

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on Tuesday 23 January 2018
in Room ARC/010, Department of Health Sciences

Present: Alex Carne (Y1 AHR rep) Amanda Mason-Jones Katie Pybus (Y3 PhD rep)
Tracy Lightfoot (Chair) Nicole Neiman (Y1 MPH rep) Danielle Simpson (SASS rep)
Sarah Masefield (Y2 PhD rep) Amanda Perry Di Stockdale

SSF/Jan18/01 Apologies for Absence

Apologies were received from Holly Dale (Y2 AHR rep), Tim Parker (MIHA rep), Mona Kanaan, Matthew Jacobs, Claire Gill (Y1 PhD rep).

SSF/Jan18/02 Introductions

Following introductions, TL welcomed everyone and outlined the purpose of the meeting, explaining that we have endeavoured to get full and part-time reps across programmes for continuity.

SSF/Jan18/03 *Standing Item:* Report on previous term's module evaluations

To follow.

SSF/Jan18/04 *Standing Item:* AHR Issues

Alex Carne had no specific issues to report. Students felt well supported.

SSF/Jan18/05 *Standing Item:* MPH Issues

SSF/Jan18/05.1 Epidemiology and Introduction to Health Statistics exams

Nicole Neiman reported, and AC concurred, that students felt rushed through the exams. Introduction to Health Statistics was an open book exam and it would have been beneficial if the module leader had explained the fast-paced nature of the exam beforehand. The question was asked whether this exam could be taken before Epidemiology (closed exam) in future. TL will raise these points with module leaders and would welcome further student feedback once results have been released.

SSF/Jan18/05.2 Facebook page

NN reported that a number of universities set up a Facebook page for new students prior to start of registration, and asked whether this facility could be put in place for MPH students. TL highlighted that we have you@york admissions page specifically for new students, as well as links to postgraduate module information on the departmental webpage, but would certainly consider this.

SSF/Jan18/05.3 Lecture handouts

Students would like lecture materials to be provided 24-48 hours prior to the

teaching session if possible. TL reported that module leaders are urged to post their module materials on the VLE no later than 24 hours in advance of the session. However, this cannot be guaranteed with external speakers.

SSF/Jan18/05.04 Lecture Capture

TL reported that module leaders should be encouraged to utilise this facility in teaching rooms where lecture capture is available. This will be discussed further at Graduate School Board.

SSF/Jan18/05.05 Module choices

NN reported that a number of students were keen to either occasionally attend in their 'free time', or having VLE access to, additional modules of interest that would exceed the number required for their programme. In response, TL noted the following:

- (1) From a timetabling perspective, room allocations are made on the basis of the number of students registered for the complete module, so advised against anyone attending purely out of interest.
- (2) Group work is also organised for those who have registered for and are committed to attending the whole module.
- (3) From a student workload point of view, we need to be mindful about the number of hours across a term, and auditing modules would impact on this.

SSF/Jan18/05/06 Global Public Health policy brief

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.

ACTION:

TL will feedback to Graduate School Board re timing of lecture handouts to VLE.

TL will feedback comments to both module leaders re Epidemiology and Introduction to Health Statistics exams.

AMJ will consider a Facebook facility for MPH students.

TL will raise the subject of lecture capture at GSB.

TL to raise at GSB about students auditing modules.

BY WHOM:

Tracy Lightfoot

Tracy Lightfoot

Amanda Mason-Jones

Tracy Lightfoot

Tracy Lightfoot

SSF/Jan18/06 *Standing Item: PG Cert Health Research & Statistics Issues*

SSF/Jan18/06.01 Current modules

There were no issues to report.

SSF/Jan18/07 *Standing Item: MIHA Issues*

SSF/Jan18/07.01 Current modules

There were no issues to report.

SSF/Jan18/08 *Standing Item: PhD Issues*

SSF/Jan18/08.01 Clarity re payment dates for studentships

Carried forward.

SSF/Jan18/08.02 ECR teaching opportunities

KP reported that she attended a contract researchers forum last term regarding teaching opportunities for ECRs and felt it would be useful to create a database of interested ones and what subject(s) they could teach.

It was noted that Caroline Fairhurst is the Graduate Teaching Assistant Co-ordinator for Health Sciences and ensures information on teaching opportunities is circulated to all PhD students.

SSF/Jan18/09 Any Other Business

SSF/Jan18/09.01 Progression

TL reported that a briefing session on progression is being arranged for both October 16 PT students and the new 2017/18 intake in April.

SSF/Jan18/09.02

Danielle Simpson reported that a new Mental Health Awareness & Wellbeing Group had been formed and PG student reps were very enthusiastic in supporting this.

SSF/Jan18/10 Chairmanship of Next Meeting

Alex Carne agreed to chair the next meeting scheduled for Week 9 or 10 of the Spring term.

SSF/Jan18/11 Date and Time of Next Meeting

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

**POSTGRADUATE STAFF STUDENT FORUM – Tuesday 23 January 2018:
SUMMARY OF ACTION POINTS**

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Jan18/05 MPH Issues	TL will feedback to Graduate School Board re timing of lecture handouts to VLE.	Tracy Lightfoot
	TL will feedback comments to both module leaders re Epidemiology and Introduction to Health Statistics exams.	Tracy Lightfoot
	AMJ will consider a Facebook facility for MPH students.	Amanda Mason-Jones
	TL will raise the subject of lecture capture at GSB.	Tracy Lightfoot
	TL to raise at GSB about students auditing modules.	Tracy Lightfoot