**Institute of Health and Social Care**

**Post Graduate Certificate/Masters in Professional Practice Programme Voice Group**

**DRAFT minutes and actions from the meeting held on 30th November 2023**

**Student Members Present**

Karen Lombard

**Staff Members Present**

Venetia Brown, University Link Tutor (VB) (Chair)

Jo Anastacio, Senior Programme Manager (JA) (Minutes)

Emma Le Poidevin, Institutional Link Tutor (ELP)

Anne Marie Nolan, Informatics Coordinator (AMN)

Rachael Major, Programme Lead (RM)

Esther Reid, Academic Lead (ER)

**Apologies**

None received

**Absent**

N/A

**Part 1 – Preliminary items/Introduction**

**1.1 Welcome, Introduction and Apologies**

**1.2 Minutes of the previous meeting [see action table at the end of this document]**

At the last meeting held in March 2023, an action table was approved as a result of students submitting written feedback, as none of them could attend in person or online.

| **Part 2 – Programme Feedback** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Paper Number** | **Minute Ref** | **Summary of Discussion** | **Action(s) and by Whom?** | **Deadline** | **Update** | **Completed**  **(Y/N)** |
| **2.1 Outstanding Actions from the Previous Minutes** | | | | | | |
| **BAHSCP** |  |  |  |  |  |  |
|  |  | See attached action table from March 2023 at end of document and updates | *-* | *-* | *-* | *-* |
| **MA** |  |  |  |  |  |  |
|  |  | See attached action table from March 2023 at end of document and updates | - | - | - | - |
|  | | | | | | |
|  |  |  |  |  |  |  |
| **2.2 Positive Feedback on the Programme(s)** | | | | | | |
| **2.2.1 Active Learning and Assessment** | | | | | | |
|  |  | * (Induction) Very informative - well explained | - | - | - | - |
|  |  | * (Induction) Welcoming | - | - | - | - |
|  |  | * Good having different lecturers - different viewpoints | - | - | - | - |
|  |  | * Formatives were useful | - | - | - | - |
|  |  | * Good support from course lead and peers | - | - | - | - |
|  |  | * Networking | - | - | - | - |
| **2.2.2 Extended Project** | | | | | | |
|  |  | * (Induction) Supportive approach | - | - | - | - |
|  |  | * (Induction) Flexibility with time to study and blended learning e.g. logging in through Teams | - | - | - | - |
|  |  | * Extended Project provides individuals with scope to focus on area of expertise having developed academic skills from other modules | - | - | - | - |
|  |  | * Well prepared from R&D | - | - | - | - |
| **2.3 Programme Leaders/DoP Update** | | | | | | |
| MA |  | Good numbers on modules that are running, x9 on ALA, x6 on ExP. Pass rate remains good, especially those who are engaging in academic support. Wider range of the academic team able to support the MA programme and are involved in mentorship and support. Most withdrawals are due to personal circumstances. Flexibility available to offer students the modules that they want (i.e. next semester).  To keep working on marketing for next academic year. Dates for next academic year will be released before Easter. |  |  |  |  |
| **2.4 Institute Facilities (IT, Library, Rooms)** | | | | | | |
| IT |  | New book-borrowing kiosk being installed today.  Wifi questionnaire was distributed to students, feedback identified that barriers to accessing wifi were due to pop-ups and also that wifi drops out after being inactive for a short period of time.  VR headsets have been purchased which may be used in MA provisions | -  AMN to follow up with students  - | -  March 2024  - | -  -  - | -  -  - |
| Library Resources |  | E-book collection to be cancelled due to lack of use. Review resources available for students who may not be health and social care related, more interdisciplinary | -  RM to follow up with ML’s | -  March 2024 | -  - | -  - |
| Rooms |  | - | - | - | - | - |
| **2.5 Programme Feedback** | | | | | | |
| 2.5.1 Active Learning and Assessment | | | | | | |
|  |  | * Pressure of 2 assignments at same time. * Challenge for students to access study leave | -  ER to take back to EdGov | -  March 2024 | -  - | -  - |
| 2.5.2 Extended Project | | | | | | |
|  |  | * Some timetable errors, late to be distributed. Published time to actual tutor arrival differed | - | - | - | - |
|  |  | * Additional sample projects would be beneficial | RM to arrange | March 2024 | - | - |

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| **Part 3 – Quality and Student Information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1 To receive updates from Middlesex:  From ULT: The University is about to undergo a curriculum review - 2031 learning framework - by September 2024. They are also undergoing a portfolio review to look at numbers of programmes that look non-viable, which is being looked at in post-graduate provision. They are looking to remove 15 credit modules and increase from 2 semesters to 3. Some information is available on the University intranet about the learning framework, FAQs, principles etc. | | | | | | |

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| **Part 4 – Additional Items** | | | |
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|  |  |  |  |
| **4.1** | **Any Other Business**  None | | |
|  |  | | |
| **4.2** | **Date of Next Meeting** | | |
|  | March 2024, date TBC | | |
|  |  | | |

Drafted: 13.12.2023

Agreed by Chair:

Circulated:

Confirmed:



**Policy, Strategy and Planning**

| Student Issues/Concerns | Institute Actions |
| --- | --- |
| Students on previous modules academic skills sessions to be allowed to opt-out | At present we will continue with these sessions |
| Flexibility on module attendance should be allowed, seems too restrictive for adult learning | There is an expectation to meet the minimum requirements of the module |
| Launch of Task 3 immediately after submission of Task 2 would have been helpful | Noted at module review meeting – RM |
| More up to date resources | Noted at module review meeting – RM |

**Advanced Assessment and Clinical Decision Making**

| Student Issues/Concerns | Institute Actions |
| --- | --- |
| Time off ward to do assessments | Remind at EdGov importance of study leave policy for Level 7 students - ER |
| Study time on off duty to complete portfolio | As above |
| Not enough access to resources e.g. Middlesex university access | Not applicable for validated partnership |

**Advancing Professional Practice**

| Student Issues/Concerns | Institute Actions |
| --- | --- |
| Small group also limiting as less perspectives, but as mentioned above it has pros and cons and we would not have wanted the module to be cancelled due to this as we still had a good experience | Minimum cohort size of 6, as per approval |

**End of Life Care**

| Student Issues/Concerns | Institute Actions |
| --- | --- |
| Communication – Lack of communication with link lecturer, course starting date | Apologies were made at the time |

**Meeting Notes**

* No student engagement at November 2022 meeting so new meeting format has been agreed
* CPD students combining work and study – more convenient to engage when on campus, not much success with online or face to face feedback. Agreed that form is filled out towards the end of the module in a group format
* Note the numbers of engagement and how it has improved

**PSP (post-graduate Level 7 module contributing to PG Cert/MA – RM on behalf of SF**

1. Pass rate has improved immensely since sessions are repeated per module. There can be an element of module-specific skills. Better for peer support, module engagement and attainment has improved since this is compulsory. To continue with these at present.
2. There is flexibility as we recognise that there are sometimes sessions that cannot be attended, but there will always be a requirement to catch up on the work as this contributes towards success of the module. There is as much flexibility as there should be i.e. joining online
3. Noted
4. Noted and will be actioned

**AADM – RM**

1. EdGov held every quarter, make sure the importance of study leave and time off for assessments is emphasised for those sending
2. See above
3. Communicate to the programme leader the nature of the resources you would like – the Partnership arrangement doesn’t allow access to MDX University website

Positive comments noted

**APP – RM**

1. Noted -no action required

Positive comments noted

**EOLC – RM**

1. Ensure marketing is advertised and continues to be shared in good time. Noted for future reference

Positive comments noted

Positive comments noted: Organisation, Learning Pod, Networking Opportunities and Range of Appropriate External Speakers

**Notes to be published on the Learning Pod, students to be emailed advising of such**

**Copy to Academic Partnerships**

**Date of next meeting: November 2023**