# College Forum Meeting Minutes

##  ***Postgraduate Taught Students, Cross College Forum***

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|  **Date:  04/12/2023** | **Time:  3pm** |  **Location: Zoom** |
|  Chair:  |  Micaela Panes |
|  Minutes:  |  Aoife Regan-Foley |
|  **Apologies:** |
| Staff: | Student reps: |
| * Sian Ballard (Education Manager for BLS)
* Andrew Roberts (Interim PGT Dean of PSE)
* Nkosi Yearwood (OPTOM)
 | * Hamish Campbell (HCARE)
* Lizze Madden (GEOPL)
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Elizabeth Wren-Owens (Postgraduate Dean for AHSS)
* Sian Lewis (Education Manager for AHSS)
* Amanda Tonks (Postgraduate Dean for BLS)
* Kath Evans (Education Manager for PSE)
* Lindsay Roberts (BLS Library Services)
* Paul Jones (IT Services)
* Hannah Fatkin (Deputy Head of Student Voice)
* Poppy Dunbar-Jobes (Student Advice and Advocacy Coordinator)
* Micaela Panes (VP Postgraduate)
* Julie Gwilliam (Postgraduate Dean of PSE)
 | * Nawajesh Khan (SHARE)
* Tristan Torrey (GEOPL)
* Matthew Jules (MEDIC)
* Rateel Alrammah (GEOPL)
* Kelly Nigrel (BIOSI)
* Sayantan Das (CARBS)
* Hamdan Mohammed (LAWPL)
* Darshan Dillipkumar (ARCHI)
* Sakthi Priya Raviharan (CARBS)
* Hamza Shah (MATHS)
* Hubert Antonio Rui De Barros (ENGIN)
* Ella Brooks (BIOSI)
* Weronika Reczychka (CARBS)
* Manan Chheda (CARBS)
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|  **Update on Actions from the Previous Panel:** |
|  Action tracker was sent in calendar invite * For purpose of time, Micaela Panes (MP) advised looking through them in own time so that the Rep feedback can be heard while Deans are still in attendance.
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|  **Rep Feedback: CARBS**  |
| Weronika Reczychka (WR) raised the following feedback:1. Feedback was given surrounding the deliverance of seminars and workshops which was then acted on by the school.
2. There were some missed workshops on a course due to unexpected illness of course leader so school granted an extension for this module.
3. Possibility of more social events to be planned.
4. Career aid for placement and non-placement students discussed and there was a career advisor present at the meeting who was able to advise on this.
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|  **Action/Key Decision: Who: N/A When: N/A** |
|  MP was pleased to hear that the issues raised at SSP had been resolved. |
|  **Rep Feedback: CARBS**  |
| Sayantan Das(SD)raised the following feedback:1. Planning to put forward an exclusive CARBS sport event.
2. The garden needs maintenance and so look at arranging this work to make it look nice for summer.
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|  **Action/Key Decision:**  **Who: 2) Julie Gwilliam**  **Micaela Panes**  **Lindsay When: ASAP** |
| 1. Julie Gwilliam (JG) advised that ERBAC lead would be interested as their role is to do with the environmental development on campus.

2) MP also advised library to have an eco-team which Lindsay confirmed and recommended speaking to Erika as she has been involved with cleaning up litter in the area |
|  **Rep Feedback: GEOPL**  |
| Tristan Torrey (TT) raised the following feedback:1. SSP found that there was implementation from the mid-module feedback and there were issues with international students, in particular adapting to the UK referencing style with a tutorial being proposed.
2. Also issues with assignment deadlines being bunched together.
3. Individuals having issues with group works and wanting involvement from lecturers (Some lecturers were ensuring that the group work was being carried out collaboratively).
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|  **Action/Key Decision:** **Who: 1 & 2) Liz Wren-Owens** 1. **Micaela Panes When: 1) ASAP 2) Awaiting findings from Brian investigation**
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|  1) Liz Wren-Owens (LWO) advised that the library runs courses on referencing systems and recommends someone reaching out to the librarian subject leader for the school and they will be able to run a specialized session or point towards existing resources.1. MP advised that on the intranet there are tabs with different styles of referencing that the university uses. This resource was popped into chat.
2. LWO asked what staff said about the deadline bunching. TT confirmed that the response was scheduling issues. Brian is investigating this but advised it may be more of a scheduling issue. Explains staff try to give the longest possible time as then this can be managed by the students then.
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|  **Rep Feedback: LAWPL**  |
| Hamdan Mohammed (HM) raised the following feedback:1. Some students think that the lecture lengths are mentally fatiguing as they are around 3 hours long with only 10 min breaks.
2. Also raised that due to the number of different nationalities on the course and delivering the course, there can be issues with language barriers.
3. Also trying to arrange some sports events with other courses
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|  **Action/Key Decision:** **Who: 1 & 2) Micaela Panes**1. **Liz Wren-Owens**

**3)Micaela Panes When: ASAP** |
| 1 & 2) MP advises contacting the study skills team if there are issues with language barriers. Asks how often the 3-hour lectures are. 1. Liz advises the 3-hour lectures are traditional but that the 2-hour lectures are now preferred. May also help to speak to module leader to add additional breaks in. Does not think there is scope for changing timetables but can go to ML, program director, or take it to the next SSP.

3)MP advises contacting the Law Society to see if they have a PG officer and if not if this role could be created. Would make the running of events easier if part of a society.  |
|  **Rep Feedback: SHARE**  |
| Nawajesh Khan (NK) raised the following feedback:1. First workshop in November and has attended SSP.
2. Assessments outlined better and more detailed.
3. Module handbooks to be provided before the selection process (not able to happen as they are often updated beforehand but the description will be much better and more detailed)
4. Part-time students asked for handbooks and module options to be able to see earlier.
5. Wifi issues raised.
6. More involvement from personal tutor and dissertation supervisors could be chosen earlier (with these being the same person)
7. Felt that the CSL career events are more STEM focused so asked for there to be more involvement for humanities.
8. Consistency on Learning Central
9. More guidance on PhD application process and funding
10. Discussion of feedback with seminar tutors instead of personal tutors as well as feedback arriving on time so that this can be developed for the next assessments.
11. 35 book library loan limits proposed to be raised as this is seen as not enough for PGR students.
12. Mentimeter crashing and so school have taken note to ensure module feedback is received
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| **Action/Key Decision:** **Who: 11) Micaela Panes** **9)Micaela Panes** **3)Liz Wren-Owens When: ASAP** |
|  11) MP – book limit is being discussed with library for all students and staff so should be rising in Spring from 35 to 50. 9)MP - In Feb two events will be running called *Thinking of doing a Masters/PhD* so that current students can ask questions of a panel and ask about their experiences. 3)LWO – Module handbooks not available on SIMs as they are entering into a contract to say this is what they will provide but if too much detail is committed it means that when the student feedback from the current year is received, it cannot be changed and so must be cautious of having too much up too early.  |
|  **Rep Feedback: BIOSI**  |
| Kelly Nigrel (KN) raised the following feedback:1. Discussed the Welcome Week and felt that it was run very well and that it aided the transition to PG but felt that this would be even better if the session on online services was run earlier to allow the connection of Wi-Fi to be run earlier. Maybe also a talk on student futures as this would be beneficial to know earlier.
2. 4 courses and there is currently no rep for one of these. There is good feedback but there were some timetabling issues and clashes with modules. Also were not made aware of all the seminars which led to some missing attending. Asked for notifications is there is modification to times of scheduling. Certain days where there is only one lecture and then some days where there are full days, asked if it could be moved to heavier teaching days to avoid being in little and often.
3. Some courses also felt that their seminars were heavily focused on neuroscience and these issues were brought up in a session with students being told these issues will be addressed.
4. Small lecture rooms compared to size of class.
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| **Action/Key Decision:** **Who 2) Amanda Tonks****When: ASAP** |
| 1. Amanda Tonks (AT)- Asked if the timetable clash was with some shared modules in other schools and this will be followed up
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|  **Rep Feedback: MEDIC**  |
| Matthew Jules (MJ) raised the following feedback:1. Not yet have any formal SSP panel.
2. WhatsApp chat is used as a small program.
3. Have had some issues raised but they have been resolved directly.
4. Good feedback from lecturers on the issues raised.
5. Likes the clustered study days as it allows students to travel down.
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| **Action/Key Decision:** **Who: 1) Hannah Fatkin****When: N/A** |
| 1. Hannah Fatkin (HF) – Advises that the cohort and SSP should happen 3 times a year but may be worth mentioning this to the staff
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|  **Rep Feedback: ARCHI**  |
| Darshan Dillipkumar (DD) raised the following feedback:1. More integrative work within courses so that people can learn together and create a network.
2. Changes to course structure and scheduling for a certain course
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| **Action/Key Decision:** **Who: 1) Julie Gwilliam** **1)Micaela Panes****When: ASAP** |
| 1. JG – Thinks that it is a good idea to action and explore the possibility of knowing more about course mingling.

 1)MP – PGR in Archi is also trying the same thing so may be worth trying to communicate with them to organize more mingling.  |
|  **Rep Feedback: ENGIN**  |
| Hubert Antonio Rui De Barros (HB) raised the following feedback:1. Difficulty understanding lectures and captions were not updated but these have been acted upon with resolutions implemented.

2) Coursework’s asked to be released before teaching starts so people will know what to focus on.3) Seminar talks that were disrupted by industrial action will now be posted on social media as well as communicated via email as some students were not receiving the emails.  |
| **Action/Key Decision:** **Who: Micaela Panes and Julie Gwilliam****When: ASAP** |
|  MP and JG say they are glad there have been regular meetings and that the issues arising have been fixed quickly.  |
|  **Rep Feedback: MATHS**  |
| Hamza Shah (HS) raised the following feedback:1. Mostly asking for shorter classes as there are some classes which are 4 hours with less interaction than students would like. Have been told that some part-time students must be accommodated, which is why the hours are long.
2. Trying to find ways to engage with students on other courses such as running events to involve other students as there are no reps for some courses
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| **Action/Key Decision:** **Who: 2) Julie Gwilliam****When: ASAP** |
| 1. JG – Wants to encourage other student reps to join as believes reps from other programs are needed so has offered to encourage from a directive position.
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| **Staff Updates:**  |
|  College updates were started with as there was a meeting that there was running simultaneously, and staff members were required in both.  **Liz Wren Owens (AHSS)** * Thanked students for PG Taught survey participation as number of schools are currently completing revalidation and the free text comments have been helpful to aid in this.
* Explains it is hard to do things with quantitative data as the response rate is not high enough.

 **Amanda Tonks (BLS)*** Dissertation data showed students are enjoying this.
* Explains the free text comments were useful and some school’s response rate has gone up.
* Also has schools going through revalidation and stage 1 panel tomorrow.
* HCARE and PSYCH are being reviewed by the HCPC (professional body for 14 professions) they are looking at the programme and competencies.
* Ongoing work on how courses are set up involving the start dates of programmes to smooth the running of them.
* Request to SMG for programmes with dissertation end dates being out of kilter with standard programmes to have an equivalent run for them at a different time but due to resourcing it will be on a different platform but schools will direct their students to it, no change in questions but means that the clinical programmes feedback can be taken into consideration and they will not be requested feedback from when they haven’t yet started the dissertation.

**Kath Evans (PSE)*** Meetings with PGT directors from each school to look at the feedback, there is common responses from undergrad and PGT.
* COMSC had an increase in dissertation and there is a college wide discussion on how to support these students.

 **Lindsay Roberts (Library Services)*** Heath Park is increasing the study space on 2nd floor by moving NHS spaces down to 1st floor.
* Additional student spaces on 1st floor as shelving removed.
* ASSL is replacing furniture on 2nd floor with co-creation with students.
* ASSL is having toilets completed in the Autumn.
* Roofing replacement is underway and is being replaced which will take until next Easter.
* Electrical upgrade in ASSL with improvements to internal and external lights as well as new carpets and redecoration on 1st and 2nd floor.
* CCTV upgrades to ASSL Science and Trevithick.
* Reading list preferences and usage – encourage feedback as being presented to University Student experience committee and college committee (feedback form and graffiti walls on reading preferences).
* CCTV upgrade will also be on postgrad zone.

**IT Updates (Paul Jones)*** Scam messages have been identified as a problem and have been tried to be limited.
* 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 (Hannah Fatkin)*** Chair and Vice-Chair training happening this week, attendance is optional and offers guidance on navigating the role.
* Election nominations are open in spring.
* Student Leaders conference early in next semester.
* Advice will come in the newsletter about how to signpost over the Christmas.

 **Student Advice (Poppy Dunbar-Jones)** * Newsletter will be sent out soon.
* Christmas closure is being confirmed but will be available on the website.

**Student Health and Wellbeing Services (Libby-Rae Kendrick)**  * For all Student Health and Wellbeing events see this link- [Events - Student intranet - Cardiff University](https://intranet.cardiff.ac.uk/students/events?collection=intranet-student-events&form=student-search-en&f.Series%7Cseries=student+wellbeing). There's also regular LGBTQ+, Cultural Coffee lounges, Undergraduate coffee lounges and we are due to launch Disabled Students Coffee lounges. All students are welcome at all events.
* See here for more information on Masters Support: [Masters support Poster - Health and Wellbeing 2023.24.pdf](https://cf-my.sharepoint.com/%3Ab%3A/g/personal/atvarst_cardiff_ac_uk/ESuQeZyMRpxLocUzY3pojF0ByUYILmH7pGh0xctHleTakA?e=f8aJA5) and PG support [Presentation- PG Support pdf 2023.pdf](https://cf-my.sharepoint.com/%3Ab%3A/g/personal/atvarst_cardiff_ac_uk/EaBZEEUOT59Ig1jNbG1j-ycBALyZz_mcDSUYD43lcuP8mw?e=2Llnb6).

**VP Postgraduates (Micaela Panes)*** Trying to get the master’s and PhD sessions set up.
* Working on trying to build up some PG communities with lots of postgrad events.
* PG ice skating trips which are being subsidised.
* Lot of postgrad events in the new year with some trips.
* Postgrad study space will have tea and coffee added to it.
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|  **Any Other Business:**  |
|  **N/a** |