

AHSS College Forum		
Date: 12/02/19	Time: 15:00-17:00	Location: 4J SU
Chair:	Jake Smith, VP Postgraduate Students	
Minutes:	Holly Thomas, Student Voice Coordinator	
Apologies:	MLANG, MUSIC, CARBS, CARBS, ENCAP, CARBS Exchange, WELSH, CARBS, Dewi Parry (Learning Technologist), Amanda Coffey (Pro-Vice Chancellor for Student Experience and Academic Standards).	
In attendance:	<p>3pm – Students:</p> <p>GEOPL SOCSI SHARE LAWPL ENCAP ENCAP CARBS CARBS CARBS</p>	<p>Students' Union Staff:</p> <p>Jake Smith (JS) – VP Postgraduate Students Holly Thomas (HT) – Student Voice Coordinator AHSS Jane Harding (JH) – Student Adviser</p> <p>3.30pm - staff</p> <p>Prof. Martin Jephcote (MJ) – College Dean for Undergraduate Education & Students Prof. Martin Kayman (MK) – College Dean for Postgraduate Education & Students Lindsey Jones (LJ) – AHSS College Education Manager Paul Jones (PJ) – IT Service Management Jonathan Jones (JJ) – Library Team Lead: AHSS College Bethan Foweraker (BF) - Student Engagement Manager Annabel Hurst (AH) – University Catering</p>
Ratification of previous minutes:		
Amendments from MK.		

Agenda item: IT Update

ENCAP – asked if there was space on app for reps.

Action – Student Voice to provide update to ENCAP & CARBS after meeting.

LAWPL – Panopto recordings cutting off final 10 minutes - asked IT if anything can be done for this.

MK – rather than facilitating this, it is more important that, as discussed at the last college forum, lecturers keep to time.

Action – Student Voice to forward this query onto Dewi Parry (Learning Technologist).

CARBS – scam emails are also a problem.

PJ – advise blocking links and do not reveal passwords. IT department work with Microsoft to avoid this. A lot of prevention is based on educating users. There is some advice on the intranet about avoiding these.

CARBS – an email asked for Student ID and password – asked if there is a policy about giving student number and password.

PJ – If students are ever concerned about passwords, always call IT service desk who can take control of your screen. University are trying to stop putting links in emails, instead they direct students to search via instructions. If you have any concerns, always contact the IT service desk.

SHARE – Problems with TurnItIn: the supported browsers for it are not the University's default. PJ – working to release Windows 10 and change default browser – e.g. edge/ chrome – supported by suppliers. Trying to make sure suppliers use this.

LAWPL – LAWPL module choices take place online, and are open for a week. It's on a first-come-firstserved basis, however students are unsure on the time these are released.

PJ – asked for more information, to look into it.

Action – LAWPL to send more information to PJ regarding online module choices via SIMS.

GEOPL – TurnItIn comes up a lot as a problem, could there be an option to hand in a hard copy in case of problems?

JS - the University is trying to reduce printing costs for students.

GEOPL – have raised the issue with the school, and the main problem arises with using Macs. Using Macs causes problems with the fonts. For one assignment, submitted on time, however the word document overlaid itself on multiple pages. This has happened three times now and had to apply for extenuating circumstances. Had to get in contact with TurnItIn to sort out the problem.

MJ – will raise with Directors of Teaching and Learning. Seems everything has been done correctly, especially if you have received a receipt.

Action – MJ to raise TurnItIn problem with Directors of Teaching and Learning.

JH – in some cases some students have confirmation, but the work hasn't submitted. From student perspective, it is a general IT error. However the student can then end up with 0 mark. Currently in discussion with registry about this. Extenuating circumstances doesn't cover IT errors.

Action point:	Who will do it?	By when?
Student Voice to provide ENCAP and CARBS update on student app	Student Voice (Holly)	ASAP

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Student Voice to forward Panopto recording query to Dewi Parry	Student Voice (Holly)	ASAP
LAWPL to send information to Paul Jones (IT) on online module choices	LAWPL	27/3/19
MJ to raise TurnItIn problem with Directors of Teaching and Learning.	MJ	27/3/19

Agenda item: Library update

JJ introduced himself as the new College Team Leader Librarian for AHSS
 JJ - new 24-hour prayer room in ASSL with washing facilities on the ground floor. Successful Christmas opening period in ASSL with a 33% increase in usage compared to 2017. From March 2018 *Sibelius* Software (for MUSIC students) will be available on all open access computers in ASSL. Referencing software, *Mendelev and Zotero* now also available (in addition to EndNote) on open access PCs. There is a space in the ASSL that is part of the National Library of Wales, where students can access UK non-print legal deposit material (e.g. journal articles, websites in the UK domain web archive, articles / chapters from e-books and e-journals) since 2013. Two machines have access to this on the ground floor. This will be promoted more over the coming months.

New developments:

- Libraries will be receiving module feedback;
- More plug sockets (awaiting a quote from estates) predominantly for ASSL;
- HDMI cables in group study rooms was raised a few College Forums ago, and this development is in its final stages;
- Pilot Schools MLANG and CARBS have online reading lists. The project aims to have 50% of module reading lists live at the start of 2019/20 academic year with an initial focus on autumn semester lists. Subject librarians are working with Heads of Schools and Directors of teaching and learning.

LAWPL – lots of the links have expired on Law online reading lists, because there are so many.

JJ – recommend speaking to the subject librarian about this.

LAWPL – Could more resources be upload to Law Trove?

Action – JJ to speak with LAWPL about online reading lists in Law.

Action Point:	Who will do it?	By when?
JJ to speak to LAWPL about online reading lists in Law.	JJ and LAWPL	27/3/19

Agenda item: Catering

AH – currently reviewing which items are selling in the cafes. There will be taster sample days happening around the John Percival building. The heating in the Julian Hodge restaurant is working, however it is still being worked on for John Percival.

ENCAP – could there be more recycling bins for the John Percival Café?

AH – the university is currently retendering its waste contract and waiting for feedback. Currently pushing for recycling bins, and ones that are recognisable across campus. Prospect of having food waste bins. There are currently food waste bins in the main restaurants but not in other locations. All disposables are compostable, but currently there is no closed loop.

MJ – As long as there is an extractor fan, could microwaves be installed? This would boost student satisfaction.

AH – still working on this. Unsure who would manage the microwaves, make sure they are safe and see to maintenance. It is an aspiration for this to happen. But currently there is no specified date.

MK – microwaves were in original design for renovation of John Percival Café.

AH – MATHS have microwaves.

MJ – can this be transferred into John Percival? Learn from them about how to install them. Students have said they want to heat their own food, particularly where students come from an international community when the food in the cafe is not necessarily appealing.

AH – need cleaning access too. There isn't the space in John Percival yet.

JH – microwaves at Heath Park Students' Union common rooms.

MK – vending machines were meant to address some of this.

AH – spoke to Seren, who used to head up night classes, and can trial John Percival being open longer.

MK – PGRs work late in John Percival.

AH – can monitor numbers. The team can staff it, however want to make sure that it will be used in the evenings.

MJ – currently the queues are too long in John Percival.

AH – Microwaves, hot water and vending banks is part of the current tender process.

Action Point:	Who will do it?	By when?

Agenda item: Student Engagement

BF – Student app workshop happening on 19th February from 11.30am – 1.30pm in the Students' Union. On 25th February there is a workshop for international students looking at the transition from before they came to University to first few months. These workshops will be separated into UG, PGT, PGR. The National Student Survey is now open for Final Year Undergraduate students.

Action – Chairs to promote National Student Survey (NSS) in their school.

Action Point:	Who will do it?	By when?
Chairs to promote NSS to final year undergraduates in their school	Chairs	ASAP

Agenda item: College Update

MJ – ‘Transforming Cardiff’ – current major restructuring project. There are a series of ‘pillars’ as part of Transforming Cardiff, one being ‘Education’. Papers were sent to Heads of Schools and Directors of Teaching and Learning last week. Instruction from PVC for widespread consultation including schools’ management teams, teaching teams, and student bodies. Encourage you to ask your Directors of Teaching and Learning – what is the process for consultation on ‘transforming education’? Suggestions that these can be done through Student Staff Panels, or school might call a workshop. There is a 6-week window where you can give your feedback. Particular paper is called ‘Principles of Curriculum Design’ – propositions about organising teaching and learning, length of modules etc. Most important thing is to be proactive. Ask for next steps from your school. There are two forms – one to record you have been consulted and one for your feedback, which will go back to a University committee for stage 1 consideration in April. Ask Head of School or Director of Teaching and Learning about this. Welcome input from students. As of Friday 8th February the 6 weeks have begun. Action – Chairs to speak to Heads of Schools or Director of Teaching and Learning about ‘Principles of Curriculum Design’ paper.

MK – At the Master’s Forum there was a request from a student in CARBS about teaching and the Chinese New Year. Spoke with the Head of School and they have ensured that lectures will be organised so that Chinese students can celebrate the Chinese New year. This will apply to courses with large proportions of Chinese students, and lectures for those days will be rearranged. LAWPL (Mary) - this is a really great initiative, and would be well received for Malaysian students too.

JS – asks if anyone has questions on Transforming Cardiff.

ENCAP – major concern that arts schools will come off worse than the sciences. Aware some arts schools have had masters cut, whereas science masters are still happening. Worried some schools will lose staff and already some seminars are advertised for 20 students and there are 34. Staff cuts won’t improve teaching conditions. There is a concern in John Percival that courses will be pushed out.

MJ - recommends students work with union reps and sabbatical officers, to ensure views are heard.

ENCAP – For arts students, there is a big difference in money spent on degrees.

MJ - Major review of funding happening at central government level that is proposing that fees for Arts students are cut to ~£6,500 and should be raised for science subjects.

MK – Before the fees, different subjects had different funding per student. With the introduction of the fee, £9,000 was more than it cost to train a student in AHSS, and a lot less than to train an engineer. There has always been differential resourcing of different disciplines. As value of fee has become eroded through inflation, £9,000 is barely enough to train a humanities student let alone an engineer. There is speculation that had to recruit more 'cheaper' students to maintain more expensive subjects. In England, the more expensive subjects get money from government whereas in Wales they do not. Pressure is getting worse, and felt acutely in AHSS. Reassured they will get staff to help maintain the ratios, but expansion in staff has not kept pace with expansion of students. Agrees to an extent that AHSS are cross-subsidising more than used to.

'Job cuts' - changes in staffing not necessarily 'job cuts', it is referring to the natural replacement of staff. PGT courses have not been abandoned, there is one school where some PGT programmes will be suspended for one year, and meeting with the school soon. In this school there were c.89 modules for some 108 students, which meant that considerable staff resource was tied up and not available for UG programmes where there are more students.

MJ – this review started before 'Transforming Cardiff'. It seems they are now together, however this review of undergraduate provision and modules with small numbers started beforehand. 'Job cuts' will be over 5 years - a long time. There are inequities that aren't Cardiff specific. Would like to emphasise that arts student are not here just to subsidise science courses.

JS – Why was decision taken to pause the SHARE PGT courses rather than reduce modules? MK – this is a question for the Head of School. The Senior Management Team in SHARE are keen to prioritise new portfolio of a provision. Degree UG or PG – some things can't always be delivered. Also working with CARBS, at the other end of spectrum, programmes with over 100 or 200 students on it – how do you ensure quality experience on these programmes?

LJ – Ideas that have been presented are ideas and there will be more consultation – not quite the same as in the media. University is planning on communications to students as well. You'll be able to see much more. No job cuts as such, intending to achieve that through natural turnover. If you are on a course, shouldn't worry about it discontinuing.

Action Point:	Who will do it?	By when?
Chairs and reps to speak to their Heads of Schools and Directors of Teaching and Learning about 'Principles of Curriculum Design' paper.	Chairs	ASAP

Agenda item: SU Update

JS – Students' Union has recently had a record-breaking Speak Week with 3,600 cards and counting so far. These will be compiled into one final Speak Week Report. The data will be uploaded to the Students' Union website. The data will be analysed, and used for the Student Written Submission that in turn creates partnership projects between the University and Students' Union. Speak Week provides useful evidence of student opinions and feedback. Thanks to all reps for supporting the campaign.

Recent progress Letting agency fees. Commitment from Mark Drakeford, and received a timetable for the abolition of these fees. Should be abolished by September 2019.

The Students' Union is monitoring Transforming Cardiff with concern, heard from many concerned students so far. On 19th February there will be an event with the Vice-Chancellor in the Great Hall.

There is an EventBrite link on the Intranet and the Students' Union has created a Facebook group.

Action – Chairs to share event on 19th February with wider cohort

Action Point:	Who will do it?	By when?
Chairs to share Transforming Cardiff Q&A with wider cohort	Chairs	19/2/19

Agenda item: SOCSI

SOCSI – SOCSI Joint Honours students don't necessarily feel part of SOCSI. Particularly those joint with JOMECS have been experiencing some problems around timetabling.

Module choices are made online, however some students have been able to choose 4 modules in one term and 2 in the next term, but there's been no communication from the school about how this affects workloads. Students could choose modules over the summer, however it wasn't clear that some only ran in Autumn or Spring. Some are work placements.

MJ – This can be raised through the Education Network. For Joint Honours, there will be an imbalance in some semesters regardless. There aren't any regulations, but it is not encouraged. In this instance, appears clear advice was not given.

MK – It is out for consultation that there should be a balance. Schools can run different credit modules which can provoke these instances. Within the College section of Transforming Cardiff, this is included to try to minimise the extent of this happening. Action – MJ to raise this query at the Education Network.

SOCSI – is the 10% word limit rule a myth?

MJ – There is a penalisation for being outside word counts, and this should be decided by the school in question. It would need to go back to the Head of School.

	Who will do it?	By when?
MJ to raise this query at the Education Network.	MJ	27/3/19

Agenda item: SHARE

SHARE – will there be sustainable packaging in cafes?

AH – current packaging is compostable, and the University works closely with suppliers who have to adhere to sustainability. Looking for products with little plastic wrapping, in order to minimise wastage.

SHARE – will there be any vegan food?

AH – restaurants will always have a vegan choice. In café there are vegan cakes, snacks and sandwiches, jacket potatoes.

SHARE – Regarding the cancellation of the postgraduate courses in SHARE, there hasn't been any communications about it to students.

ENCAP – some friends were told in October to apply somewhere else, however some students have been missing deadlines at other universities because they wanted to go to Cardiff. MK – seeing Head of School tomorrow.

SHARE – can Learning Central can be standardised?

PJ – there is a balance between flexibility for staff to put things where they want, lots of feedback from W2C. Collating feedback on this at the moment and something that IT want to work on.

SHARE – some lecturers don't have access to Learning Central, and have to ask for permission.

LJ – there should be someone in school office to do this. MJ – they need to be granted access to a module MK – asked if they are a lecturer or PGR tutor?

LJ – should be someone who can put this up.

Action – LJ and MJ to raise this with the school.

Action Point:	Who will do it?	By when?
LJ and MJ to raise Learning Central issue with SHARE	LJ and MJ	27/3/19

Agenda item: LAWPL

LAWPL - Thanks to everyone who helped with the reading week! Struggling with personal tutor system. The Law system is keen on references, however personal tutors don't truly reflect this. Modules are on a first come first serve basis, which sometimes can put international students at risk of doing a degree that is not compatible with their own country.

Students want to get ahead on the summer, however they can't access resources.

MJ – colleagues recognise that personal tutoring needs improvement. This is a feature of a review of the school.

JJ – online reading lists, not tied down to individual learning modules. Will take on feedback about summer reading lists.

Action Point:	Who will do it?	By when?

Agenda item: ENCAP

<p>ENCAP – can undergraduate get exam dates earlier in the year?</p> <p>MJ – exam timetabling is controlled by registry and as a minimum timetable will be released 6 weeks in advance. There are constraints due to building works and requiring external venues. Unable to address this at the moment.</p>		
Action Point:	Who will do it?	By when?
Agenda item: CARBS		
<p>CARBS – will there be a graduation ball?</p> <p>JS – suggests the business school society works with the school on that. Action- Student Voice Holly to send society to CARBS.</p> <p>CARBS – standardisation for exact date for timetables. International students need to be able to book flights.</p> <p>Sometimes there are 100 – 150 students in a class, however there is no communication between students. High demand on student reps, but no assessment for these roles. At the start of the year there was a link and to where students can write comments, or they can use a messenger group, but some students are not on there. Reps can also do lecture shout-outs. Speak Week stall was in the PTC, but only one lecture take place there.</p> <p>There should be standardisation and KPIs set for students, management, and teaching. A lecturer last term said they don't have an office or use email.</p> <p>Lecture recordings are not standardised and not all are recorded. Feedback method also needs to be standardised.</p> <p>TurnItIn – can send screenshot of receipt to school office, but this isn't communicated well.</p> <p>Action- Student Voice to meet with CARBS about issues outlined.</p>		
Action Point:	Who will do it?	By when?
Student Voice to send Business Society link to CARBS	Student Voice (Holly)	27/3/19
Student Voice to meet with CARBS about issues outlined.	Student Voice (Holly)	27/3/19
<u>Any Other Business:</u>		
<p>LAWPL – rep system not working well in Law. There are 40 reps but only 8 turn up to meetings. There isn't any accountability.</p> <p>Action- Student Voice to meet with LAWPL.</p> <p>Action- Student Voice to meet with ENCAP about Reward and Recognition system for academic reps.</p>		
Action Point:	Who will do it?	By when?
Student Voice to meet with LAWPL about reps in Law	Student Voice (Holly)	27/3/2019
Student Voice to meet with ENCAP about Reward system for academic reps	Student Voice (Holly)	27/3/2019