# College Forum Meeting Minutes

##  ***College of Physical Sciences and Engineering, Undergraduate Students***

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|  **Date:  30/11/2023** | **Time:  3:00pm** |  **Location: Zoom** |
|  Chair:  |  Noah Russell |
|  Minutes:  |   Roshan Roy |
|  **Apologies:** |
| Staff: | Student reps: |
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Noah Russell (VP Undergraduate)
* Michaela Hennessy (Academic Representation Coordinator)
* Paul Jones (IT Services)
* Karen Jenkins (Student Advice and Advocacy Coordinator)
* Martin Chorley (Undergraduate Dean of PSE)
* Kath Evans (Education Manager for PSE)
* Angela Jones-Evans (Library Services)
 | * Aurora Birkeland (MATHS)
* Megan Billet (CHEMY)
* Efa Maher (MATHS)
* Emma Groeger (ENGIN)
* Jana Jhaveri (COMSC)
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|  **Update on Actions from the Previous Panel:** |
| 1. Kath Evans (KE) provided an update on the transition from Learning Central to the Ultra interface and addressed any queries with the transition.
2. KE confirmed the new TRH building is reserved for research staff and PGR students as it a research facility.
3. Noah Russell (NR) noted the problem with Physics students having difficulty with building access was resolved.
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|  **Rep Feedback: CHEMY** |
| 1. Megan Billet (MB) highlighted that recordings are not being uploaded after lectures taking place in different buildings, such as BIOSI.
2. MB mentioned positive reviews from students about the library services and staff.
3. MB raised concerns about MChem students experiencing delays in the completion of health and safety requirements.
4. MB discussed the significant change in the structuring of Lab Modules, and the implementation of the previously mentioned points has been well received by Mark Elliot (Module Leader).
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|  **Action/Key Decision:****Who: When:**1. **Paul Jones 1) ASAP**
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| 1. Paul Jones (PJ) mentioned that automated recordings are driven by the date/time/location listed in the timetable.
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|  **Rep Feedback: ENGIN** |
| 1. Emma Groeger (EG) highlighted that year 1 students have complained about learning materials being spread out between several platforms.
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|  **Rep Feedback: MATHS** |
| 1. Aurora Birkeland (AB) raised the issue in the Student Staff Panel (SSP) that the borders are being cut off in recordings, affecting visual models such as geometry.
2. AB suggested moving the guidance study week and changing its name to a reading week. Additionally, moving the guidance study week to the start of the spring semester to provide students with a break after the exam period.
3. AB highlighted a shortage of math tutors, especially those with expertise in pure mathematics.
4. AB mentioned a lack of information about module prerequisites in the second and third year, which is also being addressed.
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|  **Action/Key Decision:**  **Who: When:****1)** **Efa 2) Paul Jones ASAP****3) Martin Chorley** |
| 1. Efa pointed out that an email with action points from the head of the year tutor for the remaining term has been received.
2. Paul Jones (PJ) needs students to let him know which rooms are affected in order to investigate the problem.
3. Martin Chorley (MC) mentioned that a walk-around addressing camera angles and technical issues in Abacws occurred last year. MC will check-in on this and feedback.
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| **Staff Updates:**  |
| **Undergraduate Dean of PSE (Martin Chorley)*** Schools with poor NSS results from previous years are receiving dedicated attention to improve the student experience in different departments.
* There is a focus on enhancing the first-year experience, providing support, and preparing students for progression to the second year.
* Feedback and assessment quality are being emphasized across different schools in PSE, ensuring consistency in the standard of feedback.

**Education Manager for PSE (Kath Evans)*** No further updates following from Martin; however, contact details have been provided in the chat if the representatives wish to communicate directly (evanska6@cardiff.ac.uk).

**Library Services (Angela Jones-Evans)*** Study spaces in ASSL will be updated with new furniture on the 2nd floor as part of campus life, aiming to enhance the silent noise zone.
* There is ongoing co-creation with students regarding the type of chairs placed on the 2nd floor.
* Toilets were completed in Autumn 2023, and roof replacement is underway, expected to be completed by Easter 2024. New carpet and decoration on the first and second floors are also in progress.
* Funding has been secured to install more CCTV in ASSL, Science, and Trevithick to address theft concerns.

**IT Services (Paul Jones)*** A reminder that the annual upgrade of SIMS will commence from December 1st to December 4th. For any urgent technical issues, please contact IT support.
* 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 time.
* Lanyard collection is still ongoing for the coming weeks.

**Student Advice (Karen Jenkins)*** 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).

**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/%3Ab%3A/g/personal/atvarst_cardiff_ac_uk/EThO9AQtLeBNr2xz2sDUpDEBa_aV-aaOlwUMdOxQ1LpmRw?e=MkhhPa)
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|  **Any Other Business:**  |
| **N/A** |  |  |