



The Department of Health Sciences

103rd Meeting of the BOARD OF STUDIES
Minutes of the meeting held at 1.30pm on Wednesday 15 March 2023

Present:

Sue Faulds (Chair)	Rob Allison
Catherine Arundel	Lucy Atkinson
David Barrett	Helen Bedford (<i>to BoS/Mar23/06</i>)
Ann Bellerby	Lyeanda Berry
Sarah Blower	David Brown
Jen Brown	Omara Dogar (<i>to BoS/Mar23/06</i>)
Kate Flemming	Sally Floyd
Keith Ford	Sophie Godfrey
Beth Hardy	Ted Hewitt
Matthew Jacobs	Mona Kanaan (<i>to BoS/Mar23/04</i>)
Mike Kitching (<i>to BoS/Mar23/04</i>)	Matthew Lemon
Carole Lindsey	Amanda Mason-Jones (<i>to BoS/Mar23/06</i>)
Noreen Mdege (<i>to BoS/Mar23/06</i>)	John Painter-Blase
Mike Parker (<i>to BoS/Mar23/06</i>)	Katie Pybus
Sarah Redfern	Rachel Skipper
Olivia Walsh	Liz Wands-Murray
Lucia White	Elaine whitton
Karen Williams	Paul Williams
Gerardo Zavala	

Student Representatives: Scott Caul (MSc Advanced Clinical Practice, Sep22) (*to BoS/Mar23/06*)
Claudia Collins (UG Departmental Rep)
Lauren Jacques (MNursing, Sept19)
Lindsey Potts (BSc Nursing, Sept20)

In attendance: Veronica Gillies (Secretary)

MAIN AGENDA – CATEGORY 1

BoS/Mar23/01 Apologies for Absence

Drew Atherton, Bev Barf, Melanie Barnes, Jennifer Brown, Jodie Coulson, Peter Coventry, Linda Currie, Patrick Doherty, Lorna Fraser, Paul Galdas, Simon Gilbody, Karen Glerum-Brooks, Pete Mather, Jim McCambridge, Claire Metcalfe, Sarah O'Reilly, Steve Parrott, Sally Porter, Jess Powell, Madeleine Power, Gillian Punton, Helen Recchia, Laura Scott Weatherby, Danielle Simpson, Emily Singleton, Alison Smalley, Jo Taylor, Sarah Wilkie, Jerome Wright

Student Reps: Hannah Carter (PG Departmental Rep), Tina Jones (Nursing Associate cohort 3), Faith Pybus (BA Midwifery Practice Mid20), Mihai-Cristian Triboi (Nursing Associate cohort 3), Amy Watkin (MNursing Sept20), Tonya Yakimova (MSc Health Research full-time)

BoS/Mar23/02 Minutes from the Previous Meetings

The minutes from the Board of Studies meeting which took place on 19 October 2022, and the extraordinary meeting which took place on 23 November 2023, were **approved**.

BoS/Mar23/03 Matters Arising

BoS/Oct22/04 BoS Chair's Report (Committee/Leadership vacancies)

Members were reminded that there had been an action from the previous meeting for the Departmental Management Team to identify a process to manage committee and leadership vacancies, in the absence of expressions of interest being received. The Chair confirmed that this was ongoing. It was suggested that role descriptors may be useful to raise awareness of what was involved in different roles.

It was also noted that there remained a vacancy for Deputy Chair, Board of Studies. Any members who may be interested were encouraged to contact the Chair.

BoS/Mar23/04 Standing Item: Board of Studies Chair's Report

The Chair presented an update covering the following issues:

Digital accessibility statement

The new Departmental digital accessibility statement had been released, restating the Department's position in line with the legal requirements which had been in place since 2018. The statement would be included as a key part of the new VLE site template and would be visible to students. John Painter-Blase (DoHS E-Learning Lead) was named as the Departmental contact for digital accessibility.

Digital First

The University Digital First Policy recommended that exams should move away from the 24-hour online format to either a specific timeframe of limited timeframe format. This was as a result of evidence that students were using the full 24-hour period to work on exams; whilst acknowledging the advantages of online exams in terms of accessibility. Closed, in-person exams were also permitted where there was a strong pedagogical rationale for these. Module leaders who wished to change to in-person exams for 2023/4 were advised to discuss this with the Programmes Office as early as possible.

Update to academic misconduct process

There had been some changes to the University academic misconduct process. The initial decision on whether there was a case to answer could now be made by the Standing Academic Misconduct Panel (StAMP) Chair, instead of requiring all three members of the StAMP to agree. Quoracy for the final decision on the outcome of a case had also been reduced to StAMP Chair and one other StAMP member. Both measures were intended to speed up the processing of cases.

Exceptional circumstances & self-certification

The Standing Committee on Assessment had circulated information on the application of exceptional circumstances and self-certification during the 2022/3 academic year. This followed feedback on the three-assessment limit on self-certification, which had been introduced because of the impact of unlimited self-certification on marking workloads, and concerns about welfare issues not being identified where students were repeatedly using self-certification. Members were advised to contact the Exceptional Circumstances Committee (dohs-ex-circs@york.ac.uk) if they were unsure about the interpretation of the SCA guidance.

AB confirmed that the Exceptional Circumstances Committee was working to the SCA guidance. AB also advised that all claims were now triaged by the admin team and straightforward claims could be approved by one member of the Committee. Complex claims or rejection of claims still required three members to agree.

Complaints process

With effect from January 2023, MJ had taken on responsibility for coordinating student complaints within the Department. This meant that for Stage 1 complaints (informal resolution), MJ would work with the Departmental Leadership Team, Chair Board of Studies and the Programme Leader. For Stage 2 (formal) and Stage 3 (review) complaints, MJ would act as liaison coordinator with colleagues in the central Complaints Team. Any colleagues who received a complaint directly were asked to forward this to MJ for action. Members were also asked to encourage students to follow the complaints procedure and to raise issues in a timely manner, to facilitate resolution.

SR noted that staff who were involved in complaints cases did not necessarily receive feedback on the outcome of the case once. The Chair clarified that this should be happening; although usually it would be after the complaint was resolved which could take some time. MJ advised that for Stage 2 or 3 complaints any outcome would normally be returned via the Head of Department and should be picked up with colleagues as relevant. Members were notified that the University was experiencing severe delays with processing of complaints, although within the Department complaints were normally processed within four weeks. The Chair reported that advice had been sought on transparency and how far information could be shared; as well as investigative training for key staff members involved in dealing with complaints, which may include how and when to feed back.

CC enquired whether there was an anonymous or confidential complaints procedure, for example for whistleblowing situations. MJ confirmed that, although the University preferred complainants to give their name, the complaints process did allow for anonymous submissions as it was recognised that there were some circumstances where this was necessary.

Members were advised that a log of lessons learnt was being maintained and changes had been made on the basis of complaints received. It was suggested that this could be reported to Board of Studies, or included in the monthly teaching update from the Deputy Head of Department (Teaching).

Student surveys and feedback

Student Reps had been asked to pause collecting feedback from their cohorts using surveys, following concerns raised around feedback being received that was not appropriately professional in tone or not offered in a constructive manner. Consideration of wider issues such as data management and regulation of surveys was also required; for example ensuring clarity about why the information was being collected and what it would be used for. A task and finish group had been set up to look at the issue, with involvement from Student Reps and YUSU. The Chair acknowledged that the original email request to Reps on this matter may not have explained the issues fully, and apologised for any anxiety or confusion caused.

CC noted that there were two separate issues to consider: firstly about students giving feedback in a professional manner, and secondly about Reps collecting feedback effectively. The Chair reported that work was underway to embed how to give and receive constructive feedback in programmes. It was noted that this was also important in relation to feedback on assessments. CC highlighted that it was important not to put students off giving feedback.

Members were also informed that YUSU and the Graduate Students' Association (GSA) were exploring different models of student representation. A number of options were proposed, including Reps being paid for their time. It was acknowledged that there were issues to consider around impartiality and also how additional income may affect any benefits being received. It was suggested that instead of payment, Reps on professional programmes could be allowed to claim practice hours for time spent on Rep work.

BoS/Mar23/05 **Standing Item: Student Issues**

Lauren Jacques (MNursing Sept19): Reported that a significant proportion of the cohort required extensions for the dissertation: however this was being managed on an individual basis via the normal exceptional circumstances process. The cohort had been pleased to receive the notification from the Programme Leader about dates being changed to allow them to qualify earlier.

Claudia Collins (UG Departmental Rep): Reported that some good discussions had taken place at the recent Student-Staff Forum meeting. The only concern raised by Reps generally had been in relation to the pause in survey activity. CC noted that she had enquired further regarding YUSU involvement in the task and finish group focussing on this issue.

Lindsey Potts (BSc Nursing Sept20): Noted that the cohort had raised a query about the organisation of a nursing ball. RS confirmed that this would not normally be funded by the Department but via NurSoc.

Scott Caul (MSc Advanced Clinical Practice Sept22): Reported that positive feedback had been received regarding the Clinical Assessment & History Taking module. Some concerns had been raised regarding the timing of the assessment, which fell one week after release of reassessment results for the previous module. The Chair confirmed that this feedback had been passed to the Programme Team for consideration: however there were challenges around scheduling so it may not be possible to alter assessment dates significantly.

BoS/Mar23/06 **Standing Item: Faculty Learning & Teaching Group Update**

The Chair reported that there had been discussion at the most recent Faculty Learning & Teaching Group (FLTG) meeting around academic integrity and the changes to the academic misconduct process. The Chair commented that there was a strong sense of team working at FLTG meetings, and looking at ways of working together to strengthen the Faculty.

Members were informed that there had also been further discussion of attendance monitoring and the approach used in Biology. It was noted that a plan for a University-wide attendance monitoring system was due to go to procurement shortly, but that little detail had been released on what the system would involve. It was emphasised that any attendance monitoring system would be supportive and not punitive, with a focus on student well-being. CC enquired whether these discussions around attendance monitoring were linked to an invitation which had been received by students for a focus group on attendance. It was confirmed that the Department was exploring attendance and engagement, and that the focus group formed part of this project. CC requested that she be notified in advance of communications such as this going to all students, as it was helpful for Reps to be aware that they may receive queries.

BoS/Mar23/07 **Artificial Intelligence & Academic Integrity**

Members were advised that the University was due to release a policy on the use of generative artificial intelligence (AI) in assessments: however this had been delayed pending review in light of the release of a new version of ChatGPT. The Chair reported that there was a Departmental [AI interest group Google Space](#) for general discussion of AI in relation to teaching, learning and assessment.

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

- BoS/Mar23/08 Minutes Received from Board's Sub Committees**
The Board **received** the minutes from the following sub-Committees:
- Undergraduate/Pre-registration Teaching Committee (September & November 2022)
 - Postgraduate Teaching Committee (September, November & December 2022)
 - Departmental Library Committee (July & November 2022)
 - UG Student-Staff Forum (September 2022)
 - PG Student-Staff Forum (May 2022)
- BoS/Mar23/09 Fitness to Practise Policy Amendment**
Members were advised that an amendment had been made to the Fitness to Practise Policy regarding students declaring whether they were subject to any proceedings that may call into question their fitness to practise. This had been requested by central University and approved on Chair's action to facilitate timely implementation.
- BoS/Mar23/10 Revised Terms of Reference: Postgraduate Board of Examiners**
The revised terms of reference for the Postgraduate Board of Examiners were **received**. It was noted that these had been updated to reflect the appointment of Matthew Lemon as Deputy Chair.
- BoS/Mar23/11 Revised Terms of Reference: Postgraduate Teaching Committee**
The revised terms of reference for the Postgraduate Teaching Committee were **received**. It was noted that the membership had been updated to include the Chair and Deputy Chair of Postgraduate Board of Examiners. It was explained that previously this had not been necessary as the two Chair roles had been held by the same person.
- BoS/Mar23/12 Revised Terms of Reference: Pre-Registration Board of Examiners**
The revised terms of reference for the Pre-registration Board of Examiners were **received**. It was noted that the title had been updated to better reflect the Board's remit, and to align with the Pre-registration Teaching Committee. The Chair and Deputy Chair information and the timing of meetings had also been updated.
- BoS/Mar23/13 Revised Terms of Reference: Board of Studies**
The revised terms of reference for Board of Studies were **received**. It was noted that the Chair information had been updated, as well as the programmes and committees under the remit of the Board.
- BoS/Mar23/14 Any Other Urgent Business (previously agreed with the Chair)**
The Chair noted that LWM was leaving the Department shortly. The Chair highlighted that LWM had been integral to quality assurance in the Department, as well as the leadership and management of programme development and approval processes. Formal thanks were expressed to LWM on behalf of the Board for her significant contributions to the Department.
- BoS/Mar23/15 Date and Time of Next Meeting**
Wednesday 21 June 2023 commencing at 1.30pm in A/RC/014