

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STUDENT STAFF FORUM

**Minutes of the Meeting held at 12.15pm on Tuesday 22 November 2016
in Room ATB/110, Department of Health Sciences**

Present:	Sally Brabyn	Holly Dale (Year 1 AHR Rep)	Claire Gilbert (Year 2 MPH Rep)
	Matthew Jacobs	Tracy Lightfoot	Charlie Lloyd
	Sarah Masefield (Year 1 PhD Rep)	Hollie Melton (Year 2 AHR Rep)	Maddy Power (Year 3 PhD Rep)
	Kat Tilton (Year 1 MPH Rep)	Shanie Young	

SSF/Nov16/01	Apologies for Absence
	Apologies were received from Katie Pybus and Diane Stockdale.

SSF/Nov16/02	Minutes of Meeting held on 27 June 2016
	The minutes of the meeting were approved.

SSF/Nov16/03	Introductions and welcome
	TL welcomed new and returning student reps to the first meeting of the year, explained the purpose of the forum and outlined the need for separate Postgraduate and Undergraduate meetings. It was also advised that future meetings should be chaired and led by the students.

SSF/Nov16/04	Matters arising
	There were no matters arising.

SSF/Nov16/05	Standing Item: Report on previous term's module evaluations
	Summer term module evaluations have been summarised and circulated.

SSF/Nov16/06	Postgraduate Departmental Representative
	MJ reported that in previous years, there has only been one departmental representative covering all UG and PG, but in an attempt to meet the needs of all students, the Department has been given approval to recruit a postgraduate departmental representative. It was suggested that this representative should come from within the pool of programme representatives. Anyone wanting more information should contact MJ for further information and a job description for the role will be circulated.

ACTION:	BY WHOM:
Circulate representative job description.	Matthew Jacobs
Expressions of interest to be sent to Matthew.	Student reps

SSF/Nov16/07	Standing Item: AHR Issues
	<p>TL advised for the benefit of new reps that this was an opportunity to raise any issues relating to programmes and used last year's provision of a microwave as an example. Students asked that a reminder of this facility and its location be circulated for the benefit of September 2016 students. Suggestions/recommendations should be sent to MJ, DS, SY</p> <p>HD reported that there has been excellent response from staff to student feedback, in particular for RCTs. Intro to Health Stats and Epidemiology have been excellent, but problems were reported with the size of the room for Epidemiology and being able to hear the lecturer. It was suggested that improved microphone facilities may help.</p> <p>It was suggested that lecture capture was introduced across all modules and that the Wednesday seminars were also recorded as students often struggle to access them in person. TL to raise at Graduate Schools Board/Research Committee</p> <p>RCTs– students felt that they had not been given sufficient content for their assignments and suggested direction on where to find more, relevant, information. TL recommended that all students raising module related issues take the opportunity to complete the end of module feedback sheets, as these feed into Graduate School Board and actions can be recommended to enhance learning. She also advised that the Department had recruited a higher number of students than anticipated, which has led to issues with room sizes, etc.</p> <p>AHR students undertaking Infection & Disease raised issues around integrated study days. TL agreed to look into why this was still an issue.</p>

ACTION:	BY WHOM:
Circulate information about the microwave available to postgraduate students (ARRC 2 nd floor Common Room).	Matthew Jacobs
Agenda item for GSB - Discuss standardising lecture capture for all PG modules.	Tracy Lightfoot
Check whether lecture capture of Wednesday seminars is possible.	Tracy Lightfoot
Investigate why integrated study days are still being used.	Tracy Lightfoot

SSF/Nov16/08	Standing Item: MPH Issues
	<p>CG reported on behalf of part time and completed students in her capacity as 2nd year rep. Positive feedback was given about the skills and facilities for the programme, and the structure for part time students. The range of assessments was felt to be good, with staff being helpful and approachable.</p> <p>It was requested that teaching materials were made available on the VLE on the Sunday to allow students to print presentations off in advance, which would benefit part time students in particular. TL advised that this may be more problematic for modules which used guest speakers. It was agreed that even the day before lectures would be an improvement. TL agreed to raise this with module leads.</p> <p>Students like the formative and summative format for feedback and assignments,</p>

	<p>but reported that Health Policy had lacked a formative component. It was also commented that some marks had been adjusted with no notification from the Department about why this had happened. It was suggested that to improve practical skills for students not familiar with handling data that a 'here's some data, this is what you do with it' session be introduced. TL advised that due to an absence of a staff-member, the module lead was aware that there have been problems with delivery this year, which had resulted in essential last minute changes. Action is already being taken to avoid a repeat of this next time.</p> <p>Students felt that there had been issues for Health & Social Behaviour in relation to the lack of advance notice of what the assignment would be about. TL advised that the module lead is aware of these issues and is taking action to avoid a repeat of this. Concerns were also raised about a summative poster which accounted for approximately 30% of marks due to group mix of part time and full time students.</p> <p>Part time students had raised concerns that there doesn't appear to be a clear timeline for their dissertation work. It was felt that part time students rely on choosing their own topics rather than departmental topics as it isn't clear whether or not lists are kept up to date once full time students have submitted proposals. TL to raise this with the Dissertation Development Committee.</p> <p>Students asked that a mean/median of module marks be circulated. TL reported that she hadn't realised this process had stopped and agreed to discuss with the Department's Student Assessment Office.</p> <p>2016 students reported positively to Global Health, but felt that some of the lectures in Infection & Disease were too scientific. The heavy workload for students during the spring term was raised as an issue, as students felt that they had up to 5 pieces of work to do concurrently. TL advised that most students are not expected to be concentrating on their dissertations at this point, and some workload issues are based on module choices.</p> <p>Students asked if there was any guidance on opportunities after graduation, such as employment guidance, etc. TL and MJ reported that this is not historically something the Department is involved in, but that they would investigate opportunities. MJ also advised that the University's Careers Service are enhancing their employability activities. CL suggested that a session be given on PhD opportunities, what they entail, scholarships, etc as an alternative to going directly into employment.</p>
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ACTION:	BY WHOM:
Investigate putting lecture notes on VLE in advance of lectures, ideally Sunday.	Tracy Lightfoot
Ensure a clear timeline is available to part time students for dissertation related activities, and investigate whether topic lists are updated once full time students have submitted their proposals.	Tracy Lightfoot
Mean/Median of module results to be circulated.	Tracy Lightfoot to discuss with DoHS Student Assessment Office

SSF/Nov16/09	Standing Item: PGCert Health Research & Stats Issues
	Nothing to report.

SSF/Nov16/10	Standing Item: PhD Issues
	<p>SM reported that Skillsforge has been causing some issues. Staff and students all appear to be having issues around milestones.</p> <p>It was also reported that there had been little integration between existing and new PhD students. MJ advised that there would normally have been a PhD Social/Coffee Morning but that due to staff changes, this had not happened. It was agreed that MP would liaise with DS to organise an event. TL also advised that in January a mini-induction will be held for the new starters to which October starters would also be invited.</p> <p>It was suggested that PG and UG reps meet to discuss alternatives to going directly into practice, in particular, opportunities for research degrees and research posts. It was also suggested that PhD students be given opportunities to meet the Department's research teams.</p> <p>Some more technical modules have students starting at very different levels. It was suggested that for those with little background in, for example, Health Statistics or Epidemiology, students could be signposted to more basic information to enhance learning.</p>

ACTION:	BY WHOM:
Organise PhD Social event.	Maddy Power/Di Stockdale

SSF/Nov16/11	Any other business
	TL asked student reps to identify whether or not it would be useful to have a 'student hour' to see students on an ad hoc basis. This would be the same hour each week.

SSF/Nov16/12	Chairmanship of next meeting
	CG and SM both expressed an interest in chairing the next meeting.

SSF/Nov16/13	Date and time of next meeting
	It was agreed that this would be scheduled for w/c 16 January 2017.

POSTGRADUATE STAFF STUDENT FORUM – 22 November 2016: SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Nov16/06 Postgraduate Departmental Representative	Circulate representative job description. Expressions of interest to be sent to Matthew.	Matthew Jacobs Student reps

SSF/Nov16/07 AHR Issues	Circulate information about the microwave available to postgraduate students (ARRC 2 nd floor Common Room).	Matthew Jacobs
	Agenda item for GSB - Discuss standardising lecture capture for all PG modules .	Tracy Lightfoot
	Check whether lecture capture of Wednesday seminars is possible.	Tracy Lightfoot
	Investigate why integrated study days are still being used.	Tracy Lightfoot
SSF/Nov16/08 MPH Issues	Investigate putting lecture notes on VLE in advance of lectures, ideally Sunday.	Tracy Lightfoot
	Ensure a clear timeline is available to part time students for dissertation related activities, and investigate whether topic lists are updated once full time students have submitted their proposals.	Tracy Lightfoot
	Mean/Median of module results to be circulated.	Tracy Lightfoot to discuss with DoHS Student Assessment Office
SSF/Nov16/10 PhD Issues	Organise PhD Social event.	Maddy Power/Di Stockdale