# College Forum Meeting Minutes

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

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| **Date:  28/11/2023** | | **Time:  11:30am** | | **Location: Zoom** |
| Chair: | Alex Meers | | | |
| Minutes: | Aoife Regan-Foley | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
| * Sian Ballard (College Education Manager) * Lindsay Roberts (Library Services) | | | * Samuel Morrison (MEDIC) * Deepika Khali (OPTOM) | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Alex Meers (VP Heath Park) * Michaela Hennessy (Academic Representation Coordinator) * Dai John (UG Dean on BLS) * Paul Jones (IT Services) * Poppy Dunbar Jones (Student Advice & Advocacy Coordinator) | | | * Harriet Penna (HCARE) * Georgie Edwards (HCARE) * Kyle Stevens (PHRMY) * Daria Zemlyanskaya (DENTL) | |
| **Update on Actions from the Previous Panel:** | | | | |
| No updates as first meeting of the year  Michaela Hennessy (MH) mentioned that the action tracker will be looked at next meeting. | | | | |

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| **Rep Feedback: HCARE** |
| 1. Harriet Penna (HP) – raised an issue about discrimination of LGBTQ members and sexual harassment on placement. There was discussion group run in partnership with Student Voice. There was a Placement Experience Feedback Day (PEF) held with Cardiff and Vale and the data is going to the EDI committee who are part of Your Voice Matters Campaign. Students report there are still some issues meaning students do not want to report issues while they are on placement. 2. HP noted that the disabilities service ran a session to explain the library laptop loans. 3. HP noted that students have requested a printed copy of the EPAD competencies, but staff are wary of this due to issues that may cause confusions with signing off. 4. HP raised that students need reassurance of what skills are learnt in what year for Mental Health Nursing students. They have asked for a framework to be put in the organisation page, but this has not yet been actioned. 5. HP noted there has been talk of marking inconsistencies within marking, but this has been halted. Child Nursing cohort thinks marking workshops will be beneficial for this issue. 6. HP noted that Mental health Nursing personal tutors have not been holding meetings and there have been some timetabling issues. 7. HP stated there have been some issues with bursaries and students are having to miss lectures to work bank shifts due to this. 8. HP also noted issues with Heath students feeling separate, and people feel that there could be more done by other Sabbatical Officers to make them feel more included. Especially for the Spring cohort. 9. Georgie Edwards (GE) – Highlighted the timetabling issue which Spring Cohort are having with their timetables as they are receiving email that they are not attending lectures when they have not been told about them. Issue with personal tutors once again raised. |
| **Action/Key Decision: Who: 5), 7), 6) Dai John**  **9) Paul Jones**  **6) Alex Meers**  **When:ASAP** |
| 5) Dai John (DJ)– Confirms there have been comments on marking inconsistency but he does not know the exact details for HCARE. Echoes the implementation of a shared understanding of the marking criteria like in Child Nursing.  7) DJ Is not familiar enough with the bursary to comment on this but did make aware that it is not something that the University is directly involved with, he does understand the implications that this is having on students. Alex Meers (AM) proposes that the action for this to be setting up a meeting with Sarah Woolley (School manager)     1. Paul Jones (PJ) – Claims that it was due to the school not publishing the entire timetable. IT was chasing HCARE but there were resource constraints. Asks if this is an ongoing issue and if so this is something that can be investigated in January.   6) AM – Is looking at reviewing what personal tutorship looks like.  6) DJ– Requests it to be mentioned to the program leads. HP highlights that the program lead is not great for responding. DJ then suggested that it be passed to Sue Ward (Head of Nursing.) |
| **Rep Feedback: PHRMY** |
| 1. Kyle Stevens (KS) – Exams that were meant to be run with electronic resources, but students are having to use paper resources due to the lack of capacity for students in rooms. Makes the exam less relevant to practice. |
| **Action/Key Decision: Who: 1) Dai John When: N/A** |
| 1. Dai John – Cardiff Uni is looking at the provision for venues that can host electronic exams as there is an increased demand, but this will not be in place for this year. Believes that the school has implemented a Plan B as quickly as possible allowing students sufficient time to adapt to the change in format. |
| **Rep Feedback: DENTL** |
| Daria Zemlyanskaya (DZ) raised two points:  1) There is a sometimes a lack of communication e.g.– what is needed for the P4P scenarios. For the P1 and G1 lessons, we weren’t told about the 1’s and 0’s instead of coloring or putting dots in the squares for indices.  2) Timetable is unorganized e.g. not all subjects in one place. Internal timetable separated. |
| **Action/Key Decision: Who: 1) Dai John When: ASAP** |
| 1) Dai John– Module codes are DENTL school specific. Advised speaking to people in school, if not satisfied with module leads response, then escalate it straight to program lead. |
| **Staff Updates:** |
| **BLS Undergraduate Dean (Dai John)**  Stressed the importance students do not need to wait for SSP to raise issues or bring to forum. Uses example of Harriet and Georgie working with the Union and him to improve situations for students over the summer. Asks students to ensure that they are feeding back when solutions are working or not. No updates in terms of college.  **Library Services:**  Campus Life – Study Spaces – Health Library   * Plans are for the NHS area on the 2nd floor to move to the 1st floor to a dedicated area that is more visible. * Looking to increase study spaces on the 2nd floor * Looking to add additional study spaces on the 1st floor where the shelving has been removed * This is incorporating ideas from the student reps   Campus Life – Study Spaces – ASSL   * All the study furniture on the 2nd floor will be replaced in the Summer to enhance silent noise zon * Co-creation is happening with students, currently choose a chair activity is happening * Tactical works in ASSL * Toilets were completed in Autumn 2023 * Roof replacement is underway and expected to take until Easter 2024 * Next year (2024) – electrical upgrade, external lighting improvements, internal led lighting and new carpet and redecoration on 1st and 2nd floors * CCTV Upgrades * Upgrades for ASSL, Science and Trevithick   Reading list habits  Project was completed last academic year looking at reading habits and use of reading lists across the University. This was presented to University student experience and education committee and is now being discussed at College level committees. The library is also planning some further user engagement sessions about reading preferences coming to the libraries soon.    **IT Services (Paul Jones):**   * SIMs will be unavailable over the weekend until 1pm on Monday. Need to be on the lookout for scam messages, try to block as many as possible but urges student to ensure they stay vigilant. IT will never ask for a password. Learning Central has had some changes, there are teething problems but asks for feedback on this new layout. * Issues were raised by Kyle and Harriet; Paul advises speaking to school directly but if it is a technical issue then speak to him. He provided his email in the chat. Recommends getting the LTA lead (Loretta Newman-Ford) linked in more to raise these issues. * First point of contact for IT is the IT Service Desk: https://intranet.cardiff.ac.uk/students/it-support/it-service-desk * If you wish me to look at anything specifically or want anything escalated, then my email address is JonesP11@cardiff.ac.uk * You can also get updates on the status of key IT services via the Status Page - https://status.cardiff.ac.uk/ * Scam emails advice on Intranet - https://intranet.cardiff.ac.uk/students/it-support/security-and-scams/scam-emails.   **Student Voice (Michaela Hennessy)**   * Student Reps will receive a newsletter detailing about sign posting over the holiday period for students might be by themselves over this period. * Lanyard collection is still ongoing for the coming weeks.   **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)).   **Student Futures Update**   * Student Futures hub is now open on 1*st* floor CSL – come along and meet our Student Futures Assistants and get your CV checked. * Follow us on CU Student Life Instagram to keep up to date with events happening both in Student Futures and across Student Life. * For more information on Student Future Services see here: [Student Futures support crib sheet.pdf](https://cf-my.sharepoint.com/:b:/g/personal/atvarst_cardiff_ac_uk/EThO9AQtLeBNr2xz2sDUpDEBa_aV-aaOlwUMdOxQ1LpmRw?e=MkhhPa)   **VP Heath (Alex Meers)**   * Doing a lot on placement experience and how the university can better this experience. |
| **Any Other Business:** |
| Dai John wished a good luck to those with exams and all the best to the Spring Cohorts of Adult and Mental Health nursing students who will be entering the profession soon. |