# College Forum Meeting Minutes

## ***College of Biomedical and Life Sciences, Undergraduate Students***

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| **Date:  12/03/2024** | | **Time: 15:30pm** | | **Location: Zoom** |
| Chair: | Michaela Hennessy | | | |
| Minutes: | Michaela Hennessy | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
| * Sian Ballard (College Education Manager) * Lindsay Roberts (Library Services) | | | * Maisie Hughes (HCARE) | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Michaela Hennessy (Academic Representation Coordinator) * Dai John (UG Dean in BLS) * Sian Ballard (College Education Manager) * Paul Jones (IT Services) * Lindsay Roberts (Library Services) * Poppy Dunbar Jones (Student Advice & Advocacy Coordinator) | | | * Harriet Penna (HCARE) * Joshua Tandy (BIOSI) * Kian Berry (BIOSI) * Rosa Brew (HCARE) * Emily Smith (BIOSI) | |
| **Update on Actions from the Previous Panel:** | | | | |
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| **Rep Feedback: BIOSI** |
| 1. Microphone in the CSL lecture theatre – quality is poor as lecturers are having to wear microphones. 2. Recent SSP was extremely positive. 3. FYP – schedule for this was very tight, but all other issues have been resolved at School level. 4. Physiology – there is a coursework where students must write certain parts, and each part is graded. Instead of the normal rubric, it was only done in 20% increments. This meant that there is great disparity between available marks. SSP said that this was going to change but they didn’t seem keen on this idea. 5. Feedback about the end of year trip for ecology students – trips available are Cardiff, Devon, or abroad. Students are asking whether it is possible for a bus for everyone for one of the UK trips. Lots of students want to go but the transport costs are putting them off. 6. Ongoing question around Panapto – currently there is an automatic release date. Is there a way to reduce this to 3 or 5 days? |
| **Action/Key Decision: Who: Paul Jones, Reps.**    **When: N/A** |
| 1. IT to follow this up. 2. Dai John – Kirsty Richardson is the head of assessments for BIOSI – this is the best contact to make the school aware. 3. Dai John – budgets are devolved to the schools, so no University budget for costs associated with specific costs. Raise this with Dr Jones. Alternative option is for FAPA. 4. Paul Jones – next year it should be decreased to 5 days, but all changes need to be discussed with Unions. Academic staff can change this, but the automatic release date is looking to change to 5 days. |
| **Rep Feedback: HCARE** |
| 1. Recent SSP – issues with timetabling were raised. 2. Final year students were feeling overwhelmed at the start with 4 modules, but this was fed back to module leads / programme leads. 3. Placement packs – people assumed that they would get one and not on a basis on first come first serve. 4. Placement packs – in the booklet there is too much focus on FTP and not enough on supporting students. 5. Disparity between markers – because of the processes, the marks should be correct. Students do not agree with this and do think that there is disparity. 6. Marking exercised in modules could help students to understand where and how marks are given. 7. OT – had a very positive SSP with lots of actions that have been taken forward. 8. OT – placement students are finding inconsistent support, for example if their contact tutor is part time. Clear disparity between staff members. 9. Lecturers scheduling is way off – difficult for neurodivergent students. Raised this with the programme managers so hoping that this is addressed. 10. Turnitin – Can’t open old feedback, raised it with Head of School and she said to contact markers which is not a viable solution. |
| **Action/Key Decision: Who: Michaela, Reps**  **When:** |
| 1. Micaela VP Postgraduate will be looking to collect feedback on the Placement packs as VP Heath Park Alex has left the role owing to personal circumstances. 2. Dai John noted that at a recent meeting, Angie and Deio mentioned planning for another round of placement packs. If they do, it’s important that students who have already had one should not be eligible to ensure that those students who haven’t had one yet can get one. 3. Michaela will feed this back to the Sabbatical Officer Team.   7-9) Dai commends the action of taking this to the programme management team as they are the most  appropriate team to deal with this feedback.   1. Paul shared his contact details in and has asked that this is logged with IT. Paul encouraged to share   the call log number with him so that he can monitor this work. |
| **Staff Updates:** |
| **BLS Undergraduate Dean (Dai John):**  Dai commends Reps for their hard work in dealing with issues not only at school level but ensuring that feedback also reaching the College Forums. Dai praised reps for bringing updates and sharing things with their school, the college and the Students’ Union so that we can all action the feedback and work together.  **Library Services (Lindsay Roberts):**   * There were some Issues with ID access to building, so reminder students to activate cards – tap on encoders on a monthly basis to keep card activated. If there are issues with being locked in, you can call security who can remotely open the doors. * Loan limits increased from 35 to 50 books borrowed at a time. * Science Library, there may be some disruption over Easter as they are building a new accessibility ramp. * ASSL roof work is continuing, and the scaffolding is planned to come down before exams. * Study spaces on second floor are all accessible in ASSL. * The ASSL is undergoing a major refurbishment over the summer so will have to shut this down for a period – this will be after exams – books on this floor will be available as request only during this work. This will be publicised closer to the time.     **IT Services (Paul Jones):**   * Turnitin maintenance on Saturday 16th March from 2-6pm so this will not be available then – this was advertised on status page and intranet. * Log a call: https://intranet.cardiff.ac.uk/students/it-support/it-service-desk * Get updates on the status of key IT services via the Status Page - https://status.cardiff.ac.uk/ * If you wish me to look at anything specifically or want anything escalated, then my email address is [JonesP11@cardiff.ac.uk](mailto:JonesP11@cardiff.ac.uk).   **Student Voice (Michaela Hennessy):**   * A huge congratulations to everyone who ran in our Spring Elections. We had Voting week last week and we really appreciate all of those who ran, shared the news, voted and engaged with the Elections in any way. If you want to find out more about the Spring Elections including who your Elected Officers are for 2024/25 the head to our website here: https://www.cardiffstudents.com/news/article/secret/Spring-Elections-Results-2024-Canlyniadau-Etholiadaur-Gwanwyn-2024/?hp-banner * Please contact [Studentreps@cardiff.ac.uk](mailto:Studentreps@cardiff.ac.uk) for any queries.   **Student Advice (Poppy Dunbar Jones):**   * Nothing specific to raise, however Student Advice contact details were left in the chat if the reps wished to contact the service ([advice@cardiff.ac.uk](mailto:advice@cardiff.ac.uk)). |
| **Any Other Business:** |
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