



The Department of Health Sciences
POSTGRADUATE STAFF STUDENT FORUM
Minutes of the Meeting held at 12.15pm on Thursday, 28 November 2019
Room ATB/057, Department of Health Sciences

Present: Ally Chadwick Amanda Perry Danielle Simpson
Ji Gong (MPH Y1 FT rep) Elizabeth Powell (AHR Philip Truby (MPH Y2 PT
Y1 FT rep) rep)

SSF/Nov19/01 Apologies for absence

Apologies were received from Omara Dogar, Tracy Lightfoot, Amanda Mason-Jones, Roy Njuabe (MIHA Y1 PT rep), Jo Rose, Di Stockdale.

SSF/Nov19/02 Minutes of meeting held on 30 April 2019

The minutes of the meeting held on 30 April 2019 were approved.

SSF/Nov19/03 Matters arising from the minutes

There were no matters arising from the meeting held on 30 April 2019.

SSF/Nov19/04 Standing Item: Report on previous term's module evaluations

All modules are evaluated by means of the Qualtrics online survey at the end of each term. An evaluation summary will be emailed to the respective module leader, who prepares a brief report for PG Teaching Committee.

SSF/Nov19/05 Standing Item: AHR Issues

SSF/Nov19/05.01 RCT module

It was reported that students coming from a clinical background felt slightly under-prepared for the RCT module in their first term and suggested moving it to the Spring term.

Overall, students felt there was a very good variety in teaching styles and assessment types across the modules.

SSF/Nov19/05.02 Course-specific activities

As lectures are attended by students across a variety of programmes AHR students have few opportunities to get to know one another, and as students do not have access to their cohort's email addresses they would welcome course-specific activities. It was expected that student rep VLE sites, currently being set up, should help resolve this. John Blase would provide training for student reps on site management, and Amanda Perry wished to be included in this.

	ACTION:	BY WHOM:
	Provide training on site management of new student rep VLE sites.	John Blase

[Post-meeting note:](#) Amanda Perry contacted SASS with a request to email all AHR students about an informal event she has arranged for 28 January 2020. Amanda also highlighted the event when meeting with students for supervision.

SSF/Nov19/06 Standing Item: MPH Issues

SSF/Nov19/06.01 Public Health Foundations & Practice module

Part-time students asked whether it was possible to amend the timing of this module. When they begin Public Health Foundations & Practice in year two of study, much of the content has already been included in other modules.

SSF/Nov19/06.02 ATB/057

Phil Truby reported that acoustics in ATB/057 were not very good, particularly during group discussions, and the chairs uncomfortable.

[Post-meeting note:](#) Amanda Perry discussed this issue with Marie Hyde in Health Sciences, and requested AV Services to review the provision of sound equipment in the room and provide a roving microphone to help with the situation.

SSF/Nov19/06.03 Global Public Health module

Students agreed that the quality of external lectures fluctuated, with some becoming distracted if the subject of the lecture does not relate to their specific area of interest or essay topics.

ACTION:	BY WHOM:
Send module feedback from students to respective module leaders.	Di Stockdale

SSF/Nov19/07 Standing Item: PGCert Health Research & Statistic Issues

There were no issues to report.

SSF/Nov19/08 Standing Item: MIHA Issues

There were no issues to report.

SSF/Nov19/09 Standing Item: PhD Issues

There were no issues to report.

SSF/Nov19/10 Athena Swan

Amanda Perry outlined the purpose of Athena Swan to student reps and explained the department would submit an application for a Silver award next year. There was an opportunity for postgraduate student representation on the Committee and details would be circulated shortly.

ACTION:	BY WHOM:
Circulate Athena Swan information to postgraduates.	Head of Department

SSF/Nov19/11 Any Other Business

SSF/Nov19/11.01 Access to common rooms

Student reps were told about the common room posters. There was some uncertainty about whether the kitchen in ARRC was available to students as well as staff.

SSF/Nov19/11.02 Closure at Christmas

The department will close from noon on 24 December 2019 until 8.30am on 2 January 2020.

SSF/Nov19/11.03 Student Rep vacancies

There were still vacancies for the MSc AHR Year 1 part-time; PGCert Health Research & Statistics Year 1 and PhD Years 1, 3 and 4.

SSF/Nov19/12 Chairmanship of Next Meeting

To be confirmed.

SSF/Nov19/13 Date and Time of Next Meeting

To be confirmed.

**POSTGRADUATE STAFF STUDENT FORUM – Thursday 28 November 2019:
SUMMARY OF ACTION POINTS**

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Nov19/05.02 Course-specific activities	Provide training on site management of new student rep VLE sites.	John Blasé
SSF/Nov19/06 MPH Issues	Send module feedback from students to respective module leaders.	Di Stockdale
SSF/Nov19/10 Athena Swan	Circulate Athena Swan information to postgraduates.	Head of Department