



The Department of Health Sciences

97th Meeting of the BOARD OF STUDIES Meeting to be held at 1.30pm on Wednesday 24 February 2021

Present:	Anita Savage Grainge (Chair)	Helen Bedford	Ann Bellerby
	John Blase	Megan Cook	Jodie Coulson
	Sue Faulds	Alison Foster-Lill	Paul Galdas
	Ian Hamilton	Beth Hardy	Rose Havelock
	Ted Hewitt	Rebecca Hudson-Tandy	Mona Kanaan
	Ada Keding	Mike Kitching	Marysia Koc
	Carole Lindsey	Mike Parker	Amanda Perry
	Jess Powell	Gillian Punton	Helen Recchia
	Sarah Redfern	Laura Scott Weatherby	Danielle Simpson
	Rachel Skipper	Alison Smalley	Olivia Walsh
	Liz Wands-Murray	Lucia White	Sarah Wilkie
	Jerome Wright	Russell Yates	

Student Representatives: Ben Allen (BSc Nursing Sept19)
Lauren Bardett (BA Midwifery Practice Mid20)
Chambalson Chambal (MSc Applied Health Research, full-time)
Claudia Collins (BSc Nursing Sept20)
Sophia Collins-Ricketts (MNursing Sept19)
Rosina Crowley-Whitehead (BSc Nursing Sept20)
Chelsea Fawcett (BSc Nursing Sept18)
Marlon Freeman (Master of Public Health, full-time)
Georgina Lucas (BSc Nursing Sept18)
Joyce Ololu (PGCert Health Research & Statistics)

In attendance: Veronica Gillies (Secretary)
Walter van Opstal (Head of Faculty Operations, Arts & Humanities / Change Lead for Teaching Organisation Workstream, Strategic Change Programme)

MAIN AGENDA – CATEGORY 1

BoS/Feb21/01 Semesterisation & Modules

The Chair welcomed Walter van Opstal (Head of Faculty Operations, Arts & Humanities / Change Lead for Teaching Organisation Workstream, Strategic Change Programme) to the meeting. WvO presented an overview of the changes being made under the Teaching Organisation Workstream. The following key points were noted:

- Three key decisions had been made by University Senate in November 2020, as follows:
 - The University would be moving from a three-term model to one with two semesters per year.
 - A common credit value of 20 credits would be implemented for all undergraduate modules, with all modules also being taught and assessed within

- a single semester (with exceptions relating to dissertations or Independent Study Modules, and apprenticeship programmes)
 - Changes would be implemented in the academic year 2023/4 by default.
- Three further issues would be decided by Senate in May 2021:
 - The new attendance pattern for semesters
 - A common credit value for postgraduate modules
 - Confirmation of 2023/4 as the year of implementation for all changes.
- There were five strands of activity associated with the changes:
 - Streamlining the programme approval process with the aim of allowing a new programme to be fully approved within 12 weeks, devolved to Faculty Learning & Teaching Groups.
 - A six-week engagement period for consultation on the new attendance pattern for semesters, currently proposed as two seminars of 11 weeks, each preceded by an induction week and followed by a four-week assessment period.
 - An engagement period for consultation on the common credit value for postgraduate modules.
 - A proposal for a support plan, including processes for approvals
 - Review of the Programme Design Frameworks to cover new formats such as major/minor options and increased interdisciplinary teaching, as well as updates to existing formats of single- and combined-honours programmes.
- The group was also working on new forms of collaboration between academic disciplines, such as greater access to elective modules across programmes; the viability of bespoke interdisciplinary modules; and ‘three plus one’ programmes including a year ‘with interdisciplinary studies’.
- Exploration was also underway on ‘grand challenge programmes’, relating to key global issues such as climate change and sustainability.

It was highlighted that the Department’s undergraduate pre-registration programmes were unlikely to be compatible with the proposed attendance pattern. WvO clarified that it was recognised that programmes with professional placements would not be able to comply with this and were therefore exempt. WvO stressed however that programmes should aim to comply as far as possible with the new attendance pattern.

It was noted that the placement modules on the pre-registration nursing programmes were currently 30 credits, and queried whether this would be expected to change to align with the 20 credit common module value. WvO explained that issues such as this would need to be resolved in discussion with the Faculty of Sciences Associate Dean (Teaching, Learning and Students).

There was discussion of the dedicated marking periods indicated on the draft attendance pattern. WvO confirmed that there were no plans to change the current 20 working day turnaround time for marking. Members were advised that one goal of the new attendance pattern had been to separate periods of teaching and marking where possible, as the workload resulting from both occurring simultaneously had been raised as a concern by teaching colleagues. However, it was anticipated that where programmes did not align with the new attendance pattern it was unlikely to be possible to achieve this separation.

BoS/Feb21/02

Apologies for Absence

Rob Allison, Karl Atkin, Donna Barnett, Rebecca Beggan, Lyeanda Berry, Karen Bloor, Mary Crawshaw-Ralli, Linda Currie, Omara Dogar, Patrick Doherty, Sue Faulds, Kate Flemming, Sally Floyd, David Graham, Emily Hemmings, Janaka Jayawickrama, Jim McCambridge, Catriona McDaid, Devi Nannen, Trudi Neenan, Steve Parrott, Kate Pickett, Sally Porter, Kate Rudd, Jo Taylor.

Student Reps: Poppy Bonsall (UG Departmental Rep), Kheira Haffiane (MNursing Sept19), Eve Hankin (BA Midwifery Practice Mid19), Bethany McLaine (MNursing Sept17), Sinead Campbell (BSc Nursing Sept19), Cindy Ewen (Nursing Associate)

- BoS/Feb21/03 Minutes from the Previous Meeting**
 The minutes from the meeting of the Board of Studies which took place on Wednesday 21 October 2020 were **approved**, subject to the following amendment:
- BoS/Oct20/07 Service User & Carer Involvement: BH requested that the wording of the first bullet point be changed to *'It was a requirement of the Nursing & Midwifery Council (NMC) for service users and carers to be involved in design, development, delivery, and evaluation, including contributions to student recruitment and selection'*, for accuracy.
- BoS/Feb21/04 Matters Arising**
 None.
- BoS/Feb21/05 Standing Item: Board of Studies Chair's Report**
 The Chair presented an update covering the following issues (see Appendix 1):
- Covid-19 teaching arrangements, including a reminder for students and staff working on campus to get tested regularly.
 - Changes to Committee Chairs and Deputy Chairs.
 - Postgraduate Research Experience Survey (PRES), which was due to run from 5 March to 17 May 2021.
 - National Student Survey 2021, which was open until 30 April 2021. It was noted that the normal University requirement for Departments to promote the NSS had been lifted for 2021, but that Programme Leaders would still discuss it with eligible student groups in taught sessions.
 - The DIAMONDS (Diabetes and Mental Illness, Improving Outcomes and Self-management) research project had been runner up in the National Institute for Health Research Clinical Research Network (NIHR CRN) User and Carer Involvement Awards 2020 for its role in involving service users through its DIAMONDS Voice initiative. Congratulations were expressed to all involved.
- BoS/Feb21/06 Standing Item: Student Issues**
Ben Allen (BSc Nursing Sept19): Reported that the cohort had raised concerns with regard to their experience of the Biological Basis of Illness Across the Lifespan module. BA acknowledged the challenging nature of the current circumstances for teaching staff as well as students. BA reported, however, that the cohort felt that the teaching on this module had not been what they expected with regards to the amount of contact time and the use of external resources such as YouTube videos.
 RSk (Stage 2 Lead) confirmed that she and the module leader had met regularly with the Sept18 Student Reps to discuss issues such as this, and that action had been taken where possible to address the concerns raised by students and to improve their experience. RSk invited BA to contact her to schedule a further meeting, to discuss the specific concerns with this module.
 JP also requested that BA encourage the cohort to complete the module evaluation, as their comments would then feed into the Department's quality assurance processes for modules.
- Marlon Freeman (Master of Public Health): Reported that he had raised a number of issues in advance of the meeting, which had been addressed at a productive meeting with the Chair of Postgraduate Teaching Committee and the Director of Postgraduate Taught Programmes. MF highlighted that students would value transparency with regard to any possible return to in-person teaching, even if the Department could only report that it had no further information to share.
 The Chair advised that the Department aimed to keep students informed as far as possible of any issues affecting their programmes. MKa added that it had been good to meet with MF to discuss the issues he had raised; and reiterated that the Department was trying to

maintain open communication channels with students and to pass on all relevant information received from the University.

Chambalson Chambal (MSc Applied Health Research): Reported that workload was not always balanced across the programme, with high workload at particular times being a concern. Additionally, students were feeling tired and not motivated as a result of continued isolation: this was manifesting in a lack of discussion in taught sessions, especially where the majority of students chose not to turn on their cameras. CC acknowledged that this was frustrating for lecturers as well as for others in the group. CC recognised also the work done by the Programme Leader in scheduling regular meetings with the group to allow a space for discussion of concerns.

AP acknowledged the issues raised as being ongoing concerns, and reported that the Department had been considering how it could best support students with these issues. AP emphasised that, while it was understandable that students would become demotivated under the current circumstances, it was important to maintain an open dialogue to allow the Department to address issues where possible.

Chelsea Fawcett (BSc Nursing Sept18): Reported that a lot of students were still confused about the numbers of practice hours expected for each practice placement. It was agreed that a further communication from the Programme Leader breaking down the hours expected at each point would be helpful in addressing this.

CF also reported that an issue had been raised in a recent wellbeing session regarding emotional support for students who experienced distressing situations in practice. CF explained that, in the absence of regular in-person contact, the opportunity for debrief following such incidents was restricted, meaning that students were struggling to deal with the emotional impact without the normal support. It was agreed that this would be added to the agenda for the next Student Engagement Meeting for further exploration. DS also highlighted that mental health support for students continued to be available via the Student & Academic Support Service team, personal supervisors and the Student Wellbeing Officers.

BoS/Feb21/07

Standing Item: Faculty Learning & Teaching Group Update

The Chair reported on the following points which had been raised at Faculty Learning & Teaching Group (FLTG) meetings:

- Two Departmental Community Coordinators had been recruited, one postgraduate and one undergraduate. This was a new, paid role with a focus on developing the student community through online social events.
- The Departmental contact within the Programme Design and Learning Technology team had changed. The new contact, Gareth Walker, was keen to work with the Department supporting online teaching and learning.
- The University had introduced an [‘assessment support package’](#) for 2020/1, in place of the ‘safety net’ which was used in 2019/20 to ensure students were not disadvantaged by the COVID-19 pandemic in terms of degree outcomes. The package included measures relating to exceptional circumstances, benchmarking of results against previous years, and some changes to progression and award rules.

BoS/Feb21/08

Process for Managing Reference Requests (UG Students)

Members were advised that guidance on the new process for managing reference requests for undergraduate students had been circulated at the end of January. SW explained that the End of Programme Report process had been reviewed to ensure compliance with GDPR and consistency between supervisors, and with the aim of reducing supervisor workload. As a result of this, a new report had been created which contained a breakdown of the student’s marks, together with standard wording relating to attendance and eligibility to join the register, and a disclaimer. Standard covering letters from Subject Group Leads had also been developed to accompany the new report.

The report would be run by Programme Administrators on request from personal supervisors, when a reference request was received.

It was acknowledged that not all reference requests allowed submission of separate documents. However, it was emphasised that even where this was the case, the content of the reference provided should reflect the content of the report and not include any subjective information. It was also clarified that at present the report could only be used for students who had completed their programme, or for MNursing students who had stepped down and chosen to exit with a BSc Nursing.

There was discussion of how to manage reference requests from students still on programmes. SW confirmed that the existing process would remain in place for these requests for the time being. Supervisors were, however, asked to abide with University guidance on provision of references: for example by only including objective information rather than subjective opinions, and seeking explicit permission from the student if the request was received from a third party. HB enquired whether it would be possible for some standard answers to be provided for different types of questions, to help supervisors to respond to the variety of reference formats in a consistent manner. SW explained that as the only information provided should be objective (such as module marks) and would therefore vary by student, it would be difficult to provide standard answers. SW added that the next step would be to develop the report so that it functioned for continuing students, and that work on this was underway.

BoS/Feb21/09 Terms of Reference: SUCI Steering Committee

The Terms of Reference for the Service User & Carer Involvement Steering Committee were considered for approval. BH explained that the Steering Committee would report to Board of Studies going forward. The Terms of Reference were **approved**.

BoS/Feb21/10 NMC Emergency Standards

Members were advised that the Nursing & Midwifery Council (NMC) Emergency Standards had been reintroduced in January 2021 for final year nursing students. BH and JP gave an overview of the changes which had been made in response to this.

BH reported that for the Undergraduate Integrated Masters in Nursing (MNursing), students in their final year would be offered the opportunity to undertake a 12-week paid placement. Theory and leave weeks had been rescheduled to accommodate this: however the programme team had tried to keep changes to a minimum. BH confirmed that all Sept17 students had opted in to the paid placement.

JP reported that for the BSc Nursing, students would similarly be offered a 12-week paid placement on an opt-in/opt-out basis. For students opting in, one theory module had been removed and the learning outcomes incorporated into a placement module, to reduce the assessment burden and balance workload. Students opting out of the paid placement would remain on the original course plan. Some changes to assessment dates, for example for the Service Improvement Project, had also been made. JP reported that the majority of students in the Sept18 cohort had opted in to the paid placement.

The Chair thanked the programme teams for their efforts in reorganising programmes at short notice; and also the students who had engaged with the consultation process.

MAIN AGENDA – CATEGORY 2 (Items for Reporting / Receiving Only)

BoS/Feb21/11 Minutes Received from Board's Sub Committees

The Board **received** the minutes from the following sub-Committees:

- Undergraduate Teaching Committee (September & November 2020)
- Postgraduate Teaching Committee (October & December 2020)
- UG Student-Staff Forum (October 2020)
- PG Student-Staff Forum (May 2020)

- BoS/Feb21/12** **Revised Terms of Reference: Postgraduate Teaching Committee**
The revised Terms of Reference for the Postgraduate Teaching Committee were **received**. These had been updated to reflect the change of Deputy Chair from Sue Faulds to Alex Smith, with effect from December 2020.
- BoS/Feb21/13** **Revised Terms of Reference: Undergraduate Board of Examiners**
The revised Terms of Reference for the Undergraduate Board of Examiners were **received**. These had been updated to reflect the change of Chair to Rachel Skipper, and Deputy Chair to Donna Barnett, with effect from October 2020.
- BoS/Feb21/14** **Revised Terms of Reference: RPL Committee**
The revised Terms of Reference for the Recognition of Prior learning (RPL) Committee were **received**. These had been updated to reflect the change of Deputy Chair to Alison Foster-Lill, with effect from November 2020.
- BoS/Feb21/15** **Revised Terms of Reference: ECAA Committee**
The revised Terms of Reference for the Exceptional Circumstances Affecting Assessment Committee (ECAAC) were **received**. These had been updated to reflect the change of Chair to Ann Bellerby, and Deputy Chair to Mary Crawshaw-Ralli, with effect from October 2020. The administrators had also been updated to reflect that this was shared between Alex Bostock and Heather Maslen.
RH queried the removal of the quoracy requirement for approval of claims. It was confirmed that this was a temporary measure which had been implemented by the University as part of its COVID-19 contingency working arrangements.
- BoS/Feb21/16** **Revised Terms of Reference: Fitness to Practise Committee**
The revised Terms of Reference for the Fitness to Practise Committee were **received**. These had been updated to reflect the change of Chairs to Sarah O'Reilly and Laura Scott Weatherby, and Policy Officer to Kate Rudd, with effect from January 2021. The links to policies and procedures had also been updated.
- BoS/Feb21/17** **Any Other Urgent Business (*previously agreed with the Chair*)**
None.
- BoS/Feb21/18** **Date and Time of Next Meeting**
Wednesday 23 June 2021 commencing at 1.30pm



Welcome to the 97th Meeting of Board of Studies 24 February 2021

Chair – Anita Savage Grainge
Deputy Chair – Rose Havelock



Board of Studies Chairs Report



24 February 2021



COVID-19

- Minimal face to face in person teaching is occurring this term.
- Sessions in CSU are going ahead for teaching that can not be done on line. A strict, tested and robust risk assessment is in place to manage safety and any problems.
- Students registered on professional programmes were permitted to return to York in January as opposed to a staggered start.
- Asymptomatic lateral flow testing on campus is still available for students and staff.
- Students who are isolating are still requested to fill in a university form, Marysia receives this data and shares accordingly.
- Academic Contingency Group continue to provide updates on university matters and changes. For example changes to Exceptional Circumstances applications. I encourage to read them, generally short and straight to the key points.
- **February 22nd government published a road map out of lockdown. As soon as we have communications from central university regarding the implementation of this we will communicate clearly with all staff and student groups.**

A Strategy for Online Teaching, Learning and Assessment for the academic year commencing September 2020

- This strategy was formulated in June 2020 and presented at Board of Studies. It was written in response to uncertainties related to COVID 19 crisis and Government and Central University Guidance. It is initially applicable to the academic year commencing September 2020. It should be read and implemented with consideration to any future Central University Strategy for Teaching, Learning and Assessment and Central University Guidance .
- This strategy is dynamic and evolving, it is a temporary measure only until we can return fully to our department and teaching spaces with the reassurance that it is safe to return to predominantly campus based learning. A move to increasing distance learning by the mode of synchronous and asynchronous online teaching does not fit naturally with the requirements of many of the department's modules and programmes at both undergraduate and post graduate levels.
- **Please feel free to review at any point and make recommendations for update.**

Changes to Committees

- **Exceptional Circumstances Committee**
 - Paul Evans retired at end of October and was Chair. Ann Bellerby, who was deputy has now taken Chair and Mary Crawshaw- Ralli the Deputy Chair
- **RPL Committee**
 - Alison Foster Lil is now Deputy Chair and will step up to Chair in April.
 - Look out for an expression of Interest for Deputy Chair.
- **PGTC**
 - Alex Smith is new Deputy Chair.
- **Fitness to Practice**
 - Expression of interest circulated February 19th for 2 deputy roles. Closes March 5th.

PRES

- Postgraduate Research Experience Survey (PRES). PRES will open on 5 March 2021 and run until 17 May 2021.
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- PRES is the only national survey of postgraduate research students' experience. The results will allow you to compare students' experience of being a research postgraduate both internally and against the national average and groups of institutions, in order to be able to make changes that better meet their needs in future.

National Student Survey

- Opened on February 8th
- Central University are promoting it and no requirement for departments to do so this year.
- Action plan was presented last Board of Studies and is on the following slide.

Action Plans 20/21

- Strategies to ensure BSc/M Nursing students on the final cohort of the 2010 NMC Education Standards (for Nursing) curriculum do not feel disadvantaged and BA (Hons) Midwifery Practice students feel fully involved in the development of a curriculum to meet the NMC (2019) Future Midwife standards.
- Maintain the level of support provided by the Practice Education team to students, supervisors and assessors. Against the backdrop of a pandemic-challenged Health Service.
- Continuing to focus on improving the clarity of assessment tasks for students and consistency in provision of feedback.

DIAMONDS AWARD

The DIAMONDS project is runner up for the Service User and Carer Involvement Awards 2020, run by the NIHR CRN, McPin Foundation and MQ:

<https://www.york.ac.uk/healthsciences/news-and-events/news/2020/diamonds/>

13 staff from department involved in this with external collaborators.

This was a national competition to highlight the best examples of service user and carer involvement in research. Massive congratulations to the team for their hard work and dedication, very well deserved!