Minutes from the Meeting held on Wednesday 24 February 2016 commencing at 1.30pm in Room AEW104

MAIN AGENDA - CATEGORY ONE

PRESENT: Penny Broadley (Chair), Rob Allison, Karl Atkin, Helen Bedford, John Blase, Cathryn Britton, David Brown, Kelly Davies, Paul Evans, Kate Flemming, David Graham, Ian Hamilton, Beth Hardy, Ted Hewitt, Rachel Lavelle, Gavin Lawton, Tracy Lighfoot, Fiona McInnes, Devi Nannen, Mike Parker, Jessica Powell, Sarah Redfern, Angela Simpson, Alison Smalley, Mick Wolverson, Student Representatives: Natalie Salt (PGDip), Isobel Seeley (BA Midwifery Practice)

In Attendance: Karen Ramsden (Secretary)

BoS/Feb16/01 APOLOGIES FOR ABSENCE: Ann Bellerby, Karen Bloor, Clare Brooks, Bridget Broughton, Lynn Burnell, Sally Evans, Alison Foster-Lill, Lorna Fraser, Rhian Gabe, Paul Galdas, Simon Gilbody, Matthew Jacobs, Helen Joyce, Mona Kanaan, Gerri Kaufman, Alison Key, Charlie Lloyd, Hugh MacPherson, Anne Mead, Antonina Mikocka-Walus, Trudi Neenan, Deborah Needham, Steven Oliver, Kate Pickett, Fiona Powling, Gillian Punton, Cliff Riordan, Helen Roberts, Anita Savage-Grainge, Laura Scott, Rachel Skipper, Alex Smith, Peter Turner, Deborah Walton, Deborah Watson, Russell Yates

Student Representatives: Sadie Bell (PhD), Marena Ceballos Rasgado (PhD), Beverley Chambers (BSc Nursing), Jayne Hassall (SSPRD CBT), Maddy Powers (PhD), Katie Pybus (PhD), Simen Svenkerud (MSc Applied Health Research)

BoS/Feb16/02 MINUTES FROM THE PREVIOUS MEETING

Minutes from the meeting held on Wednesday 25 November 2015 were accepted as a true record.

BoS/Feb16/03 MATTERS ARISING

BoS/Jul15/04.04 Assumed Withdrawal Policy
Following receipt of University guidance around assumed withdrawal, the process approved by the Graduate School Board for postgraduate programmes was received by the Board of Studies. It was noted that the assumed withdrawal process for the undergraduate programmes was received at the November 2015 Board of Studies following approval by the Undergraduate Programmes Board. No further action by Board of Studies is required.

BoS/Sep15/04.05 Module Catalogue
A meeting has been convened with the Academic Support Office to determine the operational aspects of the digital module catalogue, following this an implementation plan will be developed and disseminated. Colleagues were requested to respond to any requests received pertaining to
the module catalogue throughout the implementation process in a timely manner. A further update will be reported to the June 2016 Board of Studies.

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**BoS/Sep15/07 Terms of Reference for Board of Studies**

Undergraduate and postgraduate assessment schedules have been revised to include the deadlines for submitting mitigating circumstances in relation to an assessment.

**BoS/Sep15/13 Student-Facing Statement on Module Evaluation**

In response to the University requirement that evaluation responses should be summarised and intended actions to be taken be reported back to students, it has been proposed that evaluation summaries be published on the VLE sites and work is currently ongoing in relation to the creation of a tab on the VLE. Following discussion surrounding the operational mechanisms, it was deemed that a ‘one-size-fits-all’ approach would not be appropriate as it would not meet the various module philosophies. It was therefore agreed that this would be debated further by Programme Leads during the Periodic Review Student Evaluation Working Group. Following these discussions, the Deputy Chair Board of Studies will meet with the e-Learning Development Lead to confirm the way forward. The outcome of these discussions will be reported back to the June 2016 Board of Studies.

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**BoS/Nov15/04 TESTA and Pedagogy**

Following a series of Learning and Teaching workshops on the introduction of the York Pedagogy to the UG nursing and midwifery programmes, an action plan will be developed to steer the implementation of the pedagogy and to map the refined programme learning outcomes. UG programme learning outcomes are due for submission by July 2016. This work will be coordinated by the Chair Undergraduate Programmes Board and Programme Leads will be requested to report progress through the Undergraduate Programmes Board; this will ultimately be received by Board of Studies. The Department is currently awaiting confirmation of approval from the Head of Academic Support Office to a request regarding the possible exemption of SSPRD programmes.

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**BoS/Nov15/08 Committee Administration and Documentation**

Following consultation with committee administrators regarding the standardisation of committee administration and documentation, suggestions for minor amendments have been
submitted. Once these revisions have been made, arrangements will be made for the guidance to be uploaded onto the staff intranet. No further action by Board of Studies is required.

BoS/Feb16/04 BOARD OF STUDIES CHAIR’S REPORT

04.01 Unused Teaching Space
Correspondence has been received from Professor John Robinson Chair University Teaching Committee regarding unused teaching space. The University Teaching Committee urges all colleagues to consider their needs for space and to only request what is needed, including unused part-bookings (e.g. booking a room for two hours when only one is needed). Colleagues are requested to cancel bookings when the space is no longer required so that it can be used by other members of the University community. Members of the Board made reference to the CLG Seminars advising that these sessions require an element of flexibility and cannot always be restricted to exact timeframes. The Head of Department supported this assertion and advised that this will be communicated to the University.

04.02 Quorate Requirements
The Deputy Chair Board of Studies drew the attention of the Board to the University Ordinance 2.3 which states that the Board of Studies quorum is one third of the total membership. It was noted that currently there are 83 members of the Board of Studies.

04.03 Board of Studies Bulletin
A Board of Studies bulletin will be produced to provide colleagues with an update on recent key information.

BoS/Feb16/05 STUDENT ISSUES

05.01 Graduation Ceremony PGDip Programme
The PGDip student representative expressed concern that the PGDip students are not included in the University Graduation Ceremonies. This was acknowledged by the Board and the Head of Department confirmed that discussions are taking place with the Academic Registrar regarding this anomaly. It was agreed that this will be revisited with the Academic Registrar as there are a number of other postgraduate certificate programmes within the Department’s portfolio where the criteria for eligibility for graduation may not apply.

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05.02 The BA Midwifery student representative reported that overall students are generally satisfied with the BA midwifery programme content and delivery.
BoS/Feb16/06 PERIODIC REVIEW UPDATE

Fiona McInnes, Co-Lead for Periodic Review presented an update on the Periodic Review process, advising that work has now commenced on the formulation of the Departmental SWOT Analysis and Self-Evaluation Document. The draft of this document will be presented to colleagues during the Open Fora events on Tuesday 22 March 2016 and Wednesday 23 March 2016. Working Groups are meeting on a regular basis and recommendations made have been published on the staff intranet. Acknowledgement of the work to date and grateful thanks was offered to colleagues who have participated in the Working Group discussions.

An essential part of the process is consultations with the student body and therefore two Student Focus Groups were arranged. The postgraduate group meeting was postponed and another date will be arranged. The undergraduate group met on 17 February 2016 and this meeting provided an opportunity for students to comment on the SWOT Analysis produced by the Working Groups, with specific focus on student communication and support. Students were thanked for attending the session and were commended on the contributions made and the invaluable information provided.

BoS/Feb16/07 EXEMPLAR SCRIPTS ON THE VLE

The Deputy Chair Board of Studies reported that a discussion has taken place within the Undergraduate Board of Examiners regarding the use of exemplar scripts, specifically the inconsistencies in the approach of individual modules. It is evident that a ‘one-size-fits-all’ single approach will not meet all requirements and it has been agreed that providing exemplar scripts will be dependent upon the programme/module philosophies and requirements. The Chair Undergraduate Board of Examiners has proposed that exemplar scripts should be published for the first assignment submitted on the programme and the first assignment submitted at each academic level.

The following points were put forward as part of a full discussion:

- There is a wide range of assessment methods used and an exemplar script would be required for each of these.
- An exemplar script could be attached to every module
- An exemplar cannot be provided for examinations
- The provision of exemplar scripts may not be appropriate for SSPRD programmes
- The provision of exemplar scripts for practical assessments is provided
- A standardised method of supporting students for examinations is being taken forward in the pilot study of the new model of academic support
- Preparing students for the type of assessment and preparing students for the content of the assessment must be considered as two separate areas for consideration.

The Chair Undergraduate Board of Examiners has suggested that statements should be included in the student handbooks regarding the use of exemplar scripts, highlighting to which modules this will apply and the rational for this. In addition, it has been suggested that the assessment guidelines should be highlighted to illustrate if exemplar scripts will be made available.
Student representatives in attendance welcomed this initiative stating that it would reduce anxieties around the assessments and would provide some clarification on requirements and expectations.

It was subsequently agreed that this should be referred to the Chair Board of Examiners for further deliberation and approval by both the Undergraduate Programmes Board and the Graduate School Board as this will apply across the whole departmental provision. This will also be discussed with the Chair Standing Committee on Assessment and reported to a future Board of Studies. As an interim measure, the Deputy Chair Board of Studies asserted that current practices for sharing exemplar scripts with the student body should be retained.

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MAIN AGENDA – CATEGORY TWO

BoS/Feb16/08 MINUTES RECEIVED FROM BOARD’S SUB COMMITTEES

Board of Studies received minutes from the Board’s Sub Committees:
- Undergraduate Programmes Board (October 2015 and November 2015)
- Graduate School Board (September and November 2015)
- Departmental Library Committee (September 2015)
- UG Student-Staff Forum (November 2015)
- PG Student-Staff Forum (January 2016)

BoS/Feb16/09 DEPARTMENTAL ANNUAL ACTIVITY PLANNER

As part of the Periodic Review process, work is ongoing on the development of a Departmental Annual Activity Planner which will provide an overview of departmental activities throughout the year. This will include a review of the sequence of the committee/board meetings to maximise the effectiveness of the activities within the academic year.

BoS/Feb16/10 REVIEW OF BOARDS AND COMMITTEES TERMS OF REFERENCE

An initial review of the Boards and Committees Terms of Reference has been undertaken by the Co-Leads Periodic Review. This review was originally initiated in order to ensure that the lines of communication are clear and that there is no replication of responsibilities however since the publication of the standardised terms of reference for Board of Studies from the Centre a more in-depth review of our committee terms of reference and governance structure is now taking place. Work is ongoing.
Student representatives left the meeting.

**SUMMARY OF ACTION POINTS – BOARD OF STUDIES 24 February 2016**

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<td>BoS/Jan16/16 Teaching and Learning Excellence - Framework for Triggers and Responses</td>
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<td>To review the Teaching and Learning Excellence document to ensure it meets postgraduate requirements</td>
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BoS/Feb16/16 REPORTS RECEIVED FROM BOARD ‘S FUNCTIONS

Fitness to Practise Committee
Mitigating Circumstances Committee
Board of Studies Appeals
Student Disability Committee
Handbook Working Group
MITIGATING CIRCUMSTANCES COMMITTEE

64 claims were approved and 17 rejected between 1st November 2015 and the end of January 2016.

Decisions continue to be made on the basis of evidence received and due process followed.

Rejections were still generally largely due to evidence deficits, weak grounds or process irregularities. Some rejections were on the basis that the circumstances cited happened at a time that would not have significantly affected the full assessment period. The main process irregularity concerns students not submitting claims at the time their study is being affected. Delayed claims are often problematic.

Recent floods in York and surrounding areas had led to some mitigation claims as a consequence of the disruption caused.

Pete Turner
Chair, Mitigating Circumstances Committee

FITNESS TO PRACTISE COMMITTEE ACTIVITY

52 students have been monitored by the Committee since the Board of Studies meeting in November 2015. Of these, 43 were being monitored due to their health. Other cases are related to compliance with programme requirements and conduct. During the period November 2015 to January 2016 4 students have met with the Chair and Deputy Chair due to conduct issues relating to social media. There were 2 investigations, both of which related to Facebook.

The new procedure for monitoring vaccination compliance commenced at the start of this academic year. Currently 14 students are being monitored in relation to non-compliance with vaccination requirements.

The new Fitness to Practise policy is being finalised and will be received by the wider committee at the annual business meeting in May.

3 new committee members have joined the committee. Investigating officers attended training in December and another session of training has been planned for March.

Debbie Watson
Chair Fitness to Practise Committee
HANDBOOK WORKING GROUP

Template handbooks for the following programmes have been created and submitted to the website.

- PG Diploma with Professional Registration in Nursing
- BSc, Graduate Diploma and Postgraduate Certificate in Cognitive Behaviour Therapy Applied to Physical and Mental Health Problems

The handbook working group has been officially formalised as an ongoing group reporting to Board of Studies

A timeline for handbook completion has been developed

The group agreed mechanisms to ensure that any future changes are captured for incorporating into Handbooks.

The next meeting of the group is in March 2016. The remit of this meeting is to examine pre-registration UG programme handbooks.

Fiona McInnes
Academic Lead, Handbook Working Group

STUDENT DISABILITY COMMITTEE

Following the periodic review SWOT Analysis and open fora, it has been agreed that a new disability committee will be established in the department; in order to take forward the recommendations of the working group. Please see periodic review documentation for further detail.

Currently there are 103 students in the department who have reasonable adjustments in place.

Rose Pringle
Chair Student Disability Committee

BOARD OF STUDIES APPEALS

There has been 6 appeals since the November 2015 Board of Studies.

Penny Broadley
Deputy Chair Board of Studies