

UNIVERSITY *of* York

The Department of Health Sciences

POSTGRADUATE STAFF STUDENT FORUM

Minutes of the Meeting held at 12.15pm on Tuesday 16 May 2017
in Room ATB/110, Department of Health Sciences

Present:	Holly Dale (Y1 AHR rep)	Katie Pybus (Y2 PhD rep)	
	Matthew Jacobs	Di Stockdale	
	Amanda Mason-Jones	Kat Tilton (Y1 MPH rep)	

SSF/May17/01	Apologies for Absence
	Apologies were received from Claire Gilbert, Holly Melton, Maddy Power, Charlie Lloyd, Sarah Masefield, Tracy Lightfoot, Lorna Fraser and Shanie Young.

SSF/May17/02	Minutes of Meeting held on 17 January 2017.
	The minutes of the meeting were approved .

SSF/May17/03	Matters Arising
	<i>SSF/Jan17/03 Integrated study days</i>
	TL to contact Steven Oliver and Kamran Siddiqi for feedback on integrated study days - carried forward.
	<i>SSF/Jan17/05 AHR Issues</i>
	<i>Intro to Health Statistics module:</i> TL and CH had reviewed students' comments relating to the Introduction to Health Statistics exam. Students across AHR and MPH remained concerned about potentially being awarded lower module marks because of the confusion over the format of the exam paper.
	<i>Exam disruption:</i> Feedback from students had been reported to Pauline Bland in the Student Assessment Office who, in turn, relayed comments to the central Exams Team Leader. It was acknowledged that due to the complexity of the exam timetable it is impossible to schedule every different exam in its own room or put exams with the same end time together, and while students are advised by invigilators to leave exams quickly and quietly to avoid disrupting other students, unfortunately sometimes students do not respect this.
	<i>SSF/Jan17/06 MPH Issues:</i>
	<i>RCT module:</i> The discrepancy over word limit for the assessment had been fed back to the module leader who advised students he would mark assessments up to 6,000 words.
	<i>Timing of exams:</i> DS had emailed the link to the assessment schedule to all students.

SSF/May17/04	Standing Item: Report on previous term's module evaluations
	It was noted that module evaluation is now being compiled by means of the online Qualtrics tool.

SSF/May17/05	Standing Item: AHR Issues
	SSF/May17/05:01 Current modules
	There were no issues to report.

SSF/May17/06	Standing Item: MPH Issues
	SSF/May17/06:01 Current modules
	KT reported feedback from students indicated significant repetition of lecture content across some modules, so needed better co-ordination between module leaders. Health Research: there needs to be more in-depth feedback for the assessment. There seemed to be some discrepancy on how the assessment sheets had been completed. It was felt the timing of the module needed to be in Term 1 rather than 2. However, AMJ explained this had been deliberated over previous years and currently allows Introduction to Health Statistics and Epidemiology to be taught first.
	SSF/May17/06:02 Dissertation presentation day
	Overall, the feedback was positive but the preferred options would be to either split the presentations across two days rather than one whole day, or for students to just attend either a morning or afternoon session. More active support and guidance from supervisors, or perhaps a dedicated group session to help prepare the proposal for submission, would be appreciated.
	SSF/May17/06:03 Term 2 exam load for FT MPH students
	A number of full-time MPH students were taking up to 6 modules in the Spring term and consequently had a heavy exam schedule. The question was raised about whether the assessment schedule could be reviewed with a view to moving, for example, the Health Economics exam back to Week 10 of term 2 rather than Week 1 of the Summer term. For the 20-credit modules (Public Health Foundations & Practice, and Infection & Disease), students would favour a formative assessment at the end of term 1. Information about the assessment at the start of the module would be welcomed.

ACTION:	BY WHOM:
Review assessment schedule for FT MPH students in 2017/18.	Amanda Mason-Jones/ Tracy Lightfoot

SSF/May17/07	Standing Item: PGCert Health Research & Statistics Issues
	SSF/May17/07 Current modules
	There were no issues to report.

SSF/May17/08	Standing Item: PhD Issues
	SSF/May17/08:01 Current modules
	There were no issues to report.
	SSF/May17/08:02 Teaching opportunities
	Katie Pybus reported there were no substantive teaching opportunities within the department for PhD students apart from on the statistics modules. DS confirmed that any information relating to teaching opportunities is circulated to all PhD students, but would forward KP's comment to Caroline Fairhurst as the departmental PGWT Co-ordinator.
	SSF/May17/08:03 Pint of Science
	It was noted that KP had been involved with the Pint of Science events, which had been widely advertised within the department.

ACTION:	BY WHOM:
Forward KP's comment re teaching opportunities for PhD students to Caroline Fairhurst.	Di Stockdale

SSF/May17/09	Any Other Business
	SSF/May17/09:01 Student reps for 2017/18
	Thanks were conveyed to all the full-time student reps completing this year and it was noted that Sarah Masefield will stay in post as the departmental postgraduate rep.
	Details about the upcoming elections for course reps for 2017/18 will be announced closer to the time.

SSF/May17/10	Chairmanship of Next Meeting
	To be agreed.

SSF/May17/11	Date and Time of Next Meeting
	The date of the next meeting will be agreed and details circulated.

**POSTGRADUATE STAFF STUDENT FORUM – 16 May 2017:
SUMMARY OF ACTION POINTS**

AGENDA ITEM AND TITLE:	ACTION:	BY WHOM:
SSF/May17/06:03 Term 2 exam load for FT MPH students	Review assessment schedule for FT MPH students in 2017/18.	Amanda Mason-Jones/ Tracy Lightfoot
SSF/May17/08:02 Teaching opportunities	Forward KP's comment re teaching opportunities for PhD students to Caroline Fairhurst.	Di Stockdale