

**UNIVERSITY OF YORK**

**UNIVERSITY OF HULL**

**Hull-York Medical School Joint Senate Committee**

**Minutes of the meeting held on 25 January 2024**

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

**M23-24/24 Attendance, Apologies and Valedictions**

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

The Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received. The Committee expressed thanks for all of the work of the outgoing Dean of HYMS, Professor Una Macleod, and welcomed Professor Matthew Morgan as the new Dean of HYMS.

**M23-24/25 Minutes 3 November 2023**

The minutes (HJSC.23-24.24) were reviewed and **approved** as a true and accurate record of the meeting, subject to minor amendments which were completed.

**M23-24/26 Matters Arising**

The Committee received a list of matters arising (HJSC.23-24.25). All matters were closed. The action to discuss managing offers for postgraduate programmes with low recruitment would be taken forward by the HYMS Marketing team. The action to receive a report on the HYMS Student Representatives tracker had been completed (M23-24/30 refers).

At the last meeting, HYMS Joint Senate Committee had approved an addition to its Terms of Reference (M23-24/05 refers) whereby the Committee would consider workload associated with Committee decisions, in line with updated Terms of Reference for University of York Teaching Committees and with best practice within Hull-York Medical School. HYMS Joint Senate Committee had informed the University of Hull Governance Manager of this development, who would investigate including this in University of Hull Education Committees, if applicable and at an appropriate time.

It was noted that whilst HYMS Joint Senate members Chris Wilcox and Julie Castronovo no longer attended University of Hull Senate, the Committee agreed that for continuity, both would retain their membership of HYMS Joint Senate until the end of their agreed terms.

**M23-24/27 Report of Chair's Actions undertaken since the last Meeting**

The Committee received a list of decisions approved via Chair's Action since the last meeting (HJSC.23-24.26). Comments were invited and none were received.

**M23-24/28 Report from the Student Representatives**

The Committee received the following report from Student Representatives:

- The University of York Students' Union Academic Officer reported that YUSU continued to work on Cost of Living support for students, as well as support packages for students with exam stress. YUSU had been working with Joint Honours students to lobby for greater consistency and the use of

common language; this work would be of benefit to HYMS students studying one programme across two Universities. YUSU was working with Careers and Employability to support disabled students on placements, and with the Standing Committee on Assessment regarding guidance about student Progression and Awards. Free campus shuttle buses had been reinstated.

- The Vice President (Academic) of the University of York Graduate Students' Association reported that the GSA had developed video guidance for students regarding academic misconduct and exceptional circumstances, with the aim of providing international students particularly with greater clarity. Updates were being shared with students via a weekly newsletter, the GSA website, and a range of social media channels, including WeChat. Work was taking place to further develop language support for international students. Student Representatives were offering drop-in sessions to seek feedback from a wide range of students.
- The Hull University Student Union President of Education reported that work was continuing with the Health Sciences Faculty Representative to implement a student passport so that reasonable adjustments information could be easily taken through to placements. Drop-in sessions were being held for students with reasonable adjustments to provide feedback about their teaching and learning experiences.

The Medical Society had now been incorporated into both Universities' Student Unions to enable better governance and oversight, and to reduce financial risk. The new structure had addressed this risk and was working well, incorporating a wide range of societies for HYMS students. The Committee noted this positive development to facilitate peer networking and enhance the student experience; thanks were expressed to all involved.

#### **M23-24/29 Report from the Dean of HYMS**

The Dean presented an update (HJSC.23-24.27a), highlighting the following:

- i. The new Dean had been in post since 2nd January 2024.
- ii. Appointments had recently been made for new MB BS leadership roles.
- iii. The School was undertaking a considerable amount of work to implement the new Medical Licensing Assessment (MLA) as mandated by the General Medical Council. HYMS had taken part in a pilot whereby internal standard-setting for students doing final-year papers last year was undertaken in line with the new national standard-setting. The students performed very well, providing good evidence that HYMS is preparing its students well for the incoming MLA.
- iv. Postgraduate Programmes
  - a. Three new postgraduate CPD courses were being developed under the recently-approved new CPD framework. The HYMS Project Management Office was supporting the development of student registration processes for new courses. The new courses would bring greater income for the School.
  - b. The new postgraduate research Board was improving the student experience. A proposal for a distance learning PhD was being developed.
- v. NHS Workforce Plan
  - a. The NHS Workforce Plan confirmed that the number of medicine places for home students would double by 2031. There would be 52 extra places allocated for the Yorkshire region from 2025 onwards, and the Office for Students had sought feedback from medical schools on how these places should be allocated. HYMS was meeting with regional schools to discuss how the extra places might be allocated and how placements would be shared,

ahead of responding to the OfS. Delivering extra medicine places may require new programmes to be developed in line with local and regional needs.

- b. The School is also looking at expanding Physician Associate places with regional placement partners, and the possibility of supporting dentistry training in this region.
- vi. The School continues to update business systems, which have an impact on the student experience, particularly regarding assessments and progressions. This work is being managed through an overarching Project Portfolio Committee. This include an platform to management question banking, curriculum mapping system and an E-Portfolio system.
- vii. A dashboard had been established to report on Key Performance Indicators related to the HYMS 2021-2026 strategy. Opportunities for leadership development were being offered, including a staff away day.

In discussion, it was clarified that there is currently no suggestion that the Government will fund any additional places for international medicine students.

The Chair thanked the Dean for the presentation.

### **M23-24/30     The 23/24 Undergraduate and Postgraduate action plans, including NSS action plan**

The Committee received a progress update regarding the Undergraduate (UG), Postgraduate Taught (PGT) and Postgraduate Research (PGR) action plans (HJSC.23-24.27):

#### a) UG Action Plan

The Chair of Board of Studies provided a report of the business that had been undertaken since the last MB BS Programme Board, and the associated action plan. The priorities were actions relating to the upcoming new Medical Licensing Assessment (MLA) and to the recent National Student Survey (NSS) results.

#### b) PG Action Plan

The trends analysis of postgraduate student numbers revealed that intercalation numbers had been decreasing over time. Postgraduate programmes would therefore need to diversify from the intercalation market. Members of the PGT Board were discussing with the HYMS Marketing team ways to increase postgraduate numbers.

The Committee had noted at the last meeting that there were many more female than male students registered on the Physician Associate programme; the Postgraduate Board was discussing this with HYMS Marketing but was fairly certain there was no marketing or admissions issue causing this.

The PGT Action Plan had been updated in accordance with the PGT review, with a focus on developing CPD options, monitoring student numbers, and ensuring that each programme has three action points relevant to its growth.

The Committee discussed the following points:

- Applicant numbers for the following academic year were progressing as expected. Some programmes with low numbers such as the MSc Pharmacology and Education shared modules with other programmes. Guidance was being developed regarding the timelines

for making decisions about the viability of postgraduate programmes with consistently low student numbers.

- Postgraduate programmes were marketed to the international market through both the HYMS and Hull International Offices. HYMS programmes received more applicants from East Asia, whereas Hull programmes such as the Biomedicine programme received more applicants from countries such as Nigeria.
- The University of York International Pathway College had received interest from the sponsored market for programmes in Health Sciences, particularly from Middle Eastern governments. There were small numbers of applications from the Middle East for HYMS programmes, but not for University of Hull programmes.
- There had been some issues in the way that the programmes in subject areas of Pharmacology, Anatomy and Education had been marketed over the Covid pandemic years; these programmes were being monitored to see if better marketing and promotion increased numbers, particularly beyond the intercalation market.
- The action plan to increase numbers on Pharmacology and Education will be judged effective if there is a significant increase over the next 2 admissions cycles at which point the viability of the programme will be reviewed.

c) PGR Board

The Committee received its first report from the newly-created PGR Board.

A HYMS distance learning programme was being developed and would thereafter come to HYMS Joint Senate.

The PGR Board was reviewing its Postgraduate Research Experience Survey (PRES) results but was considering how meaningful the data was for action planning.

A new non-credit bearing PGR training programme had been offered to students, allowing them to undertake research integrity activities. An online course had been moved to in-person which had caused some issues, and likewise there had been some IT issues with signing up for training courses; both were being resolved.

The Committee noted that the University of Hull Senate had last year approved a distance learning PhD. The University of Hull Strategic Insight team had been asked to review all surveys, except for the National Student Survey (NSS), including Module Evaluation Questionnaires, with a view to understanding how pulse surveys could be used to respond more dynamically to the student voice.

**M23-24/31      Annual Review report**

An updated final version of the report had been provided including comments from the Dean of HYMS, and would be circulated to the Committee (HJSC.23-24.28a).

**Action: Secretary**

HYMS had participated in the University of York Annual Review of Teaching and Learning. The University of York Sciences Faculty had provided data for analysis regarding Access and Participation, Graduate Employment, and data from the NSS. However, there was an ongoing issue

with the data provided as it did not relate to students enrolled across the jointly awarded programmes, but rather only those students registered at the University of York.

Analysis of the NSS data revealed that improvements were needed regarding communication, student voice and organisation and management, which had been discussed as part of the School NSS action plans.

In terms of both Widening Participation and Graduate Employment data, HYMS outperformed other Departments in the University of York Sciences Faculty.

The Committee noted that the School's submission for the University of York Annual Review had been affected by the provision of incomplete data; this was an ongoing issue. The Committee recommended that HYMS Strategic Planning Group and University Teaching Committee / Education Committee of both Universities respectively discuss how accurate data relating to HYMS students registered at both Universities could be provided to the School. A lack of reliable, coherent and consistent data would affect the ability of HYMS Joint Senate to make informed decisions and prioritise actions.

**Action: Matt Morgan to take up the issue of HYMS data provision with Strategic Planning Group.**

**M23-24/32 22-23 Undergraduate external examiner reports, summary of comments and issues and the School's responses**

The Committee considered the summary of comments and the School's responses (HJSC.23-24.29), and noted that each of the constructive suggestions had been considered and where appropriate, were being acted upon.

**M23-24/33 Annual Report of the HYMS Ethics Committee**

The Committee considered the Annual Report of the HYMS Ethics Committee (HJSC.23-24.30) and noted that there were no issues to report. The Committee noted the good practice stated in the report whereby future meetings would be held virtually, and high-risk studies would be reviewed virtually or via email rather than waiting for the next meeting.

**M23-24/34 Action Plan on Student experience of workplace culture**

The Committee considered the Action Plan on Student Experience of Workplace Culture (HJSC.23-24.31) and noted that a summary had been provided, with continual evaluation taking place. The Committee noted that the most significant piece of initiative had been the delivery of microaggression and bystander training, and wished to thank Anna Hammond for this high-quality work.

**M23-24/35 NSS results**

This item had already been discussed in the previous meeting and in the Annual Review report above (M23-24/31 refers).

**M23-24/35 HYMS Intercalation numbers**

The Committee received the analysis of HYMS intercalation numbers, which outlined that during the five-year period of 2019-2020 to 2023-2024, the numbers of students who selected to intercalate remained relatively consistent until 2023-2024 when a substantial reduction in the numbers of students wishing to intercalate was observed.

The Committee recommended that this topic be revisited at the next Joint Senate meeting with clear proposals as to the action requested from HYMS Joint Senate.

**Action: Peter Bazira to consult Rachel Harry regarding proposed actions from HYMS Joint Senate regarding HYMS intercalation student numbers.**

**M23-24/36 Major modification: Proposed addition to assessed domains in the Year 4 OSLER II assessment**

The Committee received and **approved** the proposal (HJSC.23-24.34) to change the assessed clinical competency domains in the summative Year 4 OSLER II starting in academic year 2024-2025, such that students would be additionally assessed in the 'Patient Management' domain. The rationale was that demonstration of competence across the five clinical competency domains was required to prepare for and meet the quality standards for the Clinical and Practical Skills Assessments (CPSA) which formed part of the General Medical Council's Medical Licencing Assessment, and to ensure that HYMS graduates met a minimum level in all competencies required to prepare them for clinical practice.

The Committee received confirmation that the students would gain formative feedback and therefore would be supported ahead of the summative assessment. The students would be assessed at a level-appropriate level in both Years 4 and 5 to ensure that they were adequately prepared for the Medical Licencing Assessment (MLA).

**M23-24/37 Major modification: Changes to Clinical Anatomy (Education) Radiological Anatomy and Clinical Microanatomy Module Specifications**

The Committee received and **approved** the proposal (HJSC.23-24.35) to change the summative group presentations for the postgraduate taught modules 'Radiological Anatomy' and 'Clinical Microanatomy', enabling the assessments to be run as individual presentations rather than in pairs in the event of very small numbers enrolled on the module. The change was proposed for the academic year 2023/2024 and therefore current students taking these assessments had been consulted.

The preference in normal circumstances was for presentations to take place in pairs, offering the opportunity for group work. However, in the event of small student numbers, individual presentations would be necessary so that students could present and offer peer feedback.

**M23-24/38 Postgraduate Taught Programmes Board Terms of Reference**

The Committee **approved** the updated PGT Board Terms of Reference, which had been altered to remove instances of duplication following the creation of the PGR Board.

**M23-24/39 Discussion of future HYMS Joint Senate meeting formats / locations**

The Committee discussed the desired future meeting formats of HYMS Joint Senate, and the following points were made:

- Regular in-person meetings were complicated by the increased numbers on the Committee membership and associated room booking issues at the University of Hull, as well as the carbon footprint implications of regular travel.
- Student Representatives may find it easier to join regular meetings virtually.
- There were technological difficulties with the hybrid meeting format.
- There was value in the Committee meeting annually in person (with Student Representatives and others supported regarding transport).

The Committee **agreed** to hold all regular HYMS Joint Senate meetings fully online via Zoom for the remainder of the 2023-2024 academic year. Owing to scheduling challenges, there would be no in-person Away Day for 2023-24.

From the academic year 2024-25 onwards, all regular HYMS Joint Senate meetings would be held fully online via Zoom, with an additional annual HYMS Joint Senate In-Person Away Day, starting in York in 2024-25 (date TBC).

The Chair noted that following a busy agenda, Committee members were invited to expand upon any items at the next meeting.

#### **M23-24/40      Dates of meetings in 2023/24**

- Wednesday 17th April 2024 10-12pm - **fully online via Zoom only (please note updated format)**
- Wednesday 26th June 2024 10-12pm - **fully online via Zoom only (please note updated format)**

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

##### **Members**

Rebecca Huxley-Binns (Chair, PVC, Education, Hull)

Matthew Morgan (Dean of HYMS)

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)

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)

Marjan van der Woude (Chair Postgraduate Research Board, HYMS)

Peter Bazira (Chair of the Board of Studies, HYMS)

Paul Pryor (Deputy Chair of the Board of Studies, HYMS)

Simon Calaminus (Chair, Postgraduate Taught Board, HYMS)

Amelia Doherty (Academic Officer, YUSU)\*

Chloe Fenton (President of Education, Hull University Student Union)\*

Cytherea Shen\* (The Vice President (Academic), University of York Graduate Students' Association)\*

**In attendance**

Deborah Robinson (Dean of the Faculty of Health Sciences, University of Hull)

Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)

Lisa Tees (Academic Quality Manager, University of Hull)

Amy Muckersie (Academic Quality Manager, University of York / Secretary)

Claire Pinder (Academic Quality Administration Coordinator, University of York / Assistant Secretary)

**Apologies**

Tracy Lightfoot (Deputy Chair, PVC, Teaching, Learning and Students, York)

Claire Hughes (Associate Dean (Teaching, Learning and Students), Faculty of Sciences, University of York)

Lucy Ambrose (Director of MBBS)

Nadine Smith (Chief Operating Officer, HYMS)

Lesley Morrell (University of Hull Senate representative)

Debbie Maxwell ((University of York Senate representative)

Sarah Mahmood / Amber Lidster (Deputy Student Chairs, SSC)\*

Marek Sadowski (HYMS Hull Lead / HYMS Students' Officer, HUSU)\*

Pierrick Roger (YUSU President)\*

Mardan Nasier (York President of GSA)\*

Niamh McBride (Student Chair, Student Staff Committee)\*

Anita Pothiraj (HYMS York Course Rep Lead)\*

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