

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on 25 April 2016
in Room ARC/010, Department of Health Sciences

Present:

Helen Anderson	Seth Francis-Graham	Maddy Power
Alex Christensen	Tracy Lightfoot	Katie Pybus
Emma Edmunds	Frank Longdon	Diane Stockdale
Sally Evans	Amanda Mason-Jones	Shanie Young

SSF/Apr16/01 Apologies for Absence
Apologies were received from Sadie Bell and Matthew Jacobs.

SSF/Apr16/02 Minutes of Meeting held on Tuesday, 16 February 2016
The minutes of the meeting were approved.

SSF/Apr16/03 Matters Arising

SSF/Feb17/07.02 Short courses

TL and CH met to discuss training needs for PhD students which included statistics provision within Health Sciences, and provision from other departments within the Social Sciences regarding qualitative training.

SSF/Apr16/04 *Standing Item: Report on previous term's module evaluations*
TL briefly summarised feedback from the Autumn term modules:

Introduction to Health Statistics: discussed at this meeting in January 2016.

Epidemiology: well received.

Global Public Health: well received. More papers will be uploaded to the VLE in future.

Randomised Controlled Trials: disappointment that not all module materials uploaded to the VLE were accurate.

Qualitative Methods: evaluated well but having two assessments for this module was not well received. It was reported that there will be one assessment only for 2016/17, and as the current module leader is leaving the department it is unclear at this stage who will lead it.

The Spring term module evaluations will be summarised and circulated.

ACTION:
Summarise Spring term module evaluations and circulate.

BY WHOM:
Diane Stockdale

SSF/Apr16/05 Standing Item: AHR Issues

SSF/Apr16/05.01 Current modules

There were no issues to report.

SSF/Apr16/06 Standing Item: MPH Issues

SSF/Apr16/06.01 Current modules

There were no issues to report.

SSF/Apr16/07 Standing Item: PhD Issues

SSF/Apr16/07.01 Current modules

It was noted that while module evaluations are anonymous, all students complete a tick box at the top of the form which identifies the programme a student is registered on. PhD students are concerned that their anonymity is being compromised because so few are registered for postgraduate modules. In light of this, the request to remove the tick box on the evaluation form was agreed for 2016/17.

ACTION:

Minor amendment to the module evaluation form for 2016/17.

BY WHOM:

Diane Stockdale

SSF/Apr16/08 Any Other Business

SSF/Apr16/08.01 Thanks to Sally Evans

Everyone expressed thanks to Sally for all her hard work and commitment to supporting our postgraduates during her time as SIS Manager in the department.

SSF/April16/08.02 Periodic Review

TL reported that the department needs some student representation from PGTs and PGRs for the morning of Periodic Review on 14 June, 2016. TL will circulate an email to all students to encourage participation.

ACTION:

TL to email all postgraduates re student representation for Periodic Review.

BY WHOM:

Tracy Lightfoot

SSF/Apr16/09 Chairmanship of Next Meeting

Maddy Power agreed to chair the next meeting.

SSF/Apr16/10 Date and Time of Next Meeting

The next meeting will be held on Monday, 27 June 2016 at 12.15pm in ARC/010.

POSTGRADUATE STAFF STUDENT FORUM – MONDAY, 25 APRIL 2016: SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Apr16/04 Report on previous term's module evaluations	Summarise Spring term module evaluations and circulate.	Diane Stockdale
SSF/Apr16/07.01 PhD Issues: Current modules	Minor amendment to the module evaluation form for 2016/17.	Diane Stockdale
SSF/Apr16/08.02 Periodic Review	TL to email all postgraduates re student representation for Periodic Review.	Tracy Lightfoot