79th Meeting of the BOARD OF STUDIES

Minutes from the Meeting held on Wednesday 10 June 2015 in Room AEW104

PRESENT: Alison Foster-Lill (Chair Board of Studies), Rob Allison, Karl Atkin, John Blase, Cathryn Britton, Bridget Broughton, David Brown, Lynn Burnell, Clare Clarke, Ian Cole, Sally Evans, Kate Flemming, Paul Galdas, Hilary Graham, Matthew Jacobs, Tracy Lightfoot, Amanda Mason-Jones, Fiona McInnes, Antonina Mikocka-Walus, Anne Phillips, Fiona Powling, Rose Pringle, Gillian Punton, Sarah Redfern, Helen Roberts, Anita Savage-Grainge, Laura Scott, Denise Shingler, Angela Simpson, Deborah Walton, Debbie Watson, Mick Wolverson, Jerome Wright. Student Representatives: Avril Barnes, Rebecca Carr, Karim Habib, Sorrel Needle, Matilde Rahtz, Charlotte Southern (MSc Applied Health Research). In Attendance: Karen Ramsden (Secretary)

The Chair Board of Studies reported that with immediate effect, business for discussion at the Board of Studies will be itemised in the Category One Agenda. The Category Two Agenda will contain business which the Board of Studies will not necessarily wish to discuss and is just for reporting. When the Agenda is circulated, members will be invited to bring forward an item from Category Two to Category One and should inform the Secretary Board of Studies by a given date. Board of Studies endorsement of business in Category Two will otherwise be assumed.

This will bring the Board in line with Senate and other University Committees and will streamline processes, reduce the number of occasions certain items are discussed and prevent the reversal of decisions made by the Board of Studies Key Committees.

MAIN AGENDA – CATEGORY ONE

BoS/01

APOLOGIES FOR ABSENCE: Penny Broadley (Deputy Chair Board of Studies), Katie Batley, Zanib Bi, Karen Bloor, Ros Brownlow, Tim Doran, Paul Evans, Lorna Fraser, Simon Gilbody, Ian Hamilton, Beth Hardy, Helen Joyce, Mona Kanaan, Gerri Kaufman, Alison Key, Rachel Lavelle, Gavin Lawton, Charlie Lloyd, Clare McArthur, Dean McMillan, Anne Mead, Claire Metcalfe, Deborah Needham, Trudi Neenan, Sarah O’Reilly, Mike Parker, Kate Pickett, Jessica Powell, Cliff Riordan, Kate Rudd, Alison Smalley, David Torgerson, Peter Turner, Ian Watt, Russell Yates

BoS/02

MINUTES FROM PREVIOUS MEETING

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

BoS/03

MATTERS ARISING

BoS/05

Feedback on Assessments for Students

The Chair Board of Examiners reported that in response to last year’s National Student Survey, a Task and Finish Group was convened to review feedback on assessments for undergraduate students,
during which a number of initiatives were identified which have been actioned and reported to the Undergraduate Programmes Board. As part of Periodic Review, a Working Group on Assessment and Feedback will be convened and part of the remit of this Working Group will be to undertake a review of Departmental policies on feedback. This Working Group will report to the Periodic Review Steering Group, who will ultimately report to Board of Studies.

**Action:** Periodic Review Working Group on Assessment and Feedback

**BoS/Jun14/09 Annual Departmental Student Prize**
The Chair announced that Omara Dogar (PhD student) was the successful recipient of the 2014 Annual Departmental Student Prize.

**BoS/Sept14/10 Level 7 Programme Development**
Anne Phillips reported that a time out was held in April 2015 to develop an MSc in Advancing Clinical Practice programme and significant progress was made. A Steering Group will be convened to move this initiative forward, with a view to the programme commencing in October 2016.

**BoS/Sept14/13 Exceptions to Confidentiality Policy**
The Chair Board of Examiners reported that the Confidentiality Policy has been revised and will be implemented with immediate effect. The issue relating to exceptions where students are required to name workplaces as part of an NMC recognised qualification has been reflected in the Policy. This will be published on the staff intranet in the Academic Forms and Policies page.

**BoS/Nov14/05 OSCE Processes**
The Chair Board of Examiners confirmed that the OSCE best practice guidelines have been produced and will be published on the staff intranet in the Academic Forms and Policies page. The Working Group convened to review OSCE processes has agreed to continue to meet; this will not be a decision-making forum but will provide an opportunity for colleagues to share knowledge and expertise.

**BoS/Nov14/15 Annotation of Scripts**
The Chair Board of Examiners reported that as annotation of scripts is an ongoing item of discussion, a decision has been taken that this will be referred to the Periodic Review Working Group on Assessment and Feedback for further debate. This Working Group will report to the Periodic Review Steering Group who will ultimately report to Board of Studies.

**Action:** Periodic Review Working Group on Assessment and Feedback

**BoS/Feb15/04 Peer Support for Teaching (PST)**
The Chair Undergraduates Programmes Board presented an overview of Peer Support for Teaching (PST) and reported that PST is around quality improvement and not quality assurance monitoring and is perceived to be central to the University’s pursuit of high quality educational provision. The Centre has subsequently published additional appendices to the Policy which provide clarification on PST and how this should be operationalised within Departments.

The Board were advised that there will be no requirement for colleagues to record PST activities, unless there is an apparent need to document and/or disseminate information. The Department will not be required to report activities undertaken to the Centre, however there will be a requirement to provide evidence to demonstrate that PST is embedded within the Department through the Annual Programme Review. PST can be any form of activity which supports and improves teaching quality
which is undertaken on an individual and/or group basis and it should not prevent colleagues engaging in Peer Observation of Teaching. For Teaching and Scholarship colleagues it will provide opportunities to demonstrate the effectiveness of scholarly activities and will be an important source of evidence. The revised Policy will provide an element of flexibility to Departments on how PST is operationalised. A Periodic Review Working Group on Peer Support for Teaching will be convened and this Group will review the implementation of PST in line with the University Policy and will identify a process for the collation of PST projects. Colleagues were requested to direct any questions or comments to either Paul Galdas or Cathryn Britton who are co-leads for the Periodic Review Working Group.

Action: Periodic Review Working Group on Peer Support for Teaching

BoS/Feb15/07 Representation of Academic Support

There has been much commentary regarding the current model of academic support provided to students undertaking undergraduate programmes. This is in response to the National Student Survey 2014 where concerns were raised around the level and consistency of support students receive. A Working Group has been convened to review the current model and identify ways to improve the provision of academic support to ensure it is appropriate for pre-registration students. Recommendations will be submitted to the Undergraduate Programmes Board for approval and will be received at the next Board of Studies.

Action: Undergraduate Programmes Board

BoS/Feb15/08 Student Issues – VLE Student Representation and Communication Discussion Board

It was previously reported that the VLE Student Representation and Communication Discussion Board was not proving to be an effective method of communication between student representatives and the student body. It was suggested at the UG Student-Staff Forum that an alternative means would be via Facebook private groups, which received the support of the YUSU representative. However following further reflection, the Department cannot endorse the use of external communication channels for students to discuss programme related issues. Subsequently, it has been identified that this needs further discussion and has been referred to the Periodic Review Working Group on Student Communication and Support. This Working Group will report to the Periodic Review Steering Group, who will ultimately report to Board of Studies.

Action: Periodic Review Working Group to report to Periodic Review Steering Group

BoS/Feb15/10 Digital Literacy Project

The Academic Liaison Librarian provided a brief update on the review of students’ digital literacy. The consultation with students has taken place and the outcome of this will be incorporated into a series of online tutorials which will be developed to supplement face-to-face support. An introduction to one of the online tutorials was presented as an example. It was also noted that on-line tutorials for use during the student induction will be available from the commencement of programmes

BoS/Feb15/15 Module Evaluations

In the absence of the Deputy Chair Board of Studies, the Chair Board of Studies reported that the initial difficulties with the on-line evaluations have been resolved, however further discussions are required to undertake a review of the content of the module evaluation forms to meet all programme requirements. In addition, the Centre has asked the Department to produce a statement on module evaluation. A Periodic Review Steering Group has been convened to undertake this review which will
be led by the Deputy Chair Board of Studies. This Working Group will report to the Periodic Review Steering Group who will ultimately report to Board of Studies.

**BoS/Jun15/04 BOARD OF STUDIES CHAIR’S REPORT**

The Chair Board of Studies reported that:

**04.01 Periodic Review**
A Periodic Review Steering Group has been established and will be meeting on a monthly basis; Fiona McInnes and Tracy Lightfoot have been appointed to act as Co-Leads for the process and Debbie Walton has been appointed as Quality Assurance & Project Manager. The initial phase has involved the development of Working Groups which will report to the Periodic Review Steering Group who will ultimately report to Board of Studies. Periodic Review will be a standing agenda item at Board of Studies.

**04.02 New Teaching and Learning Strategy**
The University is reviewing the Teaching and Learning Strategy for implementation at the commencement of the next academic year. The draft strategy (which is available at: [https://www.york.ac.uk/staff/teaching/strategy/consultation/](https://www.york.ac.uk/staff/teaching/strategy/consultation/)) will be agreed by the University Teaching Committee (UTC) and the revised version will be circulated following this approval. Departments have been requested to submit responses to the UTC by 31 July 2015 and an email has been circulated by Professor John Robinson (PVC for Teaching, Learning and Information) providing details of two Open Events taking place on Friday 26 June 2015 and Monday 13 July 2015. These have been arranged in order to provide an opportunity for discussion of the proposed Strategy and colleagues are strongly encouraged to attend these. Departmental Open Forums will take place on Tuesday 30 June 2015 and Tuesday 14 July 2015 to enable a wider discussion and to collate views and opinions which will form the response from the Department. Colleagues are requested to notify the Secretary Board of Studies of their attendance at these.

**04.03 University Fitness to Study Policy**
The University Fitness to Study Policy has been received and this has been designed to inform and guide the Department’s response to situations where there are concerns that a student is not fit to study. This has been referred to the Fitness to Practise Committee for identification of any implications for the Department and to agree mechanisms for implementation and, in consultation with the Chair Graduate School Board, will ensure that the Policy applies across the undergraduate and postgraduate provision.

**Action:** Fitness to Practise Committee

**04.04 Assumed Withdrawal Policy**
The Undergraduate Programmes Board and Graduate School Board have been requested to devise a process for implementation of the Assumed Withdrawal Policy.

**Action:** Graduate School Board and Undergraduate Programmes Boards for receiving at the September 2015 Board of Studies

**04.05 Professional Indemnity Insurance**
The Undergraduate Programmes Board has approved that all pre-registration students on professional programmes need to have their own professional indemnity insurance either through joining a
professional union or through personal insurance. This has been implemented as smaller placement providers are unable to provide the indemnity insurance required. Student groups have been notified of the requirement and posters will be produced in order to raise student awareness. It was confirmed that revisions have been made to key processes and documentation to reflect this requirement, with a link to the NMC Professional Indemnity documentation being added to the Terms and Conditions. The Good Health and Good Character monitoring process will be revised to include reference to indemnity and SITS will be updated to trigger an email to the Fitness to Practise Committee in the event of a negative response.

04.06 Terms and Conditions of the Full-Time Undergraduate Programmes

Terms and Conditions of the undergraduate programmes are amended annually to incorporate all agreed revisions in processes and an index of modifications is maintained by the QA Secretary. However there is currently no mechanism in place for reporting these amendments and it has therefore been agreed that these will be reported through the Undergraduate Programmes Board to ensure an audit trail.

Action: UG Admissions Tutor to report to Undergraduate Programmes Board

04.07 Board of Studies Governance Group

An agreement has been reached that the Board of Studies Governance Group be disbanded as the agenda and discussion items reflect that of the Board of Studies. This will reduce the number of occasions items are discussed and reduce the number of meetings specific staff are required to attend. It was proposed by the Governance Group that the organisation of the Bite Size Sessions should be transferred to the Training and Career Progression Committee.

Action: Chair Board of Studies and Chair Training and Career Progression Committee to discuss

BoS/Jun15/05 STUDENT ISSUES

Sorrel Needle BSc Nursing Year 1 student representative conveyed how valuable Replay for Lecture Capture would be and advised the Board that this would be welcomed by students. The Board supported this, however it was considered to be important to discuss further at the Undergraduate Programmes Board and Graduate School Board. The Board were advised that there are a restricted number of rooms on Campus which have Reply for Lecture Capture facilities and staff are requested to liaise with the Timetabling Team if they wish to use this facility.

Action: Undergraduate Programmes Board and Graduate School Board

BoS/Jun15/06 PERIODIC REVIEW UPDATE

Fiona McInnes presented an overview of the Periodic Review process advising the Board that Periodic Review is a quality assurance exercise which is undertaken by the University Teaching Committee every 6 years. As part of the process, the Department will be required to submit a Self-Evaluation Document which will be informed by a SWOT analysis of the Departmental functions. This will be followed by a Visit to the Department by a Review Panel. A provisional date of Tuesday 14 June 2016 has been submitted to the Academic Support Office and the Department is currently awaiting confirmation of this.
A number of Working Groups have been identified, some of which are already in place. It is considered essential that these Working Groups do not work in isolation and that work is not replicated and in order to minimise the risk of this, the Quality Assurance & Project Manager will be a member of each Working Group. In addition, regular meetings will be held with the Periodic Review Co-Leads and the Working Group Leads. Working Groups will report to the Periodic Review Steering Group within pre-agreed timescales and provide recommendations based on their discussions. The Steering Group will determine whether to direct these to the Governance Structure and/or Management Structure for further discussion. The remit for each Working Group has been identified and the membership of the Groups should include a good representation of staff, including new members of staff, staff not currently on committees and administrative staff. In addition a series of Open Fora will be arranged throughout the process to enable wider discussion across the Department. Periodic Review will be a standing agenda item at the Board of Studies, Undergraduate Programmes Board, Graduate School Board, Staff Meetings and the Departmental Management Board and regular briefing sheets will be produced and circulated to colleagues. Student representatives were advised that part of the process will involve undergraduate and postgraduate students meetings with the Review Team.

The Departmental Management Team is keen that colleagues should view Periodic Review as a good opportunity for the Department to reflect on activities and to highlight good practice.

**BoS/Jun15/07 DEPARTMENTAL ANNUAL STUDENT PRIZE**

Undergraduate and postgraduate students can be nominated for the Departmental Annual Student Prize by any member of Departmental staff. This prize is awarded in recognition of the student’s commitment and contribution to Departmental and/or University activities. The deadline for nominations is 31 August 2015 and nominations will be considered by the Chairs Board of Studies, Undergraduate Programmes Board and Graduate School Board. The nomination form and criteria will be circulated to all Departmental staff.

**Action:** Secretary Board of Studies

**BoS/Jun15/08 “YOU SAID, WE DID” INITIATIVE**

The Communications Officer, Academic Registry is leading an initiative to design and deliver communications that highlight how the University listens to and responds to student feedback. The paper circulated provided an overview of the project and the Department has been requested to consider this and work with the Communications Officer to generate templates for posters and social media. It is therefore suggested that this be referred to the Periodic Review Working Group on Student Communication and Support, which will report back to the Periodic Review Steering Group.

**Action:** Periodic Review Working Group Student Communication and Support

**MAIN AGENDA – CATEGORY TWO**

**BoS/Jun15/09 MINUTES RECEIVED FROM BOARD’S SUB COMMITTEES**

Board of Studies received minutes from the Board’s Sub Committees:
Departmental Library Committee (June 2014, September 2014, November 2014, February 2015)
BoS/Jun15/10        VLE GUIDANCE FOR MODULE LEADERS

Board of Studies received the VLE Guidance for Module Leaders and Course Administrators produced by John Blase and the VLE Working Group.

BoS/Jun15/11        DATE AND TIME OF NEXT MEETING

Wednesday 16 September 2015 commencing at 1.30pm in Room ATB056/057

Student Representatives left the meeting.