AHSS College Forum		
Date: 27/03/19	Time: 15:30 – 17:30	Location: 4J SU

Chair:	Georgie Haynes, Vice President Sports
Minutes:	Holly Thomas, Student Voice Coordinator
Apologies:	CARBS, MLANG, MLANG, MLANG, GEOPL, ENCAP, CARBS, CARBS, CARBS, SHARE, Amanda Coffey (Pro-Vice Chancellor for Student Experience and Academic Standards), Bethan Foweraker (Student Engagement Manager), Annabel Hurst (University Catering)
In attendance:	3.30pm – Students: SOCSI - SSRM CARBS - Exchange CARBS - Business Management ENCAP - English Literature LAWPL – Law SOCSI	Students' Union Staff: Georgie Haynes (GH) – Vice President Sports Holly Thomas (HT) – Student Voice Coordinator AHSS Jane Harding (JH) – Student Adviser 3.30pm - staff 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 Jonathon Jones (JJ) – Library Team Lead: AHSS College Dewi Parry – Learning Technologist

Ratification of previous minutes:
Amendments from JJ.

Agenda item: IT Update		
PJ – Learn Plus automatically released after 7 days. This can be overridden by module instructor, but if not recording will be up after 7 days. HP have put out a safety recall for HP laptop batteries. Search 'HP laptop battery' on the intranet for some more information including on how to test your battery.		
Action Point:	Who will do it?	By when?
Chairs to share information on Learn Plus and HP Batteries	Chairs	May 2019

Agenda item: Library update		
JJ - Recruitment controls have resulted in long term vacancies across the University Library Service and this has an increased impact on staffing the libraries during evenings and weekends. Hard decisions have had to be made and, as a last resort, a decision has been made to close the Music Library on a Saturday to enable the Arts and Social Studies Library to remain open. Current measures to mitigate this situation include library staff working across multiple sites (and being moved between sites during shifts), Operations Managers covering on evenings and weekends and staff being asked to volunteer for additional shifts where possible. It is anticipated that decisions on further closures will need to be made because it is recognised that the situation cannot be fully resolved this academic year. This will always be a last resort, but it is being brought to your attention now, and will be liaising with the Students' Union and Schools that will be impacted by this on a case by case basis. In the event that a site does have to be closed, communications about this will be appropriate to the site and the timing of any closure. Library service currently seeking some feedback on service through a survey campaign called 'Speak Up!' You can share your thoughts to shape your Library services' ULS feedback event www.bit.ly/speakuplibrary. There are also paper forms in the libraries.		
Action Point:	Who will do it?	By when?
Chairs to encourage students to feedback on library service	Chairs	May 2019

Agenda item: Catering		
CARBS (Business Management) – Aberconway Café has been shut, students wondered if this will open again? **Action**- Student Voice (Holly) to raise this with Annabel Hurst (Catering)		
Action Point:	Who will do it?	By when?
Student Voice to raise Aberconway Café query with Annabel Hurst (University Catering)	Student Voice (Holly)	ASAP

Agenda item: Student Engagement		
GH – National Student Survey is open until 30th April 2019 for all final year undergraduates. Please encourage students in your school to fill in the survey – it's a really good opportunity to have your say on your University experience. **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: Learning Technologist Update		
DP – recently run Digital Champions week, which sought to find out how to support students' digital capabilities. The survey is currently still open till 1st April. If students are interested in becoming digital champions for next year, someone from the team will be at the Graduate Fair this Friday 29th March.		

Agenda item: College Update

MJ – recently worked with Holly (Student Voice) on year 1 student experience focus group about how to improve the year 1 student experience. The continuation rates at Cardiff University are amongst the best in the UK, and the best in Wales. 3.3% of students withdraw from the University in Year 1 (there are some variations across schools). College is interested in a nuanced account of being a student at Cardiff. There are already numerous things to follow up, for example:
- students in University Hall do not feel attached to the rest of the University. The buses don't run on weekends, and the last bus is at 6.13pm. In Bristol, there is a bus that is run by the local authority.
- when students arrive at Cardiff – they are presumed to be an adult and supposed to know how to make choices. There's a transition into University and adulthood at the same time. Students who have been on a gap year may be more able to do it, but not necessarily if they've come straight from school. They might need more support.

The College have an engagement strategy around Transforming Cardiff, and part of this is to engage students. There will be consultation and engagement. The College doesn't just want to consult on what is in the Transforming Cardiff document, but wants to engage in a conversation about some questions it gives rise to. There is a short window between the end of Easter recess and start of exams. There will be a number of open meetings across the college for students to speak with the college. There is the opportunity for student voice in this process.

NSS still open, and need to encourage as many students as possible in AHSS to fill out the survey.

MK – doing some work on PGT courses in AHSS, and exploring a common credit framework. Currently there are various structures across the college. There is a piece of work on the credit structures in the College, and the next piece of work is around what these apply to. There are different credits with different contact hours across programmes. Credit weighting is not a representation of staff hours but student independent study. A common framework would create shared principles on calculating credit load. Different modules have a different credit weighting. Dissertations need to be looked at – some are 10,000 words and some 20,000 words. Need to look at the principles that are being applied. Don't believe all Masters should follow a part 1 and part 2 structure: currently have to pass part 1 before progressing to part 2, meaning can't start dissertation until exam board has approved you. This causes a delay in work. Imposes a regulatory structure on an academic and pedagogic structure. The regulations review by registry had anticipated it. Looking to flex up PGT programmes to make them more appropriate to their purpose. Masters is a preparation to do a PhD or it is professionally accredited. Structure of the masters still owes a lot to preparation for doing a PhD. Some people do Masters because they are not sure what to do. Or you want to study the subject more, want to enhance employment. But this will not have the same structure for people who want to do a PhD.

CARBS (Business Management) – Business School has problems with the weighting of assessments - balancing modules between first and second semester. Most modules in second year are double semester, and have a minimum weighting of 60% in final exams. Therefore a lot depends on final exams, however not all students are as confident with exams. In Business Management, students would prefer to do a coursework assignment.

MJ – This is a conversation that is often returned to with the Business School, and can raise this again. There are two parts: a difference between mode and preference. There is also the back-loading of assessment with a bigger weighting at the end of the year. We will keep exploring the reasons behind it.
Action- MJ to raise assessment weighting with CARBS.

CARBS (Business Management) – In one semester there was a final exam of 100% with two questions – have had to re-sit in the past because of this. Heavy weighting, especially considering that exams aren't about all of the module.

MJ – the second exam was testing second semester but had a 70% weighting? If it was synoptic that would be fine. Why is it weighted that way if its only second semester?

CARBS (Business Management) - worried it will be the same next year.

Action Point:	Who will do it?	By when?
MJ to raise assessment weighting with CARBS.	MJ	ASAP

Agenda item: LAWPL

LAWPL – told that the school handled the module choices. SSP handed out a survey about it and this will be reported on at next SSP. The survey also asked for feedback on assessment feedback. The general consensus is that feedback in Law in very generic and not helpful. Students often receive one word answers, not individualised. Going to work with the school on this.

Action- Student Voice (HT) Take this to Assessment & Feedback partnership group.

LAWPL - The main problem with the module choice is about how students are notified. Students are told the module exercises will happen, however they are not told when they are up. People sit and wait all day for it to come up, and rely on someone to post on a group chat.

PJ – it is up to School to decide when the modules are released and up to them to communicate this.

LAWPL - the school said it was Registry.

LJ – there is a fixed date.

LAWPL – the modules are first come first serve, therefore these often fill up in 5 minutes. E.g. Media Law.

MK – where there are really popular modules, there is the possibility of having pre pre-enrolment to manage the equity. In ENCAP the system used to crash and there was no fairness. It might be possible that the School could manage it another way.

ENCAP – in SHARE you can put down top 6, and have to write why you should be on the top 2.

LAWPL – raised with the school that there should be some type of survey. It varies from year to year, but the school is reluctant to change.

MK – this is very laborious, and the number of top choices diminishes over time. Optionality is great, but if everyone writes a letter it becomes difficult to process. Understand the reservations of the school.

JJ – if a module went over capacity it would become a lottery. There needs to be fairness in terms of disabilities or people at work who couldn't be there.

MK – students used to queue for modules.

LAWPL – there is also concern about exam timetables coming out late. It's nearly the Easter break and these have still not been received. Registry takes 6 weeks.

MJ – 6 weeks is the standard. It has been asked why this cannot be done sooner. In Autumn people are changing modules, and the same argument applies for single semester Spring modules. There's also the booking of venues, and this year has been harder than ever for exam venues. Next week is 6 weeks until exam period.

LAWPL – it is disappointing for students in general, hopefully it will change eventually.		
	Who will do it?	By when?
Student Voice (HT) to take feedback on Law assessment and feedback to partnership group	Student Voice (HT)	ASAP

Agenda item: ENCAP		
ENCAP – Is there a way to get a notification via the app when something has changed on SIMS? Had changes with personal tutors due to sick leave and used to get an email but this doesn't happen anymore. **Action-** PJ to look into having notifications on the app.		
Action Point:	Who will do it?	By when?
PJ to look into notification from SIMS on the app	PJ	July 2019

Agenda item: SOCSI		
SOCSI – had a transforming Cardiff consultation meeting yesterday. It was really productive and positive.		
Action Point:	Who will do it?	By when?

Agenda item: CARBS

CARBS – have the same issue with exam timetables as previously raised. There is also a shortage in staff for Student Support & Wellbeing - booking an appointment takes some time.

MJ – Student Support are aware of student mental health issues. First advice would be to go to your GP if have a health issue, rather than waiting a month for student support.

CARBS – one of the main problems is providing evidence for extenuating circumstances or a disability. Therefore it's not just about the doctors, but about getting support for adjustment for disabilities.

JH – experience of referring students on. The counselling wait times are long at the moment. There is some crisis support. If you are concerned about another student you can email: Concernedaboutastudent@cardiff.ac.uk. Students will be contacted by the wellbeing team to see if they need support. There is crisis help if needed. There's a wellbeing walk-in every day that starts at 3pm, but would advise arriving at 2.45pm at the very latest. Student Advice will always see students in crisis too.

Action- Student Voice (HT) to send information to CARBS (SA) about student support and concernedaboutastudent@cardiff.ac.uk.

MK – if you are applying for adjustments and have to wait more than a month, this can delay the adjustments being made. The demand is very high.

JH – if anyone is in doubt about getting adjustments in time for assessments, they must submit extenuating circumstances if can't get the adjustment done in time.

CARBS (Exchange) – shared the same concern about exam timetables as already discussed.

Action Point:	Who will do it?	By when?

Agenda item: SSRM

SOCSI (SSRM) – current problem with students having to purchase STATA. Have been to Head of School who has rejected this as its too much money to purchase a site license. One student didn't submit coursework because they couldn't buy the software. There's only one computer lab with the software. The school don't communicate when it can be used.

MJ – the lab always seems empty, and they need to notify you when it is free. This can be raised with the school.
Action- MJ & LJ to raise computer lab availability with SOCSI.

SOCSI (SSRM) – some students who are PG can't always come in to use the software.

PJ – if the software is wanted more freely available, it will most likely change the costs. The license is to the school only, outside of this will be a lot of money.
Action- PJ to investigate changes in costs for STATA.

SOCSI (SSRM) – a lecturer is trying to push it too. The change from SVSS to STATA went under the radar at the start of the year.

MJ – students need to be made aware of when the space is available. Heads of Schools have to be careful with budget.

JJ – have looked at moving to ASSL. Would it be possible to look at other machines where it is accessible in other buildings (e.g. 24 hour buildings)?

Action Point:	Who will do it?	By when?
MJ & LJ to raise computer lab availability with SOCSI.	MJ & LJ	ASAP
PJ to investigate costs for STATA	PJ	ASAP
<u>Any Other Business:</u>		
LAWPL – Met with SRC in LAWPL about reforming the rep system in the school **Action-** Student Voice (HT) to meet with LAWPL about this.		

Action Point:	Who will do it?	By when?
Student Voice (HT) to meet with LAWPL about reforming rep system in LAWPL	Student Voice (HT)	5/4/19