



The Department of Health Sciences

104th Meeting of the BOARD OF STUDIES
Minutes of the meeting held at 1.30pm on Wednesday 21 June 2023
in A/RC/014 (Alan Maynard Auditorium)

Present:

Sue Faulds (Chair)	Catherine Arundel	Lucy Atkinson
Ann Bellerby	Jodie Coulson	Linda Currie
Keith Ford	Matthew Jacobs	Mona Kanaan (<i>to BoS/Jun23/12</i>)
Ada Keding	Matthew Lemon	Carole Lindsey
Sarah O'Reilly (<i>to BoS/Jun23/12</i>)	Melissa Owens	Jessica Powell (<i>to BoS/Jun23/12</i>)
Sarah Redfern	Kate Rudd	Danielle Simpson
Rachel Skipper	Paul Williams	Gerardo Zavala

Student Representatives: Hannah Carter (PG Departmental Rep)
Claudia Collins (UG Departmental Rep)
Saranya Jeevamani (Master of Public Health)
Bella Martin (BA Midwifery Practice Mid21)
Tonya Yakimova (MSc Health Research)

In attendance: Veronica Gillies (Secretary)

MAIN AGENDA – CATEGORY 1

BoS/Jun23/01 Apologies for Absence
Sarah Ashelford, Melanie Barnes, David Barrett, Helen Bedford, Lyeanda Berry, Karen Bloor, Sarah Blower, David Brown, Jennifer Brown, Cathy Butler, Omara Dogar, Sally Floyd, Lorna Fraser, Paul Galdas, Simon Gilbody, Karen Glerum-Brooks, David Graham, Beth Hardy, Rose Havelock, Cath Hewitt, Ted Hewitt, Rebecca Hudson-Tandy, Mike Kitching, Jayne Lawrence, Jim McCambridge, Noreen Mdege, John Painter-Blase, Mike Parker, Steve Parrott, Amanda Perry, Kate Pickett, Sally Porter, Madeleine Power, Gillian Punton, Helen Recchia, Bella Scantlebury, Laura Scott Weatherby, Emily Singleton, Jo Taylor, Elaine Whitton, Sarah Wilkie
Student representatives: Scott Caul (MSc Advanced Clinical Practice, Sep22), Becca Dawson (BA Midwifery Practice, Mid21), Diana Ionita (BSc Nursing, Sept21)

It was noted that the meeting was not quorate as insufficient members were present.

BoS/Jun23/02 Minutes from the Previous Meeting
The minutes from the meeting of the Board of Studies which took place on 15 March 2023 were **approved**.

BoS/Jun23/03 Matters Arising
None.

Standing Item: Board of Studies Chair's Report

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

Semesterisation

Modularisation and semesterisation would be implemented from September 2023. Within the Department the impact of this was primarily on postgraduate taught programmes, though there had been some adjustments to the dates for the start of the BSc and MNursing to accommodate University Freshers' Week.

There had been some communications from the University to students about the changeover. It was stressed that pre-registration and apprenticeship programmes would not be moving to a semesterised format, and that students on these programmes would continue to follow the published course plans. Students with questions or concerns were advised to contact the Department directly.

Student feedback and surveys

A Task and Finish group had taken place focusing on collection of student feedback by Student Reps. In response to the feedback received, YUSU was adapting its training for new Reps to cover this in more depth, including survey design and effective methods for collection of feedback.

Student representation model

YUSU and the Graduate Students' Association (GSA) had been reviewing models of academic representation. After review of the available options, the decision had been taken that the Department would retain the existing model of Course Reps and two Departmental Reps. This was because the current model worked well, and also to allow time for the new models to be trialled and evaluated fully. However, going forward the Departmental Reps would each receive a stipend of £700 per year, over two semesters. This was to recognise the volume of work done by these roles.

DS reported that a number of applications had been received for the Undergraduate Departmental Rep role. Interviews had taken place and it was hoped that the successful candidate would be announced shortly. At the time of the meeting no applications had been received for the Postgraduate Departmental Rep position. It was acknowledged however that the full-time PGT cohort for 2023/4 would not start until September; and it was confirmed that recruitment for this position would reflect that.

Members were also advised that recruitment for Course Reps was underway. Nominations had been received for some pre-registration cohorts. Recruitment for vacant posts would continue over the Summer. MK highlighted that there had been no PhD Course Reps appointed for several years. It was agreed that this was disappointing. DS reported that a considerable amount of work had been done around support and engagement, but that volunteers were still not coming forward for these posts. Any suggestions for alternative ways to encourage PhD students to volunteer would be welcomed.

University 'Check In' attendance monitoring system

In September 2023 the University would be launching Check-In, a new attendance monitoring system intended to allow earlier identification and follow-up where students were not engaging with their programme, with a focus on student welfare. Prior to announcement of this, a sub-group of the Pre-registration Teaching Committee had been exploring concerns around non-attendance in relation to professional body requirements. This work had therefore been paused while the Check-In system was implemented.

Feedback had been escalated via Faculty Learning & Teaching Group regarding a lack of information sharing around how the system would work and the level of additional input required from colleagues. Departments with professionally-regulated programmes had also fed back on the need to be involved in the development of the processes surrounding

the Check-In system, to ensure that these were appropriately robust. It was anticipated that more information would be circulated shortly and that recorded training sessions would be made available over the Summer period.

It was clarified that Check-In would not replace the processes currently in place for monitoring attendance on apprenticeship programmes.

VLE Ultra

Members were reminded that there would be no automatic rollover of VLE sites from 2022/3 to 2023/4, because of the change to VLE Ultra. Module leaders would therefore be required to repopulate sites. Guidance on how to do this was being developed by the Department's E-Learning Lead.

It was queried what the impact on students would be and whether training would be provided for them. Concerns were raised that, in the absence of something centrally-provided, module teams may have to deliver ad-hoc training, adding to already high workloads. The Chair advised that it was anticipated that the level of change students would see would be much lower than that seen by staff. It was also noted that it was not yet confirmed when colleagues would have full access to the new VLE sites.

Change to marking process

There would be a change to marking processes implemented over the Summer, to move to marking via Turnitin Feedback Studio in the VLE. This was another result of the switch to VLE Ultra, as the old VLE submission system would no longer be available. As part of this change, the Board aimed to explore standardisation of the approach to marking and assessment: this may be at programme level or across programmes where possible. New marking rubrics may be required so that these could be embedded in the Turnitin marking system. Admin colleagues would be working in the background to ensure that the system was set up and ready to use. Members were asked to respond promptly to any communications requesting their feedback or input in relation to this project. It was confirmed that training for colleagues and students would be undertaken once the system had been set up: however clarification was awaited from the University regarding precisely what functionality would be available, and the timeline for implementation.

It was queried whether the time required for admin processing of marking would be reduced with the new system, and whether this would be translated into more time being available for markers. The Chair advised that the Programmes Office Manager had requested that marking timelines remained the same until the new system had bedded in, to ensure that University requirements in relation to marking turnaround continued to be met. It was highlighted that while marking would be available immediately to markers, it was not yet known what the additional time and workload requirement would be around anomalies such as mark penalties for late submission being applied prior to marks being released to students.

MK enquired how the new marking system would connect with existing processes around standardisation and moderation of marking. The Chair advised that this would need to be explored once the functionality of the system was known. It was highlighted that additional work was needed to ensure that the existing Departmental marking and moderation strategy was interpreted and adhered to in a consistent manner.

UCU Marking & Assessment Boycott

Industrial action by the Universities & Colleges Union (UCU) remained ongoing in the form of the Marking and Assessment Boycott (MAB). At the time of the meeting the impact of this within the Department had been limited, although there was the potential for further impact in the run-up to exam boards. Guidance had been received from the University regarding management of progression for students with marks missing because of marking not being completed: however this did not apply to professionally-regulated programmes. The University had also done a considerable amount of work around quality

assurance of processes to ensure that students could be confident in their results. Any changes which had been made to normal processes in the calculation of progression or award would be communicated to students following the relevant Board of Examiners meetings.

Board of Studies Terms of Reference review

A review of the Board of Studies Terms of Reference would be taking place over the summer. As part of this, the Chair proposed the introduction of a new role of 'observer'. This would allow colleagues who contributed to the student journey but who were not on academic or teaching and scholarship contracts to attend Board of Studies meetings. For example, this might include professional support staff or research staff involved in postgraduate dissertation supervision. Observers would not have full member status, so would not be able to vote on Board business and would not be counted for the purposes of quorum, but would be able to contribute to discussion. A formal proposal on this would be circulated for approval from members.

Members voiced concerns regarding the volume of change taking place before the next academic year, and the additional pressure this would put on colleagues at what was already a busy time of year. It was noted that this was also likely to affect colleagues' ability to take annual leave. The Chair reported that similar feedback was being heard in other fora and was being fed upwards by Faculty Learning & Teaching Groups and unions. The Chair undertook to continue raising these concerns at both Departmental and Faculty level (see appendix 2). Colleagues were encouraged to discuss with their line managers any individual concerns about well-being or workload.

BoS/Jun23/05

Standing Item: Faculty Learning & Teaching Group Update

The Chair reported that issues similar to those discussed by members regarding workload and volume of change had been raised at Faculty Learning & Teaching Group. Particular concerns related to the lack of information about the attendance monitoring system. However, positive discussions also continued to take place about sharing good practice and cross-Departmental working.

BoS/Jun23/06

Standing Item: Student Issues

BoS/Jun23/06.01 Summer events for PGT students

HC noted that teaching for postgraduate taught programmes had finished. Reps were therefore exploring ways to keep students engaged with the student community while they worked on their dissertations. Ideas and support from staff with this would be welcomed: for example, support with arranging relevant talks.

BoS/Jun23/06.02 Change to January Graduation Dates

HC informed members that the graduation ceremonies which had been due to take place in January 2024 had been rescheduled to February 2024. However, the Student Visas for international students expired in January 2024. This meant that these students would have to return to their home countries between completing the programme and graduation. This presented obvious cost issues, as well as potential challenges around securing additional visas in time, for students from countries where this was necessary for travel to the UK. It was highlighted that it was very disappointing for students to find out at this late stage in their programme that they may not be able to attend graduation. HC suggested therefore that a Departmental event could be held before the visa deadline, to give all students an opportunity to celebrate.

MJ advised that the Graduate Students' Association had raised the change in graduation dates with the University Executive Group as a serious problem for students. The matter was therefore being looked into. It was suggested that students could contact the GSA with their individual concerns, to support the case for the date change to be addressed.

BoS/Jun23/06.03 Nursing Associate Rep Engagement

SR reported on behalf of the Nursing Associate Course Reps that they were not always able to attend meetings, and did not always feel included in discussions when they did attend because of the focus on issues which were not relevant to them. CC noted that she had reached out with a variety of communications options including getting Rep emails set up and via social media. It was agreed that further clarification of the issue, including specifically which meetings were proving problematic, would be necessary in order to address the concerns raised. DS undertook to explore the matter.

ACTION	BY WHOM
To follow up concerns raised by NA Course Reps regarding meeting scheduling and relevance	Danielle Simpson

BoS/Jun23/07

Departmental Annual Student Prizes

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. Members were reminded that there was one prize available for students on undergraduate programmes and one for students on postgraduate programmes. 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/Jun23/08

Reading Lists for 2023/4

The Reading Lists for 2023/24 paper was **received**. Members were advised that, as a result of the changes to the VLE, existing module Reading Lists would not roll over automatically as they had done previously. Module leaders would therefore need to either request an existing list be copied over; create a new list; or request Library support with creation of a new list. It was highlighted that the Library guaranteed to have any Reading Lists submitted before 24 July 2023 ready for the start of the academic year.

SR enquired whether there were plans for the Academic Skills Adviser role to be extended to cover undergraduate programmes. The Chair advised that although the role, which had initially been a secondment, was becoming permanent, the focus would still be on postgraduate programmes as it was felt that greater support was already in place for undergraduate programmes. MJ added that a review of the pilot had begun, but had been paused because of the uncertainty over the University's financial situation. However, the Department had put in an expression of interest for an equivalent role covering undergraduate programmes, which remained under consideration. It was noted that the Department was the biggest user of the Writing Centre. SR also noted that there were learners on the Nursing Associate for whom English was their second language: these learners were being signposted to University support but it was proving to be insufficient to meet their needs. MJ confirmed that this was part of the case put forward by the Department, and that the matter would continue to be followed up. It was suggested that Student Reps could support this by raising the issue via YUSU.

BoS/Jun23/09

Fitness to Practise Policy for Post-Registration Programmes

The Fitness to Practise Policy for Post-Registration Programmes was presented for approval. The Chair proposed, however, that the Policy should be reviewed by the Department's NMC Correspondent prior to approval being granted. Members were invited to forward any comments or queries about the Policy to the Chair or to the Fitness

to Practise Committee directly. It was agreed that the Policy would be approved on Chair's action once it had been reviewed by the NMC Correspondent, and subject to any other concerns raised by members being addressed.

ACTION	BY WHOM
To review Fitness to Practise Policy for Post-Registration Programmes	Mike Parker
To approve Fitness to Practise Policy for Post-Registration Programmes, subject to any feedback being addressed	Sue Faulds

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

BoS/Jun23/10 Minutes Received from Board's Sub Committees

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

- Pre-registration Teaching Committee (January & March 2023)
- Postgraduate Teaching Committee (February & April 2023)
- Departmental Library Committee (January 2023)
- UG Student-Staff Forum (February 2023)
- PG Student-Staff Forum (February 2023)

BoS/Jun23/11 Any Other Urgent Business (*previously agreed with the Chair*)

BoS/Jun23/11.01 Admissions Process for Managing Positive DBS Returns

MJ reported that a change was proposed to how positive DBS (Disclosure & Barring Service) returns were managed, as part of the admissions process. The change was intended to improve the efficiency of the workflow, with cases being considered by the Trust and the Fitness to Practise Committee at the same time rather than sequentially. The Chair again requested that the proposed change was reviewed by the Department's NMC Correspondent prior to approval on Chair's action.

ACTION	BY WHOM
To review proposed change to process for managing positive DBS returns at admissions	Matthew Jacobs & Mike Parker
To approve revised process for managing positive DBS returns at admissions, subject to any feedback being addressed	Sue Faulds

BoS/Jun23/12 Date and Time of Next Meeting

Wednesday 18 October 2023 commencing at 1.30pm (venue tbc)

SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE	ACTION	BY WHOM
BoS/Jun23/06.03 Nursing Associate Rep Engagement	To follow up concerns raised by NA Course Reps regarding meeting scheduling and relevance	Danielle Simpson
BoS/Jun23/07 Departmental Annual Student Prizes	To circulate Departmental Annual Student Prize nomination form and criteria to all staff	Veronica Gillies
BoS/Jun23/09 Fitness to Practise Policy for Post-Registration Programmes	To review Fitness to Practise Policy for Post-Registration Programmes	Mike Parker
BoS/Jun23/09 Fitness to Practise Policy for Post-Registration Programmes	To approve Fitness to Practise Policy for Post-Registration Programmes, subject to any feedback being addressed	Sue Faulds
BoS/Jun23/11.01 Admissions Process for Managing Positive DBS Returns	To review proposed change to process for managing positive DBS returns at admissions	Matthew Jacobs & Mike Parker
BoS/Jun23/11.01 Admissions Process for Managing Positive DBS Returns	To approve revised process for managing positive DBS returns at admissions, subject to any feedback being addressed	Sue Faulds

DRAFT



104th Department of Health Sciences Board of Studies 21 June 2023



Chair's report - updates

- Student feedback – *update on task and finish group*
 - *Amended process for recruitment of student representatives and stipend for Department representative*
- Modules and semesterisation – *coming soon*
- Marking and assessment boycott – *update for managing boards of examiners*
- Attendance monitoring – *Check in*
- Disability lead – *interim process*



New business

1. Proposal to create a new category of 'Observer' to membership of Board of Studies
2. Terms of reference to be reviewed over the summer period
3. Task and finish group to look at the development of marking feedback and assessment to align with marking in VLE (Turnitin Feedback Studio)



Faculty Learning and Teaching Group

- Continuing to look for cross-department working – *MSc Data Science*
- Scoping of dissertation practices
- YUSU - International Student Engagement Project
- YUSU and GSA to merge in September 2024

Next FLTG 28 June 23



Department annual student prizes

- Nominations open
 - Prize for UG
 - Prize for PG
- Closing date 31 August 2023



Reading lists – action for all

“Once your 2023/24 module site(s) are available in the VLE, contact the Library to confirm how you wish for the reading list to be organised. You can:

1. Ask for an existing list to be copied across from a current module
2. Create a new list yourself
3. Ask the Library to create a new list on your behalf”

Please try to get reading lists to the team by 24 July 2023

Email from Chair Board of Studies to Departmental leadership team

From: Sue Faulds
To: Kate Flemming, David Barrett, Catherine Hewitt, Jayne Lawrence
Date: Wed, 28 Jun 2023 at 08:56
Subject: Summer workload - concern from Board of Studies

Dear colleagues,

At the Board of Studies last week those who were there expressed their concerns about the workload related to the volume of changes that are due to start in the new academic year. I share their concerns and wanted to raise them with you in my capacity as Chair of the Board of Studies.

Over the summer period staff are expected to undertake a significant amount of preparation for the new academic year that is over and above the previous years 'normal' activity, this includes;

- learning how to use the new Ultra VLE site and preparing their new module sites as they cannot be rolled over as in previous years
- learning how to use the new marking system as we move to mark in the VLE
- development of new marking grids/criteria to facilitate the change to mark in the VLE
- getting used to check-in and developing policies and processes for it to work in the department for our student groups
- specifically related to those in postgraduate they will also be developing modules to move from the 10 to 20 credit structure. This involves a significant amount of work

This is at the same time as trying to take annual leave whilst also supervising and supporting dissertations (PGT) and then marking, both resits as well as the planned dissertations. As well as continuing to support students both pastorally and academically and undertake all of the usual activities expected of staff. In the absence of a workload model or tariff, it is not possible to easily quantify the impact in terms of time, but it is clear that this is significantly higher than in previous years.

This is all within the wider issues of the marking and assessment boycott, the changes related to professional services both within the department and across the university, and the general unease with regard to the financial situation.

My concerns are primarily related to the well-being of colleagues who have continually met challenges and change time after time. This level and volume of change is unsustainable and I have asked that individuals discuss their concerns with their line manager and through the established processes whilst I also send this and ask for consideration and action. I anticipate that despite the huge efforts by all staff within the department the student experience will suffer as a direct result of the volume and pressure on staff to achieve so much in such a short period of time.

I appreciate that everyone is under pressure, however, I ask that you raise this through all possible avenues and continue to advocate for staff and their wellbeing. It is regularly acknowledged by senior staff that this summer will be difficult, however, this will not have any meaningful impact. Action is needed now to ensure that staff are supported, small but impactful actions would include delaying the change to marking and check-in which would not only recognise what staff are saying but also reduce the impact of other changes that will happen regardless.

Each staff member and group will have their own additional challenges and I appreciate that some take time to work through and resolve, but anything that can be addressed quickly and with meaningful impact would be appreciated by the whole staff group.

Thank you
Sue

Dr. Sue Faulds
Reader & Chair Board of Studies, *Department of Health Sciences*