

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on Tuesday 17 January 2017
in Room ATB/110, Department of Health Sciences

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| Present: | Marena Ceballos Rasgado (Y2 PhD rep) | Matthew Jacobs | Maddy Power (Y3 PhD rep) |
| | Holly Dale (Y1 AHR rep) | Tracy Lightfoot | Katie Pybus (Y2 PhD rep) |
| | Claire Gilbert (Y2 MPH rep) | Charlie Lloyd | Di Stockdale |
| | Catherine Hewitt | Sarah Masefield (Y1 PhD rep) (Chair) | Kat Tilton (Y1 MPH rep) |
| | Louise Hitchman (Y1 PGCert rep) | Holly Melton (Y2 AHR rep) | |

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| SSF/Jan17/01 | Apologies for Absence |
| | Apologies were received from Amanda Mason-Jones, Ian Watt and Shanie Young. |

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| SSF/Jan17/02 | Minutes of Meeting held on 22 November 2016 |
| | The minutes of the meeting were approved . |

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| SSF/Jan17/03 | Matters Arising |
| | SSF/Nov16/06 Postgraduate Departmental Representative |
| | Sarah Masefield has been appointed as Departmental Student Rep. |
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| | SSF/Nov16/07 AHR Issues |
| | Microwave: MJ re-circulated the information regarding the use of the 2 nd floor microwave by postgraduate students. |
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| | Lecture capture: All module leaders have been encouraged to use the lecture capture facility, and although it is not currently available in all teaching rooms the hope is that for 2017/18 this will become more widely accessible. Additionally, following discussions with Patrick Doherty about the possibility of capturing the Wednesday lunch-time seminars TL reported that this should be possible in future. |
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| | Integrated study days: TL had received no further feedback so will email Steven Oliver and Kamran Siddiqi for a response. |
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| | Lecture notes on VLE: TL reported that this had been discussed at Graduate School Board and in line with University practice teaching materials should be made available on the VLE 24 hours in advance of the lecture. |
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| | Dissertation related activities: TL confirmed that Peter Coventry had updated the |

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| | dissertation timeline, and will bring topic lists back for discussion with student reps. |
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| | The provisional dates for dissertation presentations are Monday, 6 March 2017 for full-time students and Thursday, 9 March for part-time. Full details will be circulated in due course. |
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| | Mean/median of module results: These results should soon be released by Student Assessment Office. TL will request retrospective results for Autumn Term 2016. |
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| | PhD Social event: DS had actioned the request to organise the next PhD social event. |

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| ACTION: | BY WHOM: |
| Contact SO and KS for feedback on integrated study days. | Tracy Lightfoot |

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| SSF/Jan17/04 | Standing Item: Report on previous term's module evaluations |
| | TL reported that DS is currently working on Autumn Term 2016 module evaluation summaries. How students give feedback on exams is not currently addressed, so we ensure that module evaluation is normally collated at the end of each term. The recommendation is a move towards electronic module feedback from students rather than paper-based, which would allow us to set the date later than the final week of term and provide students with time to reflect more fully on the module. |

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| SSF/Jan17/05 | Standing Item: AHR Issues |
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| | SSF/Jan17/05:01 Current modules |
| | Although feedback was consistently positive across all modules, the following specific points were noted: |
| | Introduction to Health Statistics (open book exam): <ul style="list-style-type: none"> - There were time constraints - insufficient time for reading exam questions as well as any supplementary materials before answering the questions. - Layout of the exam paper had flummoxed some of the students. - Students would appreciate practise papers beforehand. - Exam technique information welcomed e.g. breakdown of marks. - There was an exam running concurrently with the Intro to Health Stats but with an earlier finishing time, and PG students complained about the disruption caused by the other cohort of students vacating the room and audible conversations taking place between supervisors. |

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| ACTION: | BY WHOM: |
| Review exam guidance for Intro to Health Statistics. Include short sessions within the module to discuss topics such as exam techniques. Use VLE to make generic information available to students. Review assessment – open book exam v closed book exam. | Tracy Lightfoot/ Catherine Hewitt |
| Forward the group comment about exam disruption to Student Assessment Office (Pauline Bland) for action. | Di Stockdale |

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| SSF/Jan17/06 | Standing Item: MPH Issues |
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| | SSF/Jan17/06:01 Current modules |
| | Exam timings: It was noted that extra time for reading supplementary material would be appreciated, especially by students who were slow readers. |
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| | Recommended books: Although books are in the library they are too few and recalled quickly, and the purchase of all suggested books would cost £852 (second hand). Where e-sources were available, the suggestion was made to use this option. Students felt it would be helpful, particularly for the Health Economics module, to copy a relevant chapter from the various recommended books (or make them available on the VLE) in line with copyright legislation which permits one chapter per book. |
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| | Randomised Controlled Trials module: There had been some confusion over whether the word limit for the assessment was 3000 or 6000 words, and the two examples on the VLE were both over 5000 words. TL confirmed the trial protocol was 3000 words but would still convey this feedback to David Torgerson, module leader. |
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| | Timing of exams: It was agreed that DS will email the link to the PG assessment schedule to all students for information. |

| ACTION: | BY WHOM: |
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| Feedback discrepancy over word limit for assessment to module leader. | Tracy Lightfoot |
| Email link to PG assessment schedule to all students. | Di Stockdale |

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| SSF/Jan17/07 | Standing Item: PGCert Health Research & Statistics Issues |
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| | SSF/Jan17/07 Current modules |
| | Timing of summative on-line exams: LH reported that the exams are currently scheduled every 3 weeks. Most students on the programme work long shifts and encountering difficulties in finishing them on time, and asked whether the timeframe for completion could be extended. TL stated it would likely be 2017/18 when any changes could be implemented rather than this academic year. |

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| SSF/Jan17/08 | Standing Item: PhD Issues |
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| | SSF/Jan17/08:01 Current modules |
| | There were no PhD issues to report. |

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| SSF/Jan17/09 | Any Other Business |
| | There was no other business for discussion. |

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| SSF/Jan17/10 | Chairmanship of Next Meeting |
| | Claire Gilbert agreed to chair the next meeting. |

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| SSF/Jan17/11 | Date and Time of Next Meeting |
| | The date of the next meeting will be agreed and details circulated. |

**POSTGRADUATE STAFF STUDENT FORUM – 17 January 2017:
SUMMARY OF ACTION POINTS**

| AGENDA ITEM AND TITLE: | ACTION: | BY WHOM: |
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| SSF/Jan17/03 Integrated study days | Contact Steven Oliver and Kamran Siddiqi for feedback on integrated study days | Tracy Lightfoot |
| SSF/Jan17/05 AHR Issues | Review exam guidance for Intro to Health Statistics. Include short sessions within the module to discuss topics such as exam techniques. Use VLE to make generic information available to students. Review assessment – open book exam v closed book exam. | Tracy Lightfoot/ Catherine Hewitt |
| | Forward the group comment about exam disruption to Student Assessment Office (Pauline Bland) for action. | Di Stockdale |
| SSF/Jan17/06 MPH Issues | Feedback discrepancy over word limit for assessment to module leader. | Tracy Lightfoot |
| | Email link to PG assessment schedule to all students. | Di Stockdale |