HJSC, in conversation with the Heads of Academic Quality at York and Hull, and HYMS Governance Office

- The last Governance Review had taken place five years ago in 2019. It would be necessary for the HYMS Governance Office to review reporting routes from HJSC to HYMS Strategic Planning Group and whether the report still fulfilled its original purpose.
- There may be opportunities to align external PSRB requirement reporting with monitoring compliance of OfS conditions in areas such as technical proficiency in the English language.

ACTION: Dean of HYMS to discuss reporting routes from HJSC to HYMS SPG and the purpose of the HJSC Annual Report with HYMS Governance Manager .

Lisa Tees left the meeting.

M23-24/57 PhD by Distance Learning for HYMS, including an option appraisal

The Committee was asked to **endorse** a proposal for PhD by Distance Learning (DL) for HYMS including an option appraisal (HJSC.23-24.48). The proposal was based on detailed analysis of practice from both the University of York and University of Hull, as well as aligning with research strategies at both institutions. Full Distance Learning Regulations would follow for approval by HJSC.

The Distance Learning PhD would be limited to projects that would be possible to research via this mode of study, and therefore the proposal and admissions criteria would include a consideration of suitability for distance learning.

The Committee **endorsed** the proposal and noted that it was an exciting development. Ahead of the next iteration of drafting the Distance Learning Regulations, it was recommended that HYMS colleagues:

- Include in the Admissions criteria for students for whom English was not a first language a writing sub-skill requirement.
- Explore with central Student Support colleagues at both Universities the resource implications of the additional student numbers by distance learning, to ensure that distance learning students would receive the same levels of support as on-campus students in areas such as study skills, accessibility, mental health support and careers and employability guidance.
- Speak with the Health Sciences department at the University of York to:
 - ensure that distance learning students could access the research modules fully and seek support.
 - ensure that there was a distinct offering between the HYMS Distance Learning PhD and the existing Health Sciences PHD programme.
- Present the proposal for consideration at both Universities' Graduate Research School Boards

ACTION: Chair PGR Board to take forward feedback from HJSC for consideration ahead of drafting the Distance Learning Regulations.

Helen Fenwick re-joined the meeting.

M23-24/58 Programme and Module Change to Clinical Anatomy (& Education)

The Committee **approved** modifications to the MSc Clinical Anatomy and MSc Clinical Anatomy & Education programmes (HJSC.23-24.49). Student feedback had indicated a desire for more accredited programmes; the proposed changes would create an accreditation route so that students of these programmes could meet Advance HE requirements and gain accreditation at Fellow (D2) Level.

The proposed changes were as follows:

- To introduce two new optional modules on the programme:
 - The University of Hull pre-existing module 'Professional Practice in Teaching and Learning in Higher Education', which was already accredited to Advance HE Associate Fellow level (D1). To date, this module had been targeted towards PGR students only.
 - A 'Professional Practice in Anatomy Education' module, retitled and modified from the existing HYMS module 'Anatomy Pedagogy', in order to meet Advance HE criteria to Fellow level (D2).
- To remove two optional modules: 'Research Methods and Statistics' and 'Educational Research', the relevant content of which would be incorporated into the 60-credit Research Project. No students had selected these modules for the 2024/ 25 cycle.

The changes were proposed from September 2024 so that students could benefit as soon as possible from the accreditation. Offer-holders would be informed of the changes to the option module offerings and there was no proposed impact on Programme Learning Outcomes.

Both newly-introduced option modules would be designated as pass/fail and non-compensatable, per Advance HE requirements. HYMS Board of Studies had discussed the impact of these modules being designated pass/fail. All students would still have the opportunity to resit the modules if they were to fail a first sit. HYMS Board of Studies had also discussed parity between students choosing these pass/fail optional modules (and an associated impact on their overall average grade) with students taking other numerically-graded optional modules. Modelling had taken place to demonstrate that taking the two pass/fail option modules would have had no impact on student outcomes over the past four years. Further such modelling would be undertaken annually as part of PGT Board of Examiners' meetings.

The two modules had been submitted for accreditation by Advance HE and an outcome was awaited.

M23-24/59 CPD Academic Case Approval for Ophthalmology Intravitreal Injector Course (non-credit bearing)

The Committee **noted** a correction that as this proposed CPD course for Ophthalmology Intravitreal Injector Course (HJSC.23-24.50) was non-credit bearing, it could be approved via HYMS Board of Studies in line with the HYMS CPD policy.

M23-24/60 Amendments to the 'Regulations for PhD and MD by Published Work'

The Committee **approved** a proposal for minor Amendments to the 'Regulations for PhD and MD by Published Work' (HJSC.23-24.51). The proposed changes were to update out-of-date references to electronic submissions, add clarifying text in line with the standard PhD Regulations, and add signposting to the Code of Practice for Research.

HJSC noted some minor corrections:

- Item 1.1.3 regarding qualification to undertake the PhD and MD by Published Work as a HYMS honorary staff member should be tweaked to show that honorary status is justified
- Item 1.3 regarding qualification to undertake the PhD and MD by Published Work should be simplified to show it is only open to students with a previous medical qualification from General Medical Council (GMC).
- Item 7.2 contained a typographical error

A revised version of the document would be provided to the Deputy Chair and Chair. Subject to amendment of minor errors, the Committee **approved** the proposal.

ACTION: Chair PGR Board to provide to the Secretary for sharing with the Deputy Chair and Chair the revised version of Regulations for PhD and MD by Published Work.

M23-24/61 Dates of remaining meetings in 2023/2024

- Wednesday 26 June 2024 10:00-12:00 (Zoom)

M23-24/62 Dates of meetings in 2024/2025

- Wednesday 02 October 2024 - In person away day in York
- Wednesday 06 November 2024 14:00-16:00
- Thursday 23 January 2025 10:00-12:00
- Thursday 24 April 2025 10:00-12:00
- Wednesday 02 July 2025 10:00-12:00

PART A: UNRESERVED BUSINESS – CATEGORY II

M23-24/63 For information, the updated Annual Review Report discussed at 25 January 2024 meeting (HJSC.23-24.52)

ANNEX A: Attendees of the Unreserved Agenda**Members**

Tracy Lightfoot (Deputy Chair, PVC, Teaching, Learning and Students, York)
 Matthew Perry (Director of the International Pathway College; University of York Teaching Committee representative)
 Steve King (Associate PVC; University of York Teaching Committee representative)
 Chris Wilcox (Associate Dean Student Experience, Faculty of Health Sciences; University of Hull Student Experience, Employability and Engagement Committee representative)
 Helen Fenwick (Associate Dean for Education(Faculty of Arts Cultures and Education); University of Hull Education Committee representative)
 Lesley Morrell (University of Hull Senate representative)
 Marjan van der Woude (Chair Postgraduate Research Board, HYMS)
 Matthew Morgan (Dean of HYMS)
 Paul Pryor (Incoming Chair of the Board of Studies, HYMS)
 Peter Bazira (Outgoing Chair of the Board of Studies, HYMS)
 Debbie Maxwell ((University of York Senate representative)
 Simon Calaminus (Chair, Postgraduate Taught Board, HYMS)
 Nadine Smith (Chief Operating Officer, HYMS)
 Amelia Doherty (Academic Officer, YUSU)*
 Chloe Fenton (President of Education, Hull University Student Union)*
 Amber Lidster (Co-Deputy Student Chair, Student Support Committee (SSC))*
 Mardan Nasier (York President of GSA)*
 Marek Sadowski (HYMS Hull Lead / HYMS Students' Officer, HUSU)*
 Cytherea Shen* (The Vice President (Academic), University of York Graduate Students' Association)*

In Attendance

Lucy Ambrose (Director of MBBS)
 Lisa Tees (Academic Quality Manager, University of Hull)
 Amy Muckersie (Academic Quality Manager, University of York / Secretary)
 Becky Lloyd Jones (Quality Support Officer University of York / Assistant Secretary)
 Claire Pinder (Academic Quality Administration Coordinator, University of York)

Apologies

Becky Huxley-Binns (Chair, PVC, Education, Hull)
 Julie Castronovo (Associate Dean Education (Faculty of Health Sciences); University of Hull Senate representative)
 Caroline Chaffer (School for Business and Society Joint Associate Dean for Teaching and Learning-Student Experience; University of York Senate representative)
 Claire Hughes (Associate Dean (Teaching, Learning and Students), Faculty of Sciences, University of York)
 Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
 Laura Treadgold (Dean of the Faculty of Health Sciences, University of Hull)
 Pierrick Roger (YUSU President)*
 Niamh McBride (Student Chair, Student Staff Committee)*
 Anita Pothiraj/ Hava Janjua (HYMS York Course Rep Lead)*

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