



The Department of Health Sciences

101st Meeting of the BOARD OF STUDIES

Minutes of the meeting held at 1.30pm on Wednesday 22 June 2022

Present:	Mona Kanaan (acting Chair)	Rob Allison	Rebecca Beggan
	Ann Bellerby	Lyeanda Berry	David Brown
	Jennifer Brown	Emma Clark	Linda Currie
	Omara Dogar	Sue Faulds	Paul Galdas
	Ted Hewitt	Tom Johnston	Ada Keding
	Mike Kitching	Carole Lindsey	Noreen Mdege
	Sarah O'Reilly	Gillian Punton	Helen Recchia
	Danielle Simpson	Rachel Skipper	Alison Smalley
	Rebecca Hudson-Tandy	Lucia White	Emma Wilkinson

Student Representatives: Ben Allen (UG Departmental Rep)
Claudia Collins (BSc Nursing Sept20)
Lizzie Cunningham (MNursing Sept18)
Andrew Delahunty (MNursing Sept21)
Kheira Haffiane (MNursing Sept18)

In attendance: Veronica Gillies (Secretary)
Heather Maslen (Programmes Office Coordinator)

MAIN AGENDA – CATEGORY 1

- BoS/Jun22/01 Apologies for Absence**
Anita Savage Grainge (Chair), Catherine Arundel, Drew Atherton, Melanie Barnes, Helen Bedford, Karen Bloor, Sarah Blower, Jodie Coulson, Peter Coventry, Patrick Doherty, Sally Floyd, Simon Gilbody, David Graham, Beth Hardy, Rose Havelock, Emily Hemmings, Cath Hewitt, Matthew Jacobs, Marysia Koc, Amanda Mason-Jones, Jim McCambridge, Fiona Meddings, John Painter-Blase, Mike Parker, Steve Parrott, Amanda Perry, Kate Pickett, Sally Porter, Sarah Redfern, Jo Taylor, Liz Wands-Murray, Sarah Wilkie, Jerome Wright, Russell Yates
Student Reps: Ashish Garg (Master of Public Health), Kirsty Shaw-Williams (BA Midwifery Practice Mid21)
- BoS/Jun22/02 Minutes from the Previous Meeting**
The minutes from the meeting of the Board of Studies which took place on 16 February 2022 were **approved**.
- BoS/Jun22/03 Matters Arising**
None.

BoS/Jun22/04

Standing Item: Board of Studies Chair's Report

The Chair presented an update covering the following issues (see Appendix 1):

- Teaching updates: all colleagues who were nominated for YUSU Excellence Awards were congratulated, and especially Mike Parker who won in the Teacher of the Year category. The MSc International Humanitarian Affairs programme team were also congratulated on receiving a Making the Difference award.
- July Graduation would be taking place on Wednesday 20 July 2022 at 13.30.
- Kate Flemming had been appointed Head of Department, with effect from 1 September 2022.
- Modularisation and semesterisation: work was continuing to meet Phase 2 deadlines, and planning was underway for stakeholder consultation for Phase 3.

BoS/Jun22/04.01 BMid/MMid Midwifery Entry Requirements

Members were advised that the addition of a Science A Level to the course entry requirements for the BMid and MMid Midwifery programmes for 2023 entry had been **approved** on Chair's action.

BoS/Jun22/05

Standing Item: Student Issues

Andrew Delahunty (MNursing Sept21): Reported that there had been a number of requests for clarification about what students were and were not allowed to do in practice, for example drawing blood, as there seemed to be confusion and a lack of consistency between practice areas. SF explained that under the current NMC Standards, student nurses were able to carry out most procedures, given appropriate training and supervision. However, policies varied between Trusts on student nurses being allowed to do specific things. This made it difficult to provide clarity for students on what was or was not permitted. KH added that there had been some blurring of expectations since the pandemic when students were employed as healthcare support workers. It was noted that this issue had also been raised at the recent UG SSF meeting and referred to the Practice Learning Link team for action.

Claudia Collins (BSc Nursing Sept20): Requested that module teams ensured that assessment discussion boards remained accessible to students during the VLE downtime in July, as the cohort would be working on or submitting a number of assessments at that time. RS confirmed that for Stage 2 modules there would be a Google drive option to allow continued access to discussion boards. Students had also been reminded to download any other module materials they may need in advance of the VLE becoming unavailable.

Members were also informed that CC would be taking over as Undergraduate Departmental Student Rep from September 2022. Congratulations were expressed to CC on this appointment.

Kheira Haffiane (MNursing Sept18): Suggested that the Department could do more to promote extra-curricular activities, such as conferences, to students, both to broaden their experience and to promote the university. KH noted that other universities seemed to be represented by groups of students at such events, whereas it was rare for many York students to attend. It was agreed that NurSoc and MidSoc could help to publicise events: and it was suggested that programme teams and Student Reps could also support this. It was agreed that it was important to promote a culture of engagement with professional events. PG reported that the Department may be able to provide financial support to enable students to attend events.

Ben Allen (UG Departmental Rep): On behalf of Mid21, BA raised that the programme annual leave period over the summer did not align with school summer holidays, which was difficult for students with children. HR reported that changes had been made for the

Future Midwife programme to address this issue: but that unfortunately it would not be possible to make significant changes to this for the current programme. It was noted that there was scope for students to take some leave in the school summer holiday period: however this was restricted by the need to complete the required hours for the programme.

Members were also informed that there was a vacancy for Postgraduate Departmental Student Rep from September 2022. This was being promoted to students by Student & Academic Support Services, including raising awareness of the support provided for the role-holder.

BoS/Jun22/06

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:

- Discussion remained ongoing regarding the approvals process and the level of detail required.
- Responses had been submitted to the Standing Committee on Assessment consultation on rules for awards and progression for 2023; and to the consultation on the role and title of personal supervisors.
- The self-certification process for exceptional circumstances was being reviewed.

There was discussion about the proposed changes to the role and title of personal supervisors. The Chair explained that the expectations of the role were being reviewed for consistency across Departments. Members were advised that there were several alternative titles under consideration, although these were all very similar.

BoS/Jun22/07

Departmental Annual Student Prize

Members were informed that nominations for the Departmental Annual Student Prize were open, and would close at the end of August. It was noted that nominations could be made by any member of DoHS staff and that students on all programmes within the Department were eligible for nomination. It was confirmed that the nomination form and criteria would be circulated following the meeting.

ACTION	BY WHOM
To circulate Departmental Annual Student Prize nomination form and criteria to all staff	Veronica Gillies

BoS/Jun22/08

UNICEF Baby Friendly Initiative

Rebecca Hudson-Tandy (BFI Lead) presented an overview of the Baby Friendly Initiative and the Department’s work towards Gold BFI accreditation (see appendix 2). It was highlighted that:

- The Department had first achieved BFI accreditation in 2011, with reaccreditation taking place approximately every three years.
- The assessment for Gold accreditation included what the Department was doing to sustain its commitments, not just within the midwifery programme but also across other programmes and the wider University.
- One of the requirements for Gold accreditation was full institutional adherence to the International Code of Marketing of Breast Milk Substitutes. Colleagues were asked to be aware of what was required under the Code.

BoS/Jun22/09

Reading Lists

The discussion paper regarding Reading Lists was **received**. DB explained that the issues had been raised via student feedback and observations from staff both in the Department and in the Library. The following key points were highlighted:

- Some modules did not have online reading lists linked in the VLE. While it was acknowledged that in some cases there were good reasons for this (e.g. practice modules), members were reminded that it may result in the Library not having the resources needed for the module.
- Reading lists were often not tagged with the priority of each item (essential, recommended or background). Tagging items was helpful for students but also meant that the Library could anticipate demand for high-priority items and acquire more copies where needed.
- It was not guaranteed that items tagged as ‘essential’ would be available online. Where possible the Library would aim to obtain electronic copies of essential items, but this was not always possible for a variety of reasons including publishing restrictions and cost. Module leaders may wish to consider digitisation of individual chapters as an alternative where full electronic access was not possible.
- Some module VLE sites included copyrighted material which should not be reproduced in that way. To avoid both duplication and copyright infringement, module leaders were advised that such content should be included as a link on the reading list.

The Chair enquired how the Library judged how many copies of texts would be needed, for example where there may be a significant increase in the number of students on a programme or module. DB advised that acquisitions were based on student numbers, but that confirmed numbers could be delayed especially during the Autumn Term. Usage was also monitored, so a review would be prompted if there were a large number of requests or access attempts for a specific item. DB noted that it would be helpful for programme or module teams to inform the Library directly if a significant increase in student numbers was expected.

After discussion it was agreed that the issues raised would be referred to UG and PG Teaching Committees for consideration of how best they could be addressed.

ACTION	BY WHOM
To take reading lists issues to UGTC/PGTC for consideration	David Brown

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

- BoS/Jun22/10 Minutes Received from Board’s Sub Committees**
 The Board **received** the minutes from the following sub-Committees:
- Undergraduate Teaching Committee (January & March 2022)
 - Postgraduate Teaching Committee (February & April 2022)
 - Departmental Library Committee (January 2022)
 - UG Student-Staff Forum (January 2022)
 - PG Student-Staff Forum (June 2021 & February 2022)
- BoS/Jun22/11 Revised Terms of Reference: Undergraduate Teaching Committee**
 The revised terms of reference for the Undergraduate Teaching Committee were **received**. It was noted that the Chair and Deputy Chair information had been updated.
- BoS/Jun22/12 Any Other Urgent Business (*previously agreed with the Chair*)**
 None.
- BoS/Jun22/13 Date and Time of Next Meeting**
 Wednesday 19 October 2022 commencing at 1.30pm

SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE	ACTION	BY WHOM
BoS/Jun22/07 Departmental Annual Student Prize	To circulate Departmental Annual Student Prize nomination form and criteria to all staff	Veronica Gillies
BoS/Jun22/09 Reading Lists	To take reading lists issues to UGTC/PGTC for consideration	David Brown

Welcome to the 101st Meeting of Board of Studies 22 June 2022

Acting Chair: Mona Kanaan on behalf of the
Chair - Anita Savage Grainge



Board of Studies Chairs Report



Teaching Updates

- Mostly face to face in person teaching occurring this term for both PG and UG provision.
- VLE Transformation ([John Blase](#))
- Congratulations to Mike Parker for Teacher of the Year Award (HS received 27 nominations)
- Making the Difference award MIHA team Jo, Janaka and Claudia
- National Student Survey (NSS) closed on April 30th
- Postgrad Taught Experience Survey (PTES) closed on June 15th.

Teaching Updates

- Third Markers process
- Appointment of EEs process
- Induction planning
- TEF back but at institutional level
- **Graduation: Wednesday 20 July 2022 @ 1:30 pm**
- New [HoD](#)

Modularisation and Semesterisation

- Departmental working group continues to meet. Last met 4th May (next on 30th June)
- MIHA to come under the framework for distance learning and online provision./NMP exempt with a view to review in a couple of years.
- Phase 2 requires completion by end of March for UG and July for PG. Met with Steve King to update (RY and MK).
- Student Consultation
- Stakeholder Consultation including External Examiners

Faculty Learning and Teaching Group

- Discussions ongoing about the approval process required and the level of detail needed (More FLTG meetings added to facilitate that).
- Responded to the following consultations
 - Standing Committee on Assessment: Awards and Progression Rules 2023
 - Personal Supervisors consultation
 - changing the role title
 - Principles for supervision
- Self-certification is being reviewed.

Baby Friendly Initiative Update

Bex Hudson-Tandy

Baby Friendly Initiative Lead



What is the BFI?

- Global programme
- Launched in UK in 1994
- Breastfeeding promotion
- Safe and effective infant feeding and the promotion of close and loving relationships
- Maternity units, universities, health visiting, children's centres
- [UoY](#) journey so far...

Why do we think the BFI is important?

- Global programme
- Health benefits of breastfeeding
- Health benefits of promoting close and loving relationships
 - Breastfeeding is so much more than food!
- Cost saving to the NHS
- Practice partners
- Benefit to our staff and students
- Benefit to the environment
- Fits with the university strategy 'A university for public good'

The International Code of Marketing of Breast Milk Substitutes

- Tool developed by the WHO to protect families
- Adopted in part by UK Government
- Breastmilk substitutes include: Infant and follow on formula, 'medical purposes' formula, baby foods, bottles and teats
- As an institution we need to fully adhere to The Code:
 - No advertising of formula milk
 - No promotional materials
 - Cannot accept gifts including research grants from formula companies
 - Cannot attend study days hosted by formula milk companies
 - Publishing in journals that actively promote formula milk - BJM
- Brands to be aware of: Nestle (SMA), Danone (Aptamil), Kraft Heinz (Kendamil), Abbott, Friesland Campina, Numico (Cow and Gate), Hipp (Hipp organic),

Thank you for listening!

Any questions?

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DRAFT