UNIVERSITY *of York*

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM
**Minutes of the Meeting held at 12.15pm on Tuesday 30 April 2019
in Room ATB/015, Department of Health Sciences**

Present:	Omara Dogar	Danielle Simpson
	Amanda Perry	Di Stockdale
	Jo Rose	Joseph Yates (Y1 rep, PG Health Research & Stats

SSF/Apr19/01   **Apologies for absence**
Apologies were received from Lucy Beresford (AHR Y1 PT rep), Claire Gill (PhD rep), Gordon Igbodo, Mona Kanaan, Tracy Lightfoot, Amanda Mason-Jones. Tim Parker (MIHA Y2 PT rep), Phil Truby (MPH Y1 PT rep).

SSF/Apr19/02   **Minutes of meeting held on 22 January 2019**
The minutes were approved.

SSF/Apr19/03   **Matters arising from the minutes**
SSF/Jan19/04 AHR Issues
The positive feedback from AHR students for the Introduction to Health Statistics module had been related to the module team.

SSF/Jan19/05.1 Taught modules
The positive feedback from students had been communicated to the respective module leaders.

SSF/Apr19/04   *Standing Item*: **Report on previous term's module evaluations**
It was noted there had been a poor response for the Public Health Foundation & Practice; Infection & Disease and Health Research Methods modules, so students had been sent an email reminder to complete the online module evaluation survey.

SSF/Apr19/05   *Standing Item*: **AHR Issues**
There were no issues to report. However, it was noted that the continued help and support from tutors had been greatly appreciated by students.

SSF/Apr19/06   *Standing Item*: **MPH Issues**
There were no issues to report.

SSF/Apr19/07   *Standing Item*: **PGCert Health Research & Stats Issues**
A reminder needed to be sent to all students to request their module options for 2019/20.

ACTION:	BY WHOM:
Send reminder to students to second-year module choices.	Di Stockdale

SSF/Apr19/08   *Standing Item*: **MIHA Issues**
Module feedback had been low but positive. For MIHA students, the rate of responses depended very much on their location and available wifi access.

SSF/Apr19/09   *Standing Item*: **PhD Issues**
There were no issues to report.

SSF/Apr19/10   **Any Other Business**
SSF/Apr19/10.1 Student Rep VLE Site
It was discussed at the last meeting that any electronic communication between student reps and postgraduate students is conveyed via SASS. Danielle met with John Blase to review the possibility of student reps having a dedicated section on the VLE. The Board of Studies will consider the matter at their June meeting.

SSF/Apr19/10.2 Electronic Registers
Danielle reported that electronic registers would be piloted in the Summer Term 2019 for postgraduate module attendance. The main concern was that an electronic register would not capture PhD students or staff who were 'in attendance only' as they are not registered on SITS.

Students were reminded to notify Sarah Parkinson in SASS if they were unable to attend a lecture. Omara commented that external speakers should be reminded to pick up a tablet from IT before the start of the lecture to record attendance.

Danielle welcomed any feedback from staff and students on electronic registers.

SSF/Apr19/10.3 Mental Health Awareness Week
Danielle had attended most of the talks for this event and felt it had been very successful overall.

SSF/Jan19/10   **Chairmanship of Next Meeting**
To be confirmed.

SSF/Jan19/07   **Date and Time of Next Meeting**
The date and time of the next meeting will be agreed and circulated.

POSTGRADUATE STAFF STUDENT FORUM – Tuesday 30 April 2019: SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Apr19/07 PGCert Health Research & Stats Issues	Send reminder to students for their 2019/20 module choices	Di Stockdale