83rd Meeting of the BOARD OF STUDIES
Minutes of the meeting held at 1.30pm on Wednesday 29 June 2016
in A/RC/014 (ARRC Main Auditorium), Department of Health Sciences

Present: Penny Broadley (Chair)
John Blase
Ros Brownlow
Paul Galdas
Gerri Kaufman
Catriona McDaid
Jerome Wright

Rob Allison
Cathryn Britton
Linda Currie
Ted Hewitt
Mike Kitching
Claire Metcalfe
Mick Wolverson

Helen Bedford
Bridget Broughton
Paul Evans
Helen Joyce
Rachel Lavelle
Devi Nannen

Pauline Bland
David Brown
Kate Flemming
Mona Kanaan
Tracy Lightfoot
Fiona Powling

Student Representatives: Natalie Salt (PGDip); Holly Wilkins (PGDip)

In attendance: Debbie Walton (Admin support)
            Graham Cook
            David Gent

MAIN AGENDA – CATEGORY 1

BoS/Jun16/01 Apologies for Absence
Alison Foster-Lill, Joy Adamson, Ann Bellerby, Karen Bloor, Tracy Bywater, Peter Coventry,
Kelly Davies, Patrick Doherty, Lorna Fraser, Simon Gilbody, Ian Hamilton, Beth Hardy,
Mathew Jacobs, Gavin Lawton, Claire MacArthur, Amanda Mason-Jones, Anne Mead,
Antonina Mikocka-Walus, Deborah Needham, Sarah O’Reilly, Steven Oliver, Mike Parker,
Anne Phillips, Kate Pickett, Jess Powell, Rose Pringle, Sarah Redfern, Kate Rudd, Anita
Savage Grainge, Laura Scott, Denise Shingler, Angela Simpson, Pete Turner, Debbie
Watson, Ian Watt.
Student Representatives: Madeleine Power (PhD), Sadie Bell (PhD).

BoS/Jun16/02 Minutes from the Meeting held on 24 February 2016
The minutes from the meeting of the Board of Studies which took place on Wednesday 24
February 2016 were approved.

BoS/Jun16/03 Matters Arising
BoS/Sep15/04.05 Digital Module Catalogue
The Chair welcomed David Gent (Academic Support Office) and Graham Cook (IT Services)
to the meeting to give an overview of the module catalogue. The Board was reminded
that the catalogue was an online system for the management of modules and provided a
complete workflow through SITS, the University’s student information management
system. It was explained that the introduction of the catalogue aimed to ensure that the
information about modules which was stored by Departments and provided to students
was consistent and accurate. It was reported that all modifications to modules should
now be managed through the catalogue and that the student-facing element of the
catalogue would be linked from the University student home page from the beginning of
the new academic year. This would mean that students would access information about
modules via the catalogue rather than the current system of module descriptors. The
presentation can be accessed here.
Members were advised that proposals for new modules or modifications to modules within the catalogue would be approved by the Chair UG Programmes Board or the Chair Graduate School Board as appropriate. It was reiterated that the Department would no longer be using or maintaining module descriptor documents and that all management of modules would be done through the catalogue with immediate effect.

**BoS/Sep15/13 Student-Facing Statement on Module Evaluation**
The Board received the Summary of Evaluation Form. It was requested that this be piloted for all modules with immediate effect and it was confirmed that all new VLE module sites would include a ‘module evaluation’ tab so that the information was placed consistently on all sites. It was reiterated that it was a requirement for the summary results of the evaluation to be published to students within four weeks. The Board agreed that the form would be piloted and would be reviewed after one year.

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**BoS/Nov15/04 TESTA and Pedagogy**
The Board was reminded that programme maps for undergraduate pre-registration programmes had to be submitted by 15 July 2016 and it was confirmed that it was anticipated that this deadline would be met as required. Feedback would be received over the Summer period to allow for any necessary amendments to be made. It was clarified that the Pedagogy would be rolled out for undergraduate programmes for 2017/8 and that the process had not yet commenced for postgraduate programmes. It was reported that the process for SSPRD programmes had been delayed and that work was expected to begin for these programmes towards the end of the Summer. It was reported that confirmation had been received from the York Pedagogy Implementation Fund that funding would be made available for provision of administrative support for the implementation of the Pedagogy over the next two years and that discussion was ongoing regarding the use of this.
The Chair noted that a considerable amount of work in relation to different projects would be required over the coming period and requested that members be considerate of requests for information and respond in a timely manner to ensure that deadlines could be met.

**BoS/Feb16/05.01 Student Issues: Graduation Ceremony PGDip**
It was reported that following negotiations between the Head of Department and the University there had been an update to the awards that were eligible to be conferred at Graduation to include all programmes leading to the award of PGDip. Accordingly students on PGDip programmes and students receiving the PGDip as a lower exit award would be invited to attend graduation in future.

**BoS/Feb16/07 Exemplar Scripts on the VLE**
The Chair reported that although the Departmental Management Team had determined that exemplar scripts should be made available, a decision had been taken that any further action on this should be suspended pending the receipt of formal feedback from Periodic Review. In addition an evaluation of the new model of academic support which was being piloted for undergraduate programmes had been undertaken which would be feeding back to UG Programmes Board and which would also inform the development of a consistent Departmental policy regarding provision of exemplar scripts.
**BoS/Jun16/04.01 University Review of Mitigating Circumstances Policy**

It was reported that consultation had closed and that the revised policy had been considered by the Standing Committee on Assessment and University Teaching Committee. Further amendments had been proposed and approval from Senate remained pending.

**BoS/Jun16/04.02 University Review of APL Policy**

The Chair APL Committee reported that the new University APL Policy had been approved for implementation from September 2016. The name of the Policy had changed to Recognition of Prior Learning in line with the FHEQ framework and the Board’s approval was requested to change the name of the Departmental committee to reflect this change of terminology. The Board approved the change.

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**BoS/Jun16/04.03 Terms of Reference**

The Board was reminded that as part of the work in preparation for Periodic Review the terms of reference for all committees including Board of Studies had been reviewed. It was noted that the review had been informed by the University guidance for Boards of Studies and Departmental Teaching Committees which was available at: [https://www.york.ac.uk/staff/teaching/contacts/department-committees/](https://www.york.ac.uk/staff/teaching/contacts/department-committees/).

**BoS/Jun16/04.04 KIS Data**

It was reported that the Chair UG Programmes Board would be leading on management of the Department’s KIS (Key Information Sets) data. The Chair UG Programmes Board explained that it was a requirement for the Department to publish this information relating to its undergraduate programmes annually; the data for the current year was currently being reviewed by Programme Leaders for submission to the University by 8 July 2016. It was noted that in previous years there had been a complexity in the data and how the requirement of the Nursing & Midwifery Council that there should be a 50:50 split between theory and practice was represented. It was reported that for the current year information from module descriptors had been used to give an accurate representation of how the programme hours were divided. The Chair UG Programmes Board confirmed that the constitution of a KIS Working Group would not be required for the current year.

**BoS/Jun16/04.05 Leave of Absence Processes**

It was reported that the Chair was working with the Student Assessment Office to review the Department’s internal processes relating to leave of absence to ensure that the responsibilities of all parties were clearly defined, as not all leave of absence request forms received recently had been completed correctly. It was acknowledged that this issue applied primarily to undergraduate programmes and that no concerns had been raised in regard to postgraduate programmes.

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BoS/Jun16/04.06 Lecture Capture

It was reported that the University had requested that Departments consider more regular use of Lecture Capture. It was acknowledged that a mandatory approach in the use of lecture capture would not be appropriate as the content of some sessions and the variety of teaching methods employed meant that it was not always an appropriate resource to use. However colleagues were encouraged to make use of this facility when it was deemed relevant and where classroom facilities allowed.

John Blase (e-Learning Development Lead) reported that the system used for Lecture Capture was in the process of being changed. It was agreed that it would be helpful to invite Matt Cornock (Lecture Recording Coordinator, ELDT) to attend a future Board of Studies meeting to give an overview of the system and any recent changes.

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BoS/Jun16/04.07 Academic Lead for Peer Support for Teaching

It was reported that as the field was so strong a team had been appointed to lead on Peer Support for Teaching within the Department. The team would be led by Helen Bedford with support from Ros Brownlow and Jess Powell.

BoS/Jun16/05 Student Issues (Standing Item)

BoS/Jun16/05.01 More Study Spaces for Health Sciences Students

Holly Wilkins reported that students were experiencing difficulties in accessing the study space available in the Library and Alcuin College and requested that more study space was made available specifically for Health Sciences students. The Chair explained that the Head of Department was supportive of the students’ concerns on this matter but that space was not an issue over which the Department had control and therefore the only action available was to continue to raise the matter with the University Space Management team. It was noted that YUSU was also working to support this issue.

David Brown reported that the Burton Reading Room in the Library had recently moved to 24-hour opening and that from 2016/7 the computer room in the Library would not be used for teaching. In addition it was reported that the new Spring Lane building would contain study space and it was hoped that this would help to address the difficulties experienced by students.

BoS/Jun16/05.02 Delayed Disability Application

Holly Wilkins reported that the process for applying for individual exam arrangements took a long time and there had been cases where individuals had not had their applications resolved before their first exams took place. It was acknowledged that the process may not be completed in time for some examinations and it was explained that this could be a result of issues which were beyond the Department’s control. Students were advised that in cases where a diagnosis was in place they should apply for mitigating circumstances in the interim period while they waited for individual exam arrangements to be finalised. Students with specific concerns were advised to contact the Chair Student Disability Committee.

BoS/Jun16/05.03 Spoke Practice Experiences

Natalie Salt reported that one student had raised concerns as they had been refused a particular spoke experience because they were in Stage One of their programme, and were concerned that they may not be able to access a similar opportunity in future as it was specific to the area in which they were currently situated. It was explained that whether specific spoke experiences were felt to be suitable for students in specific Stages of a programme was at the discretion of the placement area and would be considered as
part of the educational audit process. Students with specific concerns were advised to contact the Department’s Practice Education Support Team.

BoS/Jun16/05.04 Issues from Student-Staff Forum
The Chair reported that attendance at the recent Undergraduate Student-Staff Forum had been poor and accordingly no decisions had been taken at that meeting. It was explained that responses to a number of issues had subsequently been received from Beverley Chambers (interim Departmental Representative) as follows:

— Student feedback regarding a proposed ‘buddy’ system was positive. Rob Allison reported that the matter had been discussed at Nursing Programmes Committee and although the Committee agreed with the idea in principle a decision had been taken not to take formal action at the current time because of the changes already ongoing within the Nursing programme.

— Students had been surveyed regarding their experiences with the Writing Centre. The Chair reported that it was hoped that a meeting could take place over the Summer period between the Department and the Writing Centre to discuss student expectations and how these could be met.

— Students were keen to know whether the model of academic support being piloted for Stage 3 modules on the BSc Nursing would be rolled out across other modules and programmes. Rob Allison reported that the evaluation of the pilot would be considered by the Undergraduate Programmes Board with the aim of rolling out the new model to all undergraduate programmes for 2016/7.

BoS/Jun16/06 Periodic Review Update and Action Plan (Standing Item)
Tracy Lightfoot reported that Periodic Review had taken place successfully on 14 June 2016 and expressed thanks to all staff and students who had contributed on the day. It was explained that written feedback was expected within 4-6 weeks and would be followed by an Action Plan which would be shared with the Board and with students as appropriate. It was noted that the Department’s approach to Periodic Review had been commended as being very professional, and the support mechanisms in place for students were also commended by the Panel.

Thanks were also expressed to Karen Ramsden for providing high quality administrative support throughout the process and to Fiona McInnes and Debbie Walton for acting as Co-Leads.

BoS/Jun16/07 Terms of Office for Boards/Committee Chairs/Deputy Chairs
The Chair reported that the process by which appointments to Chair and Deputy Chair positions were made was being reviewed to ensure that it remained accurate and current. It was noted that the revised process would also cover extensions to the term of office of an incumbent Chair and would clarify where membership or leadership of a particular Committee was linked to other roles such as programme leadership.

MAIN AGENDA – CATEGORY 2

BoS/Jun16/08 Minutes Received from Board’s Sub Committees
The Board received minutes from the following sub-committees:

— Undergraduate Programmes Board (January 2016 and March 2016)
— Graduate School Board (January 2016 and March 2016)
— Departmental Library Committee (January 2016)
— PG Student-Staff Forum (February 2016 and April 2016)
BoS/Jun16/09 Departmental e-Learning Strategy

The Board received the Departmental e-Learning Strategy which had been approved by Departmental Management Team. John Blase presented an overview of the Strategy which aimed to ensure that:

— E-Learning was embedded in all teaching activity with the Department.
— All teaching staff would be proficient in the use of relevant educational technology, such as the VLE and PebblePad, to deliver their teaching.
— Students within the Department would be afforded opportunities to enhance their learning by making the best use of available educational technology.

BoS/Jun16/10 Departmental Annual Student Prize

It was reported that nominations were open for the Departmental Annual Student Prize 2016 and that the nomination form and guidance would be circulated following the meeting. Members were reminded that all students within the Department were eligible and that nominations could be submitted by any member of Departmental staff. The deadline for receiving nominations was 31 August 2016. Nominations would be considered by the Chair Board of Studies, the Chair UG Programmes Board and the Chair Graduate School Board.

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BoS/Jun16/11 Date and Time of Next Meeting

Wednesday 14 September 2016 commencing at 1.30pm in A/TB/056-7

It was noted that the administrative support arrangements for the Board had changed. The Chair expressed thanks on behalf of the Board to Karen Ramsden for her support and hard work during her many years as Secretary to Board of Studies.

Student representatives left the meeting.

SUMMARY OF ACTION POINTS

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