

NDM Graduate Student Consultative Committee – Thursday 8th June 2017

Attendees:

Derek Leske (Chair)
Elizabeth Allen
Florian Brod
Ariane Cruz Gomes
Elphire Ehmed
Jack Kelly
Zoe Stockdale
Morven Wilkie
Mattia Zucca

Apologies:

Matthew Dickinson
Mona Mohsen

Agenda: Part I – Students only meeting

1. Introductions
2. Terms of reference and membership
 - a) What should this committee seek to achieve? For discussion:
 - i) To provide a forum for students to communicate more effectively with the departmental administration with the objective of improving service delivery for students.
 - ii) What should the department do more of? What is the department not doing that it should? And what are the crucial issues faced by graduate students in the NDM?
 - b) Is this committee sufficiently represented?
3. Communication with the department
4. Review of current experience
5. Ideas for new initiatives
6. Particular challenges for discussion
7. Any other business

For Part 2 of the meeting, the Director of Graduate Studies joined for feedback and to explore the issues raised during items 1-7. Comments from this part of the meeting will be included in *italics*.

ITEM		ACTION
1.	Introductions The Committee was introduced.	
2.	Terms of reference and membership <ol style="list-style-type: none"> a) What should this committee seek to achieve? <ol style="list-style-type: none"> i. To provide a forum for students to communicate more effectively with the departmental administration with the objective of improving service delivery for students. ii. What should the department do more of? What is the department not doing that it should? And what are the critical issues faced by graduate students in the NDM? b) Is this committee sufficiently represented? <p>The above terms of reference and membership were broadly agreed by the Committee. <i>It was noted that there wasn't currently representation from ExpMed, TropMed or CCMP – ZS and the DGS would look into this.</i></p>	DGS/ZS
3.	Communication with the department General queries and experience The Committee noted that the most common queries received from students were with regards to where information and forms could be found, as well as comment on supervisors and projects. The Committee noted that it is difficult to obtain feedback from students as they are all within their own Units and Institutes. Students are only really together as a department at the induction breakfast and the new starters' dinner.	



	<p>It was noted that the information regarding milestones, the course, etc. was available, but that you had to look for it. As a student you are told about this information at the start of the 1st year but this may be the only time. Some students noted that they had mentioned this on their GSS forms but there had been no response. ZS noted that all students should receive an email about Transfer and Confirmation of Status from the Division – the Committee said that they knew some students hadn't received this. ZS would look into this.</p> <p>GSS and Training The Divisional GJCC has suggested that, on the GSS replacement, there should be a status bar that reflects where a student is in their DPhil process. The Committee noted that student don't always know that there are compulsory training courses for their DPhil, or where to find information on this. It didn't seem that the Medical Sciences Skills and Training created an automatic email to all students – they had to join a mailing list. ZS would look into whether or not NDM students could be automatically added to this list.</p> <p>Awareness of Director of Graduate Studies (DGS) and Graduate Studies Advisors (GSA) The committee noted that there is a very low awareness of the DGS and local GSA's within the student body. The DGS will be attending more local Unit events in the future to increase visibility and awareness of his role. <i>The DGS noted that more training should be provided to the GSA's so that they are more aware of what their role entails and that they should be more visible to students. The DGS noted that he and GSA's should attend more informal events – coffee breaks, seminar series – to increase visibility.</i></p> <p>Some Committee members suggested that the students are asked to attend a compulsory meeting with their GSA at the end of their 1st year, but others felt this was too prescriptive. Instead, the GSA should email all students in their Unit inviting them to have a meeting if they felt it was wanted. It was advised that this should be before the Transfer of Status viva so that students could be reassured about the process and what it entails. <i>It was noted that the language regarding transfer of status could be softened on the NDM website to better reflect the process. The Committee also noted that 'case studies' for milestones may be beneficial to students about to undertake these processes.</i></p> <p>Student representatives and website The Committee noted that it was not well known that NDM had student representatives who attend the Graduate Studies Committee. This information wasn't well publicised on the website. In addition, Derek and Mattia have no way of reporting on the meetings to the student body. ZS would look into a potential student mailing list, and if it would be possible to provide access to this to Derek and Mattia. It was also suggested that the Committee establish a closed Facebook group for NDM students. Derek and Mattia would look at establishing this.</p>	<p>ZS</p> <p>ZS</p> <p>DGS/GSAs</p> <p>ZS/Committee</p> <p>ZS</p> <p>DL/MZ</p>
<p>4.</p>	<p>Review of current experience The Committee reported that overall the student experience was good, but things could be improved. The suggestions made are more about making things easier for students. It was felt that this Committee would be a big improvement but that the student body needed to be aware that it existed.</p>	
<p>5.</p>	<p>Ideas for new initiatives The Committee suggested starting a series of 'Career talk' events, where an established scientist discussed their career to date, focusing on the career choices rather than the science. The Committee also suggested that funders could be invited to talk at these events. The event would be open to all NDM students, and would be held at various NDM buildings to allow more students to attend.</p>	
<p>6.</p>	<p>Particular challenges for discussion Not covered within the meeting.</p>	
<p>7.</p>	<p>Any other business a) Derek stated that he would not wish to be the student representative for 2017/18 as he has been in this role for 2 years and would be entering his final year. The Committee agreed that his replacements should be found from within the GSCC if possible.</p>	<p>ZS/Committee</p>

ACTION LOG

Meeting Date: Thursday 8th June 2017

Present: Derek Leske (Chair), Elizabeth Allen, Florian Brod, Ariane Cruz Gomes, Elphire Ehmed, Robert Gilbert*, Jack Kelly, Zoe Stockdale, Morven Wilkie, Mattia Zucca

*For later part of meeting only

Who	What	By When	% Completed	Done	Notes
Zoe S. and Rob G.	Gain student reps from CCMP, ExpMed, TropMed, MSc and WTCHG	Next meeting	90%		Still need WTCHG.
Zoe S.	Confirm emails regarding transfer and confirmation deadlines are sent to students	ASAP	100%	✓	Division confirmed automatic emails are sent close to deadlines.
Zoe S.	Confirm if students can be automatically added to T&D mailing list	08.10.17	100%	✓	New starters from MT2017 will be auto-enrolled on the T&D mailing list - older students will have to manually subscribe.
Zoe S.	Soften' Transfer of status language on website	08.10.17	100%	✓	Language added to site.
Committee	Provide case studies for Transfer of Status	08.10.17	0%		
Zoe S.	Look into mailing list for GSCC	Next meeting	100%	✓	Mailing list set-up: ndm-graduate-students@maillist.ox.ac.uk
Derek L. and Mattia Z.	Look into Facebook page for NDM students/GSCC	Next meeting	0%		
Zoe S.	Arrange elections for new GSC and Divisional student rep (replacing Derek)	31.08.17	100%	✓	Ryan Hoyle selected as new GSC and Divisional Rep