



## The Department of Health Sciences

### 100<sup>th</sup> Meeting of the BOARD OF STUDIES Minutes of the meeting held at 1.30pm on Wednesday 16 February 2022

|                 |                              |                    |                |
|-----------------|------------------------------|--------------------|----------------|
| <b>Present:</b> | Anita Savage Grainge (Chair) | Rob Allison        | Ann Bellerby   |
|                 | David Brown                  | Jodie Coulson      | Omara Dogar    |
|                 | Paul Galdas                  | David Graham       | Ian Hamilton   |
|                 | Beth Hardy                   | Ted Hewitt         | Matthew Jacobs |
|                 | Tom Johnston                 | Mona Kanaan        | Ada Keding     |
|                 | Marysia Koc                  | Carole Lindsey     | Fiona Meddings |
|                 | Sarah O'Reilly               | John Painter-Blase | Mike Parker    |
|                 | Amanda Perry                 | Jessica Powell     | Katie Pybus    |
|                 | Helen Recchia                | Sarah Redfern      | Kate Rudd      |
|                 | Bella Scantlebury            | Danielle Simpson   | Rachel Skipper |
|                 | Alison Smalley               | Liz Wands-Murray   | Han-I Wang     |
|                 | Lucia White                  | Sarah Wilkie       |                |

**Student Representatives:** Claudia Collins (BSc Nursing Sept20)  
Kheira Haffiane (MNursing Sept18)

**In attendance:** Veronica Gillies (Secretary)  
Sophie Godfrey (SASS Office Coordinator)

#### MAIN AGENDA – CATEGORY 1

- BoS/Feb22/01 Apologies for Absence**  
Joy Adamson, Catherine Arundel, Donna Barnett, Helen Bedford, Becky Beggan, Lyeanda Berry, Karen Bloor, Sarah Blower, Megan Cook, Linda Currie, Patrick Doherty, Sue Faulds, Karen Glerum-Brooks, Simon Gilbody, Rose Havelock, Emily Hemmings, Mike Kitching, Amanda Mason-Jones, Jim McCambridge, Noreen Mdege, Claire Metcalfe, Steve Parrott, Kate Pickett, Sally Porter, Laura Scott Weatherby, Jo Taylor, Elaine Whitton, Jerome Wright, Russell Yates.  
Student Reps: Lauren Jacques (BSc Nursing Sept19)
- BoS/Feb22/02 Minutes from the Previous Meeting**  
The minutes from the meeting of the Board of Studies which took place on 20 October 2021 were **approved**.
- BoS/Feb22/03 Matters Arising**  
None.
- BoS/Feb22/04 Standing Item: Board of Studies Chair's Report**  
The Chair presented an update covering the following issues (see Appendix 1):  
— Covid-19 and teaching  
— Modularisation and semesterisation  
— National Student Survey (NSS)

- Postgraduate Taught Experience Survey (PTES)
- Changes to Departmental Committees

**BoS/Feb22/05** **Standing Item: Student Issues**  
 Kheira Haffiane (MNursing Sept18): No issues

Claudia Collins (BSc Nursing Sept20): Thanked members on behalf of the Sept20 cohort for organising and delivering in-person teaching.

**BoS/Feb22/06** **Standing Item: Faculty Learning & Teaching Group Update**  
 The Chair reported on the following points which had been raised at the most recent Faculty Learning & Teaching Group (FLTG) meeting:

- Discussions around modularisation and semesterisation continued. The deadline for Phase Two was March 2022 for undergraduate programmes and July 2022 for postgraduate programmes. The approval process and level of detail required remained to be confirmed.
- The strike days which took place in December as part of the ongoing Universities & Colleges Union (UCU) industrial action had not had a significant impact on students.

**BoS/Feb22/07** **New Software: Covidence**  
 DB informed members that a new piece of software called [Covidence](#) was available to staff and students, to support the process of undertaking a systematic review. It was anticipated that this would be useful both for research and in teaching. The software streamlined the process of conducting a systematic review by facilitating screening of results, extraction of data and collaborative working with other members of the review team.

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

**BoS/Feb22/08** **Minutes Received from Board's Sub Committees**  
 The Board **received** the minutes from the following sub-Committees:

- Undergraduate Teaching Committee (September & November 2021)
- Postgraduate Teaching Committee (September & December 2021)
- Departmental Library Committee (October 2021)
- UG Student-Staff Forum (October 2021)
- PG Student-Staff Forum (March 2021)

**BoS/Feb22/09** **Revised Terms of Reference: Board of Studies**  
 The revised terms of reference for Board of Studies were **received**. It was noted that the programmes for which the Board was responsible; the committees within the governance structure; and the committees/groups from which the Board received minutes or reports had all been updated. The Chair's term of office had also been updated, and the Deputy Chair information corrected to show that the role was vacant.

**BoS/Feb22/10** **Any Other Urgent Business (previously agreed with the Chair)**  
 None.

**BoS/Feb22/11** **Date and Time of Next Meeting**  
 Wednesday 22 June 2022 commencing at 1.30pm



The Department of Health Sciences

# Welcome to the 100th Meeting of Board of Studies February 16<sup>th</sup> 2022

Chair – Anita Savage Grainge



## Board of Studies Chairs Report



The Department of Health Sciences



## COVID-19 and Teaching

- Mostly face to face in person teaching occurring this term for both PG and UG provision. (*Exceptions for when staff isolating and large lectures with big cohorts*).
- For UG nursing modules, at least 2 lectures per module will be face to face in summer term. Modules running over a shorter period will be exempt.
- At this point in time face coverings or masks are required in teaching environments.
- Students who are isolating are still requested to fill in a university form. This applies to all students even if they are away from campus.
- Vice chancellor and Academic Contingency Group continue to provide updates on university matters and changes.

## Modularisation and Semesterisation

- Departmental working group continues to meet. Last met 14<sup>th</sup> February.
- Sue Faulds taking a lead with PG changes.
- Meeting with Tracy Lightfoot this week to discuss midwifery and nursing exemptions for practice.
- Liz Wands Murray will oversee project management.
- Phase 2 requires completion by end of March for UG and July for PG.

## National Student Survey

- Opened on January 31<sup>st</sup>.
- Closed April 30<sup>th</sup>.
- Questions remain unchanged from last year.
- Russell Yates takes the lead on this.
- University position is to encourage completion.
- He will talk to programme leads about specific approaches to increasing completion rates.

## Postgraduate Surveys

- Postgrad Taught Experience Survey will run this year.
- Starts April 19<sup>th</sup> and finishes June 15<sup>th</sup>.
- Matthew Jacobs will keep us all updated regarding marketing materials or other matters.

## Changes to Committees

- **RPL Committee**
- Alison Foster Lil is departing and Ted Hewitt who is current deputy will take on chair.
- **Fitness to Practice**
- Deputy posts- one has been filled by Elaine Whitton.
- **Board of Studies**
- Deputy Chair remains vacant an expression of interest is out for Chair, commence August. Current chair will be away from work for a period of time next term and as an interim measure chairs of UGTC and PGTC have agreed to provide some cover.