

# UNIVERSITY *of* York

## The Department of Health Sciences

### POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on Tuesday 29 May 2018  
in Room AEW/106, Department of Health Sciences

**Present:** Alex Carne (Y1 AHR rep)      Nicole Neiman (Y1 MPH      Katie Pybus (Y3 PhD rep)  
rep)  
Claire Gill (Y1 PhD rep)      Tim Parker (MIHA rep)      Di Stockdale  
Amanda Mason-Jones      Amanda Perry

#### **SSF/May18/01 Apologies for Absence**

Apologies were received from Holly Dale (Y2 AHR rep), Mona Kanaan, Matthew Jacobs, Danielle Simpson, Tracy Lightfoot, Jo Rose, Sarah Parkinson, Louise Hitchman (Y2 PGCert HR & Stats rep), Sarah Masefield (Y2 PhD rep).

#### **SSF/May18/02 Minutes of meeting held on 23 January 2018**

The minutes were approved subject to SSF/Jan18/05.6 Global Public Health policy brief reading as follows:

AMJ reported that the assignment is given at the start of the module and a preparation session is done with students. There will be an amendment which will be a policy brief with limited choice of questions rather than students choosing their own topic. It was noted that everyone received full formative feedback on the planned structure of their assignment mid-term and AMJ reported that the evaluation responses from student feedback on the module should have been posted by Di at the end of the module.

#### **SSF/May18/03 Matters arising from the minutes**

##### ***SSF/Jan18/05.2 Facebook page***

Following discussions with Annie Heinsen in Marketing, Amanda Mason-Jones reported there will be a Facebook group for all PG students starting in 2018/19 to be able to connect but not, as yet, a programme-specific one. Nicole explained the current Facebook page for MPH students is being administered by one of the part-time students and feels it is a good resource for students in registration.

Amanda agreed to update the group at the next meeting on progress with the Facebook page.

##### ***SSF/Jan18/05.3 Lecture handouts***

It was noted that where teaching sessions were led by colleagues within the department, it should be ensured that module materials were made available to students 24 hours in advance of the lecture.

##### ***SSF/Jan18/05.4 Lecture capture***

It was agreed at the February Graduate School Board meeting that although some sessions were unsuitable for recording i.e. workshops or computer sessions, the

lecture component for all modules would be recorded with effect from 2018/9 academic year.

**SSF/Jan18/05.5 Module choices**

It was agreed at the February Graduate School Board meeting that the existing process would stand, so that a student wishing to attend a session of a module in which they were not registered should negotiate this with the module leader. Students would be advised not to attend extra sessions or modules because of the implications for their workload.

**ACTION:**

Amanda Mason-Jones to update the group on progress with the Facebook page.

**BY WHOM:**

Amanda Mason-Jones

**SSF/May18/04 Standing Item: Report on previous term's module evaluations**

All Spring Term module evaluation summaries had been circulated to the respective module leaders.

**SSF/May18/05 Standing Item: AHR Issues**

**SSF/May18/05.1 Health & Social Behaviour module**

Alex reported that students were concerned over how lecture topics are associated with the assessment and quoted the Health & Social Behaviour module as an example. It was agreed there needs to be a consistent thread throughout the module which links to the assessment. Students have already flagged this with the module leader, but Amanda Perry will follow this up too.

It was noted that some students felt the weighting of the Health & Social Behaviour module does not equate to 20 credits in comparison with other 10-credit modules on the programme.

**ACTION:**

Amanda Perry to discuss students' concerns with Tim Doran.

**BY WHOM:**

Amanda Perry

**SSF/May18/06 Standing Item: MPH Issues**

**SSF/May18/06.1 Assessment schedule**

Nicole reported that where an exam or assessment fell immediately after completion of the module, part-time students in particular found the workload heavy and would prefer assignments to be spread out throughout the year to allow more preparation time. Amanda Mason-Jones explained that the agreed assessment schedule provides students with more time at the end of the programme to focus on their dissertation.

**SSF/May18/07 Standing Item: PG Cert Health Research & Statistics Issues**

There were no specific issues to report.

**SSF/May18/08 Standing Item: MIHA Issues**

**SSF/May18/08.1 New student rep**

Tim Parker introduced himself as the new student rep for the MIHA programme. He had emailed students for any questions for the meeting, but the only one received related to the possibility of a mid-course residential. Tim had discussed

this with Jo Rose who acknowledged the logistics of arranging one could be challenging.

**SSF/May18/08.2 Academic Integrity Tutorial**

Students found the tutorial a useful exercise, but the email reminder with the completion deadline was received very late in the term. It was agreed that the new intake would be given a timely reminder during Induction week to complete the academic integrity tutorial.

**SSF/May18/09 Standing Item: PhD Issues**

**SSF/May18/09.1 Clarity re payment dates for studentships**

Claire requested that clear instructions were provided at the start of the academic year on how to set up payment of studentships. Di will ensure that the letter of instruction sent to students contains all relevant information regarding payment details.

**ACTION:**

Di will ensure clear instructions are provided for payment of studentships at the start of the new academic year.

**BY WHOM:**

Di Stockdale

**SSF/May18/10 Any Other Business**

**SSF/May18/10.1 New student rep**

It was noted that Timothy O'Dowd has been appointed as student rep for the PG Diploma Advanced Clinical Practice.

**SSF/May18/10.2 New MHAWG webpage**

The new departmental Mental Health and Wellbeing Group webpage is now live and Danielle Simpson, who leads on this, had emailed all PG reps for their feedback.

**SSF/May18/10.3 HYMS & collaborative working**

HYMS Student Support (Sarah Cox, Barry Wright and Gwen Irving) visited the Student & Academic Support Service (SASS) to find out more about our service and specifically student welfare and mental health support. They sometimes see some of our postgraduate students, depending on what modules they are taking. HYMS will now attend relevant MHAWG meetings and are copied into any relevant generic emails relating to events, resources and workshops but not specific confidential emails.

**SSF/May18/10.4 PhD & MPhil student induction project**

Jo Maltby will attend the SASS postgraduate induction events meeting on 30 May to discuss how we manage induction for our PGR students and to gather examples of the materials we use.

**SSF/May18/10.5 PTES survey**

Email reminders have been circulated to students, and student reps encouraged to help promote completion of the survey by fellow students.

**SSF/May18/11 Chairmanship of Next Meeting**

Alex Carne will chair the next meeting.

**SSF/May18/12 Date and Time of Next Meeting**

The date and time of the next meeting will be agreed and circulated.

**POSTGRADUATE STAFF STUDENT FORUM – Tuesday 29 May 2018:  
SUMMARY OF ACTION POINTS**

**AGENDA ITEM AND TITLE:**

**SSF/Jan18/05.1 MPH Issues  
*Health & Social Behaviour  
module***

**ACTION:**

Amanda Perry to discuss students'  
concerns with Tim Doran.

**BY WHOM:**

Amanda Perry