



The Department of Health Sciences

102nd Meeting of the BOARD OF STUDIES **Minutes of the meeting held at 1.30pm on Wednesday 19 October 2022**

Present:	Sue Faulds (Chair)	Rob Allison	Catherine Arundel	Sarah Ashelford
	Lucy Atkinson	Melanie Barnes	David Barrett	Ann Bellerby
	David Brown	Jennifer Brown	Emma Clark	Linda Currie
	Omara Dogar	Tim Doran	Kate Flemming	Keith Ford
	Paul Galdas	Beth Hardy	Rose Havelock	Ted Hewitt
	Matthew Jacobs	Tom Johnston	Mona Kanaan	Ada Keding
	Mike Kitching	Carole Lindsey	Amanda Mason-Jones	Noreen Mdege
	Fiona Meddings	Devi Nannen	Trudi Neenan	Sarah O'Reilly
	John Painter-Blase	Mike Parker	Jessica Powell	Helen Recchia
	Sarah Redfern	Kate Rudd	Anita Savage Grainge	Danielle Simpson
	Rachel Skipper	Olivia Walsh	Liz Wands-Murray	Han-I Wang
	Elaine Whitton	Karen Williams	Paul Williams	Gerardo Zavala

Student Representatives: Claudia Collins (UG Departmental Rep)

In attendance: Veronica Gillies (Secretary)

MAIN AGENDA – CATEGORY 1

- BoS/Oct22/01 Apologies for Absence**
Bev Barf, Helen Bedford, Lyeanda Berry, Sarah Blower, Jodie Coulson, Peter Coventry, Patrick Doherty, Sally Floyd, Paul Galdas, Simon Gilbody, Emily Hemmings, Janaka Jayawickrama, Jim McCambridge, Sarah O'Reilly, Steve Parrott, Kate Pickett, Sally Porter, Gillian Punton, Katie Pybus, Alison Smalley, Jo Taylor, Jerome Wright.
Student Reps: Andrew Delahunty (MNursing Sept21), Kheira Haffiane (MNursing Sept18)
- BoS/Oct22/02 Minutes from the Previous Meeting**
The minutes from the Board of Studies meeting which took place on 22 June 2022 were **approved**.
- BoS/Oct22/03 Matters Arising**
BoS/Jun22/07 Departmental Annual Student Prize
It was reported that the Departmental Annual Student Prize (Undergraduate) had been awarded to Kate Grainger (MNursing Sept18); and the Departmental Annual Student Prize (Postgraduate) had been awarded to Louise Padgett (PhD).
BoS/Jun22/09 Reading Lists
Members were reminded that there had been an action for this issue to be referred to UG and PG Teaching Committees to be addressed. DB confirmed that this had been done. Additional information on requirements for reading lists had been added to the Module Leader Checklist for undergraduate modules; and a reminder of the requirements sent to all module leaders for postgraduate modules.

Standing Item: Board of Studies Chair's Report

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

SCA briefing: closed exams

The University was pursuing a 'digital first' policy on exams. This meant that although the Department had been granted approval to use in-person, closed exams, all Departments were encouraged to explore digital alternatives in the longer term. Options had been made available for online exams using a shorter timeframe than 24 hours. Where in-person exams were being used, it was a requirement for students to be offered a formative mock exam in the same format. Discussions regarding proctoring and invigilation for online exams remained ongoing.

JPB noted that it was not possible to use the same process via the VLE for specific-time online exams as had been used for 24-hour exams, whereby a Word document copy of the paper was released, as the VLE did not have the capability to restrict the time that the paper was available at an individual student level. However, this could be achieved using the quiz tool as an alternative.

DBr highlighted that students should be advised that they would need to identify an appropriate study space for completion of online exams in advance, especially if they were not able to use their home environment for this. Members were reminded that on-campus study spaces were limited and students may not be able to book one on the day of the exam if demand was high.

Academic misconduct process

Changes had been made to the academic misconduct process so that the initial consideration of whether there was a case to answer could be made by a single Departmental Standing Academic Misconduct Panel (StAMP) member rather than by a Faculty StAMP. It was noted that this was similar to the existing Departmental process whereby cases were initially reviewed by the module leader and the Chair of Board of Examiners to identify whether referral to a StAMP was appropriate.

Quoracy had also been changed for the final decision on a case, so that this could be agreed by two members of the StAMP in the event that the third member did not respond in a timely manner (e.g. 5 working days).

Self-certification

The self-certification process for exceptional circumstances had been revised to impose a limit on how many times students could use it. Going forwards, students would only be permitted to self-certify for a maximum of three assessments per academic year. The change had been made in recognition of the additional burden that unlimited self-certification had placed on markers and administrators. It was confirmed that where students had a Student Support Plan in place, they should only use self-certification for extensions not covered under the SSP, for example a short unrelated illness.

Documentation updates

The annual update of Programme Design Documents had taken place over the summer, as had the update of student handbooks. Thanks were expressed to all involved. Additionally the new version of the VLE had been rolled out: thanks were expressed to JPB for his support with this.

Modularisation & Semesterisation

All documentation for Phase 3 of the M&S project was due for submission to the university by 1 December 2022. Documentation would be considered and approved by Teaching Committees in the first instance: and an extraordinary board of Studies meeting had been scheduled for 23 November 2022 to ensure that colleagues who did not sit on other Committees had the opportunity to comment.

Committee changes

Expressions of interest were or would shortly be invited for the following roles:

- Deputy Chair of Board of studies
- New members of Exceptional Circumstances Affecting Assessment Committee
- Departmental Disability Lead

There was discussion about how to manage vacancies in the event that no expressions of interest were received. It was highlighted that this could result in individuals working beyond requirements to ensure that committee work continued effectively. KF explained that the expressions of interest process had been implemented with the aim of increasing diversity in leadership roles, by ensuring equality of access to opportunities. KF acknowledged, however, that there was currently an issue with roles not being filled. It was proposed that this should be discussed further outside of the Board to identify a way forward. It was suggested that it may be helpful for all upcoming vacancies to be circulated at one time rather than individually, as this would give colleagues a better idea of what was available in order to allow them to identify roles that may be of interest. Members agreed that it was important to retain the expression of interest process, but that an alternative was required to ensure that vacancies were not left standing if this process was not successful. It was agreed that the matter would be referred to Departmental Management Team to address.

ACTION	BY WHOM
To identify process to manage committee/leadership vacancies in the absence of expressions of interest	Departmental Management Team

BoS/Oct22/05

Standing Item: Student Issues

Claudia Collins (UG Dept Rep): Updated the Board on her activity so far as Departmental Rep. This included speaking to as many student groups as possible to introduce herself and encourage students to apply to Rep roles. CC had also organised generic email addresses for cohort Reps, meaning that they would not have to publicise their personal contact details, and facilitating continuity between Reps year on year. Finally CC was working with Sophie Godfrey (SASS Office Coordinator) and Jane Milsom (DoHS Project Coordinator) to refresh the departmental Student Rep webpages.

Members were advised that, while there had been good interest in Rep roles generally, nominations had yet to be received for BSc Nursing year 2 (cohort Sept21), MNursing year 1 (cohort Sept22) and Nursing Associate Cohort 3. The nomination period for postgraduate Reps remained open.

BoS/Oct22/06

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:

- Professor Claire Hughes (Environment & Geography) would be taking over from Professor Steve King as Chair of FLTG.
- Programme documentation would be reviewed during November and December as part of the modularisation and semesterisation project.

BoS/Oct22/07

Revised Terms of Reference: Undergraduate Teaching Committee

The revised terms of reference were considered for approval. It was proposed that the title of the Committee should be changed to Pre-Registration Teaching Committee, to reflect the inclusion of postgraduate pre-registration programmes such as the MSc Nursing within the Committee's remit. The Board **approved** the revised terms of reference and the change of title.

BoS/Oct22/08 Revised Terms of Reference: Equality, Diversity & Inclusion Committee
The revised terms of reference were considered for approval. LWM explained that changes had been made to the frequency of meetings and membership as well as the wording around who was responsible for some tasks, and how individual projects that happened under the auspices of the committee would be managed from a governance perspective. The revised terms of reference were **approved**.

BoS/Oct22/09 Revised Terms of Reference: Board of Studies
The Chair proposed that a review should take place of the Board of Studies terms of reference, to ensure that recent changes within the University and Faculty were reflected appropriately, and that alignment with the University ordinances relating to Boards of Studies was maintained. It was explained that this would be an ongoing review with the aim of implementing the revised terms of reference for 2023/4. It was noted that minor changes would be required more immediately to reflect the new Midwifery programmes and the change of title for Undergraduate/Pre-registration Teaching Committee.

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

BoS/Oct22/10 Minutes Received from Board's Sub Committees
The Board **received** the minutes from the following sub-Committees:
— Undergraduate Teaching Committee (May & July 2022)
— Postgraduate Teaching Committee (June 2022)
— Departmental Library Committee (April 2022)
— UG Student-Staff Forum (June 2022)
— PG Student-Staff Forum (May 2022)

BoS/Oct22/11 Any Other Urgent Business (*previously agreed with the Chair*)
BoS/Oct22/10.01 Meeting Format (online/in-person)
The Chair noted that many committees had been considering whether to return to in-person meetings or to keep meetings online. It was confirmed that there was no University or Departmental requirement either way. The Chair requested, however, that the extraordinary Board of Studies meeting on 23 November be held online, as it was important for that meeting to be quorate to allow approval of the modularisation and semesterisation submission.
The Chair suggested that going forwards the ideal would be for meetings to be hybrid. MJ advised that some Departmental rooms, including the Board Room, were being upgraded to 'Zoom rooms' shortly to facilitate hybrid meetings. ASG commented that Board of Studies meetings worked efficiently online and attendance was better than it had been for in-person BoS meetings: but that discussion seemed to be less spontaneous online than in person. LWM raised that online meetings had advantages in terms of accessibility, which should be a consideration. LWM also reported that PG Teaching Committee members had been surveyed anonymously on this issue, and that this had been helpful not only to ensure that all members were able to express their preferences but also for the insight into the reasons why colleagues may prefer online or in-person meetings.
It was noted that some training or guidance would be required for chairing hybrid meetings. JPB offered to review the 'Zoom room' technology once this was installed, and develop some best practice guidance for chairing meetings. It was suggested that for larger meetings it may be helpful to have someone other than the chair monitoring the screen to ensure that contributions from remote attendees were not overlooked. It was agreed, however, that this should be a specific role and should not fall to the secretary or minute-taker.
It was agreed that the November Board of Studies meeting would take place online, and that the format of future meetings would be agreed nearer the time of each meeting.

BoS/Oct22/12

Date and Time of Next Meeting

Wednesday 23 November 2022 at 14.00 (Extraordinary meeting - M&S)

Wednesday 22 February 2023 at 1.30pm in A/RC/014

SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE	ACTION	BY WHOM
BoS/Oct22/04 Board of Studies Chair's Report (Committee vacancies)	To identify process to manage committee/ leadership vacancies in the absence of expressions of interest	Departmental Management Team



Department of Health Sciences Board of Studies

19 October 2022



Chairs report



Teaching update

Policy and procedures

- Autumn term has started with the majority of teaching in person
- University has made allowance for international students to arrive in week 4, which has presented some challenges for staff and students
- Changes to exams – [See SCA briefing](#)
- Changes to the [academic integrity process](#)
- Change to [self-certification](#) by students

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[SCA briefing Oct 2022](#)

[Academic Misconduct Policy 2022/3](#)

[Self-certification for assessments](#)



Teaching update

Thank you's

- Annual Programme design documents were submitted over the summer
- Handbooks were completed and released to students
- New version of VLE rolled out

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Modules and semesters

Work in progress – [change programme](#)

- All documentation will be submitted to the University by 1 December 2022
- An extraordinary Board of Studies is being held on 23 November 2022 to have a final sign-off prior to submission to the University

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[Modularisation & semesterisation change programme](#)

Faculty Learning Teaching Group

- New Chair of FLTG is Professor Claire Hughes
- Will be reviewing programme documentation November/December as part of modules and semesters project

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Committee changes

- Expression of interest will be coming soon for deputy BoS
- Expression of interest out for new members Exceptional Circumstances committee – Ann Bellerby is Chair
- Proposal for UGTC to be re-named as Pre-registration Teaching Committee

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Proposed chairs action

Next BoS Feb 2023

- Extraordinary BoS 23 November 2022 - plan for quorate

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