



PSE College Forum		
Date: 13/02/2019	Time: 15:30 – 17:30	Location: 4J SU
Chair:	Jackie Yip (VP Education)	
Minutes:	Tanay Shinde (Student Voice Assistant PSE)	
Apologies:	Dr Julie Gwilliam (PG Dean PSE) Daniel Harborne (COMSC Chair) Bethan Foweraker (Student Engagement) Gethin Rowlands (learning technologist)	
In attendance:	Jackie Yip (VP Education) Lucy Davies (Student Voice Coordinator(PSE)) Andy Roberts (UG Dean for PSE) Paul Jones (IT services) Linda Davies (Library Services) Ann McManus (Student Support and wellbeing) Francesca Hill (Student advice) Kath Evans (College Education Manager) Helen Shaw (Estates Office) Annabel Hurst (head of catering)	Bethan Beazley (CHEMY) Phoebe (ARCHI) Rachel Joyce (ENGIN) Zainab (ENGIN) Robert Daley (PHYSX) Aisha Abdoolla (MATHS)
Ratification of previous minutes:		
<p>Approved.</p> <p>Update from previous actions:</p> <p>Estate Office - Toilet facilities are being improved, temperature issues have also been reported but expensive in MATHS.</p> <p>Friary House – Changes for acoustics made and other improvements, but can't avoid teaching there, scheduling issues will be sorted once Bute building is renovated.</p> <p>IT have updated from Windows 7 to Windows 10 at Friary house.</p> <p>Rep - AutoCad in ENGIN – Licence issues have been sorted.</p> <p>JY – Lecture recordings still aren't capturing whiteboard, what can be done?</p> <p>Paul Jones: Currently being solved and looked at.</p>		

Agenda item: SU update

Jackie Yip:

Speak week, great success. Last year, 3425 cards were collected, equating to 7,500 free text comments. This year (2019), up to 3730 cards have been collected and are currently being inputted into database.

Want to thank all reps for volunteering and being involved in the campaign. Schools will receive all raw free text comments within a few weeks, and speak week report will be finished in May.

Transforming Cardiff meeting on the 19th February for students to attend to ask questions. Will take place in great hall, 3.30-4.30pm.

Agenda item: IT Update

97% of the spam coming is being blocked and contained, no recent or new attempts at phishing have come up.

Report any new spam emails to IT.

Agenda item: Library Update

1. New reading list software launched with early adopter Schools.

Our new reading list software is now being used by our early adopter schools (CHEMY & COMSC in PSE plus CARBS, MEDIC & MLANG).

Benefits for students include having all reading list resources available via links from Learning Central. This short video has further details.

We're aiming to have 50% of module reading lists live at the start of 2019/20 academic year and from now on we'll b 2. Update on library opening hours.

There have been more requests to extend the opening hours in various sites during exam periods. Opening for additional hours requires funding to pay for additional staff; this contrasts with the requirement to reduce the overall spend on staffing as noted in Transforming Cardiff and is therefore not a possibility for this year. Some reminders of ways in which you can access resources when your "home" library is closed:

a) Students can use the "Request Anywhere" service to place requests on books from any site and specify their preferred collection site. Requested books can be borrowed via the self-service kiosks in our 24 hour libraries on both campuses: ASSL for Cathays Park and Health Library on Heath Park. Please remember to take your ID card to gain access to these libraries and to borrow your requested books.

b) Subject Librarians have an "e first" policy when purchasing reading list material; if a book is available in a suitable electronic format, a copy will always be purchased in addition to any print copies. We're working to improve the configuration in LibrarySearch, to display these print and e resources together to make it more obvious when there is an e option.

c) Make sure you sign in to LibrarySearch each time you use it, this will enable you to access as many full text e resources as possible, and if you're using Google Scholar you can follow the steps in this video to set up links to access our subscriptions.

3. Library Feedback Event in March – for undergraduates

We'll be running a student feedback event in March. Last year it was aimed postgraduates, this year it will be for undergraduates. Please look out for the feedback forms in all libraries. Dates to be confirmed.

Action Point:	Who will do it?	By when?
Chairs to pass on library update to students	Chairs	Next meeting
Agenda item: Estates and Catering update		
<p>Estates to panel -</p> <p>Trevithick building cafe lighting is to be reduced, very white walls also being addressed, moving counter for easier movement.</p> <p>Main Chemistry cafe & Glamorgan cafe could be refurbished, no confirmation yet. There is potential for more seating and could be used more socially.</p> <p>Glamorgan cafe will be a pilot for a new student hub.</p> <p>Addressing rumours about Redwood or Bute café closing, there is no confirmation that these are true – A discussion board will be started to provide more information and to enable easier communication.</p> <p>A more innovative approach is being considered as to avoid junk food options.</p> <p>If any café is closed, vending services will be used instead.</p>		
Agenda item: Student Mentor Scheme		
<p>Cardiff University runs a Student Mentoring programme which aims to provide year one students with a student mentor to help them adjust to their first year at University. The scheme is currently looking to recruit current students who will be returning to Cardiff University in September 2019, to act as a mentor to year one students starting University next year (September 2019).</p> <p>Acting as a mentor on the scheme will help you develop a wide-range of skills, including transferable employability skills, builds confidence and looks really good on your CV. Your mentoring hours will appear on the Higher Education Achievement Record (HEAR) Enhanced Transcript so that employers have evidence of your volunteering, you will also receive a certificate and can count your volunteering hours towards the Cardiff Award.</p> <p>All training and support is provided and you would only be expected to mentor first year students from the same academic school as you.</p> <p>If you are interested in finding out more please take a few minutes to have look at the website and watch our short student film: https://intranet.cardiff.ac.uk/students/your-future/develop-your-skills/becoming-a-mentor</p> <p>Please complete the online application form by 4th March.</p> <p>Students who volunteer will get an ASQC certificate and this will be put up in their Higher Education Report.</p>		
Action Point:	Who will do it?	By when?
Chairs to pass on student mentor scheme with students	Chairs	Next meeting

Agenda item: Student Advice

Students are struggling with unfair practices, referencing; Guiding students towards data that is available on the student intranet is an issue.

Reps & Fran say more training is required and guiding students towards these resources and increasing awareness of availability.

SU Advice are having a postcard project, where they give personal tutors contact details for SU Advice when students come in.

The SU and library services could have a partnership project.

Agenda item: Updates from Reps

Bethan (CHEMY) to Annabel – Health, Safety and Environment issues are present with putting up more microwaves, looking for areas where regulations permit.

Bethan: exam scripts are not available for review

Andy: All students are entitled to get *feedback* on their exams, but how this happens differs between schools. This *may* involve students seeing their exam scripts but there are other options. How this is done is should be agreed in partnership between staff and students in schools.

Rachel to Estate – People (including security) smoking block the gates to and from Trevithick building, This could be enforced to be done outside the premises.

Rachel to Annabel - Prices in the Trevithick building café are very high, and the menu has gotten very confusing, Annabel says this will be sorted with counters/tills being standardised to improve in consistency across all catering units. Annabel will review and clarify the meal deal prices at the Trevithick building restaurant.

Zainab to panel– Students want to know earlier if they've at least passed or failed a considerable time before graduation as this effects international students. Andy explained that this was an issue last year due to strikes and should improve this year. Zainab will contact Andy via email.

One student expressed to Zainab that they felt that they were being moved between services. There was some discussion around the remit of Wellbeing, Counselling and Mental Health. Ann to take this issue back to counselling to clarify what action is required. Andy to keep in loop– ACTION point – Robert raised a similar issue, and is too be kept in the loop.

Robert – Lecture recordings haven't been uploaded for MATHS.

IT - This is due to technicality issues with auto releasing which is not happening as of now, memo to be sent across to say that this is happening.

Action Point:

Who will do it?

By when?

For exam scripts availability, Directors of Teaching will be contacted.

JY & Andy



Action Point:	Who will do it?	By when?
Wellbeing and Counselling – Ann to take back to Counselling to clarify what action is required	Ann	Done
Action Point:	Who will do it?	By when?
Maths lecture recordings haven't been uploaded	IT	On-Going
Agenda item:		
Any Other Business:		