86th Meeting of the BOARD OF STUDIES
Minutes of the meeting held at 1.30pm on Wednesday 21 June 2017
in A/EW/104, Department of Health Sciences

Present: Cathryn Britton (Chair) Rob Allison Karl Atkin Katie Batley
Helen Bedford Ann Bellerby Pauline Bland Penny Broadley
Bridget Broughton Jodie Coulson Linda Currie Steven Ersser
Paul Evans Alison Foster-Lill Paul Galdas David Graham
Beth Hardy Matthew Jacobs Mona Kanaan Ada Keding
Mike Kitching Marysia Koc Carole Lindsey Claire Metcalfe
Devi Nannen Mike Parker Jessica Powell Helen Recchia
Sarah Redfern Anita Savage Grainge Laura Scott Angela Simpson
Rachel Skipper Alison Smalley Vanessa Taylor Debbie Watson
Mick Wolverson Jerome Wright Russell Yates

Student Representatives: Sarah Masefield (PG Departmental Student Rep)

In attendance: John Blase (DoHS e-Learning Development Lead)
Veronica Gillies (Secretary)

MAIN AGENDA – CATEGORY 1

BoS/Jun17/01 Apologies for Absence
David Brown, Karen Bloor, Tracey Bywater, Pete Coventry, Patrick Doherty, Kate Flemming, Lorna Fraser, Ted Hewitt, Gerri Kaufman, Rachel Lavelle, Tracy Lightfoot, Charlie Lloyd, Jim McCambridge, Catriona McDaid, Sarah O’Reilly, Rose Pringle, Gillian Punton, Cliff Riordan, Jo Rose, Kate Rudd, Duncan Stewart, Debbie Walton, Ian Watt.
Student Reps: Damien Farhad Salekin (PGCert Health Research & Statistics), Hollie Melton (MSc Applied Health Research), Madeleine Power (PhD Health Sciences), Lesley Richardson (FD15), Karen Roberts (Mid14), Katherine Tilton (Master of Public Health), Dianne Wallis (FD16), Holly Wilkins (PGDip Mar16).

BoS/Jun17/02 Minutes from the Meeting held on 22 February 2017
The minutes from the meeting of the Board of Studies which took place on 22 February 2017 were approved.

BoS/Jun17/03 Matters Arising
None.

BoS/Jun17/04 Board of Studies Chair’s Report (Standing Item)
BoS/Jun17/04.01 Student Services Function Name Change
The Chair advised that the Departmental Student Services function had recently changed its name to Student Information, Guidance & Help Team (SIGHT), to avoid confusion with
University functions. Members were reminded to update any documentation to ensure that the correct title was used.

**BoS/Jun17/04.02 Access to Open Door Team**

It was reported that the process for accessing the Open Door Team had changed. Students would now be required to complete an online referral form which would be reviewed and then the student offered support, including an appointment if necessary. It was noted that the Team aimed to respond to students within 48 hours. The Chair clarified that the role of ‘duty practitioner’ was not changing and accordingly any students in urgent need would continue to be seen by the duty practitioner on the same day.

**BoS/Jun17/04.03 Repeat Study**

It was noted that the Special Cases Committee had requested that Departments ensure that staff were familiar with the processes relating to repeat study. It was explained that Boards of Studies could approve up to one term of repeat study following a leave of absence, but that this should only be proposed if the student had been unavoidably prevented from engaging with their studies during this period, and only where it would not allow the student to gain an unfair advantage over other students. It was emphasised that evidence to support the recommendation was required and that requests made on motivational grounds would not be approved.

There was discussion of the implications for student finances, both in terms of repeat fees and notifying Health Education England (HEE) where students were covered by funding arrangements. MJ reported that he had been advised by HEE that while they would need to be consulted, it was likely that the majority of cases would be supported and that it would only be cases where there was insufficient evidence or the request was made on motivational grounds that may not be supported. It was confirmed that notifying HEE would be incorporated into the existing administrative processes around leave of absence. With regard to repayment of fees, it was noted that the Special Cases Committee already provided guidance on this to which supervisors were advised to refer, and MJ added that information for students would be added to the student handbooks and to the Leave of Absence Policy.

**BoS/Jun17/04.04 EARL Rollover**

Members were advised that the EARL system for resource lists was being replaced over the summer by a new system which would be known as ‘Reading Lists’. Any VLE sites with an EARL list in place would automatically be transferred to the new system as part of the VLE rollover in July. It was noted that the Library would be running workshops during the summer vacation; however David Brown (DoHS Academic Liaison Librarian) had offered to run a Departmental-specific session in addition to these. It was agreed that this would be helpful and that MK would liaise with DB to organise the session.

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**BoS/Jun17/04.05 Library Committee Membership**

It was reported that the Library Committee required a new member to represent undergraduate professional programmes. It was noted that this could be good experience of committee membership and colleagues were encouraged to put forward nominations or expressions of interest to the Head of Department.

**BoS/Jun17/04.06 Programme Administrator Attendance at Board of Studies**

The Board was informed that a question had been raised regarding whether Programme Administrators should be invited to attend Board of Studies meetings. It was clarified that this would be for information only and that Administrators would not have voting power.
Members were advised that the University Ordinances stated that Board membership should include all staff teaching on any of the Department’s programmes, and that Boards had the power to co-opt other members of staff such as senior support staff, but that they did not specify that other members of staff were not permitted to be in attendance or to observe meetings. It was suggested that it would be helpful to know whether other Departments allowed Programme Administrators to attend Board of Studies meetings and the Chair undertook to look into this. It was also noted that all minutes and papers for Board of Studies meetings were available on the staff intranet and consequently it was questioned whether attendance at meetings would provide any further information or benefit. The Board agreed that in principle it was happy for Programme Administrators to attend meetings, and that MKo would discuss the matter further with Programme Administrators to identify the reasons why they felt that attending meetings would be helpful to them.

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BoS/Jun17/05  **Student Issues (Standing Item)**

It was confirmed that there were no issues requiring the consideration of the Board.

BoS/Jun17/06  **Periodic Review Update and Action Plan (Standing Item)**

The Chair reported that a meeting had taken place with Madeleine Mossman (Learning Enhancement Team) to organise implementation of some of the key points identified in the Action Plan. It was noted that MM would be conducting focus group meetings in June and July, initially with pre-registration nursing and midwifery students, to consider their understanding of assessment tasks, assessment guidance and academic writing skills. It was anticipated that the outcomes from these would be fed back to Programme and Module Leaders in early September. It was acknowledged that similar work was being undertaken by the Academic Support Steering Group and it was agreed that it would be helpful for the two workstreams to be aligned to avoid duplication of effort.

Members were informed that the Action Plan had been approved by University Teaching Committee (UTC) and that the Department was required to monitor progress and report back to the November meeting of UTC. In addition, updates on action taken would be included in the Department’s Annual Programme Review. It was noted that a meeting of the Periodic Review Implementation Group was scheduled for 17 July 2017, at which Working Group Leads would be required to report progress on actions for their Group.

BoS/Jun17/07  **York Pedagogy**

The Chair reported that undergraduate Programme Leaders were continuing to work towards implementation of the York Pedagogy for programmes commencing in September 2017, and that work remained ongoing for pedagogy submissions for postgraduate programmes. It was noted that Programme Design Documents for undergraduate pre-registration programmes had been circulated to Programme Leaders to be reviewed and updated for 2017/8, with the process to be administered and overseen by the Undergraduate Programmes Board.

Members were reminded that a call for bids for funding of Strategic Learning and Teaching projects, particularly to help the York Pedagogy, had been circulated. The Chair advised that liaison with the Pedagogy team was recommended for any colleagues considering submitting bids and that all bids had to be signed off by the Chair BoS and the Head of Department. The deadline for submission of bids was 30 June 2017.
BoS/Jun17/08  Annual Programme Review 2016/7
The Board was informed that the Department was required to submit its Annual Programme Review to UTC by 15 November 2017. This was an annual requirement for the Department to report on its strengths and achievements as well as considering areas to work on or develop, and this year would also include a report on implementation of the Periodic Review Action Plan. It was noted that in order to comply with the timeframe given it had been necessary to reschedule the next Board of Studies meeting, which would now take place on 18 October 2017. The Chair reported that it was a requirement for the Department’s UTC contact to be involved in the process and accordingly she had been invited to attend this meeting. Students were also encouraged to contribute to the APR process and it was anticipated that a meeting would be convened in the Autumn Term to facilitate this.

BoS/Jun17/09  VLE Developments Update
John Blase (DoHS e-Learning Development Lead) presented an overview of developments to the Virtual Learning Environment (VLE). The following points were noted:
— The VLE would be unavailable on 11 and 12 July 2017 for annual upgrade.
— It would be possible to use the Grade Centre to produce reports on which students had submitted work and to send email reminders to those who had not done so: it was anticipated that this would be useful for formative submissions.
— Students submitting work would receive a submission receipt with a submission confirmation number that they would need to retain as proof of their submission and in case of later queries.
— The ‘needs grading’ screen could be filtered to show only the latest submission: again it was expected that this would be useful for formative submissions.
— In future it would not be possible to run the VLE while updates were being deployed, meaning that there would be more downtime as opposed to time ‘at risk’: however, the E-Learning Development Team would do their best to minimise disruption caused by this.
— The MobileLearn app would be phased out from August, to be replaced with Blackboard Student and Blackboard Instructor apps.
— It would be possible to use the VLE for summative exams using VLE Exam. This had been developed with the Education Department and could accommodate a range of question types including true/false, multiple-choice, fill in the blank and free text answers, and allowed automated marking and reporting. VLE Exam was only available in two PC rooms on campus, accommodating a maximum of 131 students, and was secured so that students could not access other parts of the VLE.

PBl enquired whether reminders to students who had failed to submit were sent on or after the submission deadline. JB clarified that these were not automated and could be set up by the module leader to be sent on any date. HB enquired whether a spell-check function had been added yet. JB reported that it had not although it was something which was consistently raised and would continue to be pursued by the team. ASG asked whether the submission receipts indicated if a file was corrupt. JB explained that they contained a link which students could use to open the file they had submitted, which should allow them to identify if it was corrupt, and also included the file size which would indicate that there was a problem if it showed as 0kb.
There was discussion regarding use of the VLE for electronic marking and feedback for summative assessments. JB explained that while this could be supported, the University had yet to make a decision on its policy regarding electronic marking and feedback for summative assessments. It was noted that using the VLE or an alternative system for marking and feedback was likely to streamline processes for markers and the Student Assessment Office and may also benefit External Examiners, who sometimes struggled with the existing systems. It was proposed that given the Department could pursue this
more actively, rather than waiting for the University to agree a policy. JB suggested that, since the use of electronic marking and feedback had only recently been introduced for formative assessments, it might be helpful to wait until this had bedded in before pursuing its use for summative assessments, so that it was possible to identify what worked well and what was less successful.

**BoS/Jun17/10 Student Prize Criteria**

It was reported that the criteria for undergraduate student prizes had been reviewed by Programme Committees and for postgraduate prizes by Graduate School Board to ensure that these remained up-to-date. No changes had been proposed to the criteria for prizes for pre-registration nursing, Foundation Degree or SSPRD programmes, although prizes for individual SSPRD pathways would be withdrawn as the pathways ran out. For the BA Midwifery Practice it was proposed that the following criterion was added for the Outstanding Midwifery Practice Prize: “The student must have achieved marks above 70% for practice (part 2) in MP5 and 6 and passed EOAR documentation (part 1) and the reflective essay (part 3).” For taught postgraduate programmes it was proposed that, instead of one Outstanding Academic Achievement Prize being awarded across all programmes, this prize was awarded to the student who achieved the highest credit-weighted mark (over 70) for each programme. The Board approved these amendments.

The Chair reported that nominations had opened for the Department Annual Student Prizes. Members were reminded that any member of staff could nominate a student, and that the nomination form and criteria were available on the Board of Studies page of the Staff Intranet under ‘Key docs and presentations’. The closing date for nominations was 31 August 2017 and the winner would be announced at the next meeting.

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**BoS/Jun17/11 Student & Staff Achievements**

It was noted that Gabriella Potts, a first-year student on the BSc Nursing (Adult), had recently been appointed to the role of Student Information Officer at the Royal College of Nursing. Congratulations were expressed to Gabriella on this achievement. Congratulations were also expressed to Sophie Hall, a second-year student on the BA Midwifery Practice, who had received an Iolanthe Student Award from the Iolanthe Midwifery Trust which had enabled her to travel to Mexico to undertake her elective placement.

The following colleagues were congratulated on receiving nominations at the recent YUSU Staff Excellence Awards:

— Helen Bedford – PhD Research Supervisor of the Year
— Martin Bland – Teacher of the Year
— Sally Brabyn – Supervisor of the Year
— Patrick Doherty – Supervisor of the Year & PhD Research Supervisor of the Year
— Paul Galdas – Teacher of the Year & Most Innovative Teaching
— Catherine Hewitt – PhD Research Supervisor of the Year
— Matthew Jacobs – Unsung Hero of Non-academic Staff & Supporting the Student Voice
— Mona Kanaan – Teacher of the Year & Most Innovative Teaching
— Antonina Mikocka-Walus – Supervisor of the Year
— Claire Metcalfe – Teacher of the Year & Supporting the Student Voice
— Anne Phillips – Supporting the Student Voice
— Jessica Powell – Supervisor of the Year
— David Torgerson – Outstanding Feedback
The Chair reported that Claire Metcalfe had won Teacher of the Year and Jess Powell won Supervisor of the Year. Congratulations were expressed to both on behalf of the Board.

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

**BoS/Jun17/12** Minutes Received from Board’s Sub Committees

The Board received the minutes from the following sub-committees:

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<td>Graduate School Board (February 2017 &amp; March 2017)</td>
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<td>Departmental Library Committee (January 2017)</td>
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<td>PG Student-Staff Forum (January 2017)</td>
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**BoS/Jun17/13** Any Other Urgent Business (previously agreed with the Chair)

None.

**BoS/Jun17/14** Date and Time of Next Meeting

Wednesday 18 October 2017 commencing at 1.30pm in A/EW/104

*Student representatives left the meeting*

SUMMARY OF ACTION POINTS

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