

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on 27 June 2016
in Room ARC/010, Department of Health Sciences

Present:	Marena Ceballos Rasgado	Katie Pybus	
	Alex Christensen	Diane Stockdale	
	Tracy Lightfoot	Shanie Young	
	Charlie Lloyd		

SSF/June16/01	Apologies for Absence
	Apologies were received from Helen Anderson, Catherine Hewitt, Matthew Jacobs and Amanda Mason-Jones. Maddy Power who was due to chair the meeting also sent apologies.

SSF/June16/02	Minutes of Meeting held on Monday, 25 April 2016
	The minutes of the meeting were approved.

SSF/June16/03	Matters Arising
	SSF/Apr16/04 Report on previous term's module evaluations
	Spring term module evaluations will be summarised and circulated.
	SSF/Apr16/08.02 Periodic Review
	Tracy conveyed thanks to all those who took part on the day.

ACTION:	BY WHOM:
Summarise Spring term module evaluations and circulate.	Diane Stockdale

SSF/June16/04	Standing Item: Report on previous term's module evaluations
	The Summer term module evaluations are to receive, summarise and circulate.

ACTION:	BY WHOM:
Receive, summarise and circulate Summer term modules evaluations.	Diane Stockdale

SSF/June16/05	Standing Item: AHR Issues
	SSF/June16/05.01 Current modules
	Students' feedback drew attention to the heavy workload including submission of assessments during the Summer term, and the need for supervisors to work more closely with their students to manage this.

	SSF/June16/05.02 Student supervision
	A number of part-time students were concerned that once their dissertation supervisor had been identified, contact was lost with the programme leader who acted as personal supervisor at the start of their registration. Tracy clarified that dissertation supervisors would be encouraged to widen discussions with their students to include both academic and personal concerns.

SSF/June16/06	Standing Item: MPH Issues
	SSF/June16/06.01 Current modules
	There were no issues to report.

SSF/June16/07	Standing Item: PhD Issues
	SSF/June16/07.01 Current modules
	Diane had made the minor amendment to the module evaluation form for 2016/17.
	Some students felt the Health & Social Statistics II exam was too long within the time frame of the assessment. It was noted that the material in the exam had been covered during lectures, but insufficient time allotted to complete the questions. This issue had arisen previously so will be reviewed for next year.
	SSF/June16/07.02 Potential office move
	Work and social space within the RCSS building is currently under review so any reconfiguration of desk space will impact on our PhD students. Maddy has collated feedback from the Health Sciences students housed in RCSS and will meet to talk through their concerns with Tracy and Matthew at a date and time to be arranged.

ACTION:	BY WHOM:
Review Health & Social Statistics II exam.	Module leader
Discuss concerns about RCSS desk space.	Tracy Lightfoot/Matthew Jacobs/Maddy

SSF/June16/08	Any Other Business
	SSF/June16/08:01 Student reps
	Tracy thanked all student reps for 2015/16 for their help, support and feedback at meetings such as this.
	Tracy added that we are still working towards having a postgraduate rep across the University, the deadline for which is April 2017.
	SSF/June16/08:02 'Office hour': Tracy Lightfoot
	From 2016/17, Tracy will schedule an 'office hour' within the SIS office to provide support for Masters and PhD students. All FAQs will be posted on the student intranet.

ACTION:	BY WHOM:
Tracy to timetable an 'office hour' for postgraduate students.	Tracy Lightfoot

**POSTGRADUATE STAFF STUDENT FORUM – MONDAY, 27 JUNE 2016:
SUMMARY OF ACTION POINTS**

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/June16/03 Report on previous term's module evaluations (Spring)	Summarise and circulate Spring term module evaluations.	Diane Stockdale
SSF/June16/04 Report on previous term's module evaluations (Summer)	To receive, summarise and circulate Summer term module evaluations.	Diane Stockdale
SSF/June16/07.01 PhD Issues: current modules	Review Health & Social Statistics II exam.	Module leader
SSF/June16/07.02 PhD Issues: potential office move	Discuss concerns about RCSS desk space.	Tracy Lightfoot/Matthew Jacobs/Maddy Power
SSF/June16/08 'Office hour': Tracy Lightfoot	Tracy to timetable an 'office hour' for postgraduate students.	Tracy Lightfoot