

UNIVERSITY *of York*

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on Tuesday 19 January 2016,
in Room ARC/010, Department of Health Sciences

Present:	Marena Ceballos Rasgado Alex Christensen Emma Edmunds Sally Evans	Seth Francis-Graham Catherine Hewitt Tracy Lightfoot Charlie Lloyd	Katie Pybus (Chair) Diane Stockdale Simon Svenkerud Shanie Young
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SSF/Jan16/01 Apologies for Absence
Apologies were received from Helen Anderson, Sadie Bell, Lorna Fraser, Amanda Mason-Jones and Maddy Power.

SSF/Jan16/02 Minutes of Meeting held on Monday, 7 December 2015
Minutes of the previous meeting were accepted as a true record.

SSF/Jan16/03 Matters Arising
There were no matters arising from the previous meeting.

SSF/Jan16/04 *Standing Item: Report on previous term's module evaluations*
Carried forward to the next meeting.

SSF/Jan16/05 *Standing Item: AHR Issues*

**SSF/Jan16/05.01 Current modules
Research Methods**

It was noted that some of the taught elements of this module could be usefully covered in Term 1 instead of Term 2, and Epidemiology moved to the Spring term. TJL reported that the teaching timetable for 2016/17 will be reviewed by Graduate School Board.

ACTION:	BY WHOM:
Review of the teaching timetable for 2016/17 by GSB at the January meeting.	Tracy Lightfoot

SSF/Jan16/06 *Standing Item: MPH Issues*

**SSF/Jan16/06.01 Current modules
Introduction to Health Statistics**

A number of students found the assessment lengthy and consequently felt rushed. It was noted that this was in part due to the nature of it being a new module with no previous examination to guide expectations and also the inclusions of the questionnaire, SPSS output and research paper in the main text of the exam. It was felt that a separate document containing the supplementary material would be

helpful and prevent time being wasted flicking back and forth through the exam paper. Concerns were raised about the clarity of the wording of one particular question (section 3 question 2) about the distribution of the continuous variables which was worth a maximum of 5 marks. The Board of Examiners will consider the results and the mean score, and if marks are too high or low then they will be re-scaled. Alternatively, if no-one was able to answer this specific question, then it could be excluded from the marking scheme. TJL will take this forward with the University and report back.

TJL confirmed that the assignment is sent to the external examiner and three members of staff for approval beforehand. Students can request a feedback session to go through the assessment paper with the module leader.

CEH agreed to provide sample questions for students taking the module in 2016/17.

ACTION:	BY WHOM:
Review the overall spread of marks.	Tracy Lightfoot
Feedback session will be arranged to discuss the paper if requested by students.	Catherine Hewitt
Prepare sample questions for 2016/17.	Catherine Hewitt

SSF/Jan16/06.02 Access to microwave

Students would like access to a microwave for lunch-time use. SJE previously investigated the provision of a microwave for undergraduates but was unsuccessful. However, the department is conscious of the tight schedule for PG teaching and the Wednesday seminar series which our postgraduates are encouraged to attend, and will review resources to see whether we can accommodate their request.

ACTION:	BY WHOM:
Discuss resources with Denise Shingler re purchasing a microwave for students' use.	Sally Evans

SSF/Jan16/07 Standing Item: PhD Issues

SSF/Jan16/07.01 Current modules

There were no issues to report.

SSF/Jan/16/07.02 Printing access

One of the new PhD students had encountered problems with printing access. It was agreed that SJE will follow this up with Finance Office and email the student.

ACTION:	BY WHOM:
Contact Finance Office re printing access and notify student of outcome.	Sally Evans

SSF/Jan16/08 Any Other Business

SSF/Jan16/08.01

An email had been circulated to all students reminding them about the Periodic

Review Student Focus Group (Postgraduates) scheduled for Tuesday 23 February 2016 from 4.00-6.00pm in ATB/014.

SSF/Jan16/09 Chairmanship of Next Meeting
Seth Francis-Graham agreed to chair the next meeting.

SSF/Jan16/10 Date and Time of Next Meeting
The next meeting will be held on Tuesday, 16 February 2016 at 12.15pm in ARC/010.

POSTGRADUATE STAFF STUDENT FORUM – TUESDAY 19 JANUARY 2016: SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/Jan16/05 <i>Standing Item:</i> AHR Issues Current modules: Research Methods	Review of teaching timetable for 2016/17 by Graduate School Board.	Tracy Lightfoot
SSF/Jan16/06 <i>Standing Item:</i> MPH Issues 06/01 Current modules: Introduction to Health Statistics	Review the overall spread of marks. Feedback session will be arranged to discuss the paper if requested by students. Prepare sample questions for students taking the module in 2016/17.	Tracy Lightfoot Catherine Hewitt Catherine Hewitt
SSF/Jan16/06 <i>Standing Item:</i> MPH Issues 06/02 Access to microwave	Discuss resources with Denise Shingler re purchasing a microwave for students' use.	Sally Evans
SSF/Jan16/07 <i>Standing Item:</i> PhD Issues 07/02 Printing access	Contact Finance Office re printing access and notify student of outcome.	Sally Evans