



AHSS College Forum		
Date: 20/11/19	Time: 13:00	Location: 4J SU
Chair:	Lucy Davies (LD)	
Minutes:	Lucy Davies (Student Voice Coordinator PSE)	
Apologies:	Amanda Coffey, Annabel Hurst, Jane Harding, Robert Gossedge, Tom Evans and Nick Fox	
In attendance:	Staff Martin Jephcote (UG dean) MJ Lindsey Jones (college education manager) LJ Paul Jones (IT services) PJ Tracey Stanley (library services) TS	Reps Kirsten Mackay (ENCAP) Emily Franks (SHARE) Nick Viner (PGR, ENCAP) James Hadley-Piggin (ENCAP) Lilia Ikonomova (joint honours) Corinne Oulds (MLANG) Nikita Soni (MLANG) Isabel Brewster (MLANG) Vaibhav Sharma (CARBS PGT) Zeyun Liu (CARBS PGT)
Ratification of previous minutes:		
Approved		
Agenda item: students' union update		
<p>A Quality Enhancement Review (QER)</p> <p>In March 2020, Cardiff University is being reviewed to ensure that it is meeting the standards expected of it. Your Students' Union is contributing to the review by submitting a document that reflects the student experience, based on 5 years' worth of data. Jackie, your SU President, is also the Lead Student Representative of the process.</p> <p>As part of the review, the team visiting from the Quality Assurance Agency (QAA) will be meeting with students, in order to find out more about what it is like to be a student at Cardiff University. If you are interested in finding out more or being part of the process, then please get in touch with studentreps@cardiff.ac.uk</p> <p>Speak week will be taking place 3rd – 7th February, would love for reps to get involved.</p> <p>Academic rep training has finished for this term, will be running two final sessions in January.</p>		



Agenda item: Libraries Update

We are undertaking extensive analysis of our printed collection to identify items which are no longer in demand from our students and academics so that we can use the space more effectively and design more study space that meets the current and future needs of our students.

This will mean that some of our library spaces, which currently hold printed items, will be re-designed over the next 12-18 months. We are working with Schools to identify priorities, and also engaging with students. The main changes will take place in the Aberconway, Music and Science Libraries and in ASSL. The majority of the physical collections from these libraries are likely to be moved into ASSL and other libraries.

Low-use materials will be moved elsewhere, or responsibly removed from the collections to enable us to make better use of the space.

Alongside this, we are continually increasing our electronic collections.

We have been undertaking some student engagement, and have received over 1200 responses to a survey and pop-up events held in Oct. Key messages which are emerging from this are:

- More quiet and silent spaces
- Group spaces (but lower down the priority list)
- More plug sockets
- Space to spread out, but also important to have a sense of privacy
- Kitchen facilities

We'll be running some focus groups later in November – dates to be announced. We are also talking to staff-student committees and the Students Union.

MLANG rep: What will be done about the ASSL reaching capacity for plug sockets/space?

TS: experimenting with power packs in the building, please let us know if that is a useful approach. Also putting in more desks into the building over the Christmas break on the first floor. Enquiry point will be taken out to put more desks into that space. Will be counting study spaces to put onto the Cardiff student app to actively manage the space during exam period.

Action Point:	Who will do it?	By when?

Agenda item: PSE college update

MJ and LJ

Thanked reps for their support during the start of the year with the student enhancement meetings with schools. Great benefit having students at those panels and it is appreciated.

A new appointed associate dean for joint honours, Dr Kate Gilliver from SHARE. The college has invested in a person to look into this. She knows a lot about joint honours provision.

New postgraduate dean for the college, Rob Gossedge has now started in post.

Centre of education, support and innovation (CESI) have been successful with employing a new student engagement campaign officer who will be helping schools promote what they are doing with student feedback.

Chairing a college wide project called learning analytics about student data. University collects a huge amount of data on students that is not being currently used, i.e. every time a student log onto learning central, watches a lecture recording etc. Aim is to start a conversation about what we should be doing with that data and the project group is going to be in touch with the students' union about running focus groups.

ENCAP rep: huge privacy issues with data and students should definitely be aware of where and how this data will be used.

Agenda item: IT update

PJ: Working on a new feature to the student timetable app to let students know whether lectures are due to be recorded or not. Would this be useful?

Reps agreed that this would be beneficial

Agenda item: Rep Update

ENCAP PG rep: main update around mental health provision for PGR tutors and supervisors is being looked at in the school in regards to training and to steer people in the right direction. Refresher courses for recognising mental health issues. PGR tutors being able to recognise signs of mental health within their students. There has also been discussion in the school about having more provision for careers. General path is academia for PGR's but is not the thought for all PGR's.

MJ: mentioned about using the concerned about a student service.

TS: will take the feedback to careers service



ENCAP rep: discussion around what will be happening with the strike action and how it will effect students. Lecturers haven't been informing students.

MJ: explained how legally staff/students who are striking are only required to tell people after not before. There is guidance on the intranet and AHSS college have provided a toolkit to heads of schools offering support. School will be making the decision and risk assessment will be carried out. Learning central, libraries, student support and catering should all be open as normal. FAQ's will be going out to students about the strikes.

ENCAP rep: students have been asking for paper towels in toilets, fans are not fit for purpose in ASSL library on third floor, JP building and aberconway building. Nobody is aware of the hot water (if it works) on the ground level of ASSL library.

TS: upgrade of toilets across the university is in the works. Will check in with estates about the hot water in the library. Also aware of plug sockets in the library, due to nature of the building it is reaching capacity but are working on solutions.

Joint honours rep: internal issues regarding joint honours, timetabling issues and commute to buildings. JOMEC school is always late on releasing timetables. Students are wondering whether it is useful having two different personal tutors.

MJ: Going to be working on this with the new associate dean for joint honours students. Have encouraged schools to publish timetables on the same date. At the moment it is a requirement to have two personal tutors for joint honours students but student feedback is important and it is something that can be reviewed.

MLANG rep: students worried about strike action, particularly students who have previously been effected. Have lots of assignments coming up and wondering what will be different in regards to supporting students this time. ASSL has become so busy and hasn't even hit peak time, there are no spaces.

SHARE rep: Joint honours has become disorganised. Home school of joint honours created an event to come together and meet lecturers which was useful. Haven't had student staff panel yet, got delayed due to the strike action.

MLANG rep: joint honours, module clashes with English and French. Schools don't communicate well. Would be nice to meet joint honours students from different departments, problem of sense of belonging in the school. MLANG support is good but lack of communication is the main issue.

CARBS rep: issues have been discussed and resolved at SSP. Most lecturers have made clear when lectures will be going on/will be cancelled.

MLANG: there is a lack of attendance from first year reps at student staff panels

SHARE: Struggled with recruitment of first year reps in general this year.

MJ: will be working with the schools on these issues.

MLANG rep: Students' union recycling stance needs to be looked into. During time working as student staff there was a lot of bags going into general waste.

LD: will take this feedback back to the venues team.



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Action Point:	Who will do it?	By when?
Check in with estates about toilets/hot water in ASSL	TS	
new associate dean for joint honours contact to be shared with reps	MJ	
Circulate hot water/microwave provision points across university with reps	LJ	
Report feedback about recycling to SU venues team	LD	

Any Other Business: