



AHSS College Forum		
Date: 29/11/2017	Time: 15:00-17:00	Location: 4J SU
Chair:	Fadhila Al Dhahouri (VP Education)	
Minutes:	Louise McMillan (Student Voice Coordinator)	
Apologies:		
In attendance:	<p>3pm</p> <p>Jake Smith – VP PG Corrie – JOMEC Emily – History Aditi – SOCSI Gemma – SHARE Lucy – SHARE Anna – MA GEOPL Liam – CARBS Gina – MLANG Spanish Huw – MA SOCSI Sarah – MA SOCSI Tino – MLANG Italian Lina – CARBS MA Holly – GEOPL</p>	<p>Maddy – MLANG Shraddha – MA CARBS Gopal – CARBS Caroline – ENCAP Ben – SHARE RS Crockett – MA JOMEC Beth – LAWPL (Law &amp; German) Yahya – LAWPL</p> <p>4pm</p> <p>Prof. Martin Jephcote – College Dean of Education Jackie Cooke – IT Service Management Ian Mossman – College Education Manager Duncan Montgomery – Library Team Leader</p>
Ratification of previous minutes:		
Due to time, VP Ed request those present to email any queries or issues with minutes and matters arising.		
Agenda item: University Update		
<p>Update from IT: Entire network refresh project underway, £££, 3-4 years, considerably improve network across campus. Currently at tender with suppliers. Service desk is 24hours a day including weekend, tel no. 02925111111. Pilot scheme on service desk for a live chat 10-4. Service will go live in new year, with extended hours; search student intranet 'IT service desk'.</p> <p>Update from libraries: One day loan is now minimum 3 day loan, loans auto renew, renew option is back into search, holidays force auto renewals. Books over the festive period will not be due for return 16th Dec – 8th Jan. Library champs pilot, being rolled out again to SSPs. Academic rep as a library champ?</p> <p>Update from Dean: Welcome to Cardiff survey open and extended deadline, response rates v low compared to previous years. Email lost in traffic? Asked Reps to push out to students that the University values their feedback. Risk: non credible response rates. Data analysed and taken to heads of schools at college board meetings. Schools accountable for data, asked for response. Improvements on NSS assessment and feedback vs YA. Variation across schools and subjects means difficult to track themes. Working with schools individually. Have schools shared insights with Reps at panels, discussed their plans to improve where necessary?</p>		
Action Point:	Who will do it?	By when?
Schools should speak to lecturers to give their time and do it live with students to increase participation.	College comms	
Agenda item: SU Update		

VP Ed: From manifesto, ongoing work on: free printing for assessments, panopto lecture recording rolled out, staff receiving training and support to record lectures, on-going review rep system, attainment gap BEM, abolish Saturday exams.

VP PG: support PGR who teach UG, working closely with PGR students. Helping UG who wish to apply for PG studies, application process and finance. Situation of part-time student support. Libraries and study spaces – open outside of term time for international and PG students who require it.

Action Point:	Who will do it?	By when?

#### Agenda item: CARBS

CARBS - Library hours need extending over festive period for international students, learning central 'spam' lecturers uploading multiple slides, multiple updates.  
Panopto - lecturers not using microphones. Aberconway building – microwave? Contactless vending machine, coin dispenser.

Action Point:	Who will do it?	By when?
VP PG – library discussion is ongoing, update to follow. Ask Clare Sanders, communication strategy review. Ask staff to default uncheck box on general notification for uploads on lectures, reserving notification for important updates such as time/room/deadline changes.	VP PG College Comms	01/02/18

#### Agenda item: MLANG

MLANG – Spanish, dyslexic students having study support hours, at least 2 students with dyslexia facing this problem.

Action Point:	Who will do it?	By when?
Will speak to student support about this, develop MLANG staff understanding of dyslexia needs. Update on ongoing discussion between SU and Head of dyslexia and disability.	VP Education	01/02/18

#### Agenda item: GEOPL

GEOPL – aren't aware of which rooms are and are not being used in Glamorgan building as there are no timetables visible. Would like to view online.

Action Point:	Who will do it?	By when?
Encourage students to use other study spaces that are open in library		

#### Agenda item: ENCAP/JOMEC/SHARE

ENCAP – Joint honours timetabling and module problems specifically between ENCAP and History/JOMEC. Request for an administrator to coordinate and help with time tabling. Module distribution means uneven workloads, large work load in first semester. None or very little choice in History modules Vs ENCAP promotes large choice. Those joint with JOMEC 80/40 split. Not aware before coming to university. 3rd year students have raised it yearly.

Action Point:	Who will do it?	By when?
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Response: College is aware of arrangements, 80/40 split is permissible in regulations, resolution would be to further reduce choice, prescribe curriculum to avoid clashes. Creative writing would be removed as an option to joint honours. Aware of issues in history with timetables being created, created later. Across schools, working on time tabling with JOMECE moving building, taking into account new travel times. John Percival schools moving to my timetable. Project team working on time tabling on 17/18. Ian will pass on concerns and raise with History	College Education Manager	01/02/18
<b>Agenda item: JOMECE</b>		
JOMECE – Joint honours specific Reps requested JOMECE – refund on printing credit requested? Lecturers have stopped giving module outlines, optional. Would like to see this become essential. JOMECE PG – school has successfully resolved issues in SSP		
	Who will do it?	By when?
Response: University agreed to go paperless so no printing by lectures is required. To note: Student Voice will circulate joint honours best practice to academic reps and explain suggested process	Student Voice	15/12/17
<b>Agenda item: SHARE</b>		
SHARE – RS – not supported by school admin office, enrolment process creates a sense of panic, not supporting or informing them of the 2 week period to change. Raised in SSP, staff did not engage.		
Action Point:	Who will do it?	By when?
Arrange a separate meeting re. SHARE and RS issues	VP Education College Dean	ASAP
<b>Agenda item: LAWPL</b>		
LAWPL – tech issues; Great hall panopto recording, only recorded 3/11 for criminal law. Staff have suggested daily IT checks on equipment in theatres. EDUROAM not working well in libraries. Paper handouts for law students, attitude is that all students have and use laptops. Request to facilitate handouts. If University has gone paperless could they give more money for printing? Subsidised.		
Action Point:	Who will do it?	By when?
Response: In consultation with SU to go paperless no handouts will be printed unless under the academic judgement of lecturer. No further money for printing will be given. Potentially look at consistency across university.	VP Education	01/02/18
<b>Agenda item: SOCSI</b>		
SOCSI – lecture capture inconsistencies, some lecturers have decided not to record and release, some lecturers have requested students ask permission before using personal recording devices. Wireless mics aren't used. Would like to be able to use the microwave, very high prices in café, only one water tap in glam building. Personal tutor change Y2-Y3, lack of consistency.		
Action Point:	Who will do it?	By when?



Microwave use by students breaches H&S in café, will look to provide more locations for water taps. Two taps of instant hot water in building – ask personal tutor for locations. Aware of group of staff who don't want lecture capture; policy is changing to lecturers having to choose to opt out. Auto enrolled. Discussions continuing across schools. Learn plus team support and give in house training. College support the student body in wanting lectures recorded lectures. Staff to be informed and updates ongoing.	VP Education College Dean	01/02/18
Agenda item: MLANG		
Italian – History of art, more recommendations for further reading		
Action Point:	Who will do it?	By when?
Academic to be asked to make more recommendations then check availability of books in the libraries.	Lecturer	
Agenda item: SHARE		
Ancient history – Community support with societies being included has been positive. Issue around booking study rooms in library. Could there be a timetable structure instead of single select through options?		
Action Point:	Who will do it?	By when?
University acknowledges that room booking software isn't helpful but nothing can be done.		
Agenda item: SHARE		
History – unsatisfactory variation in lecture and seminar teachings in 3rd year. Lecturers have said to raise in boards of studies as need support for both.		
Action Point:	Who will do it?	By when?
Points raised will be taken to history review meeting around seminar/lecture hours and preferred module structure. Student invited to attend. LAWPL suggestion – upload a video lecture prior to seminar structure	College Education Manager	
Agenda item: SOCSI		
SOCSI – PG library access over Christmas break		
Action Point:	Who will do it?	By when?
Hope to have update on this soon	VP PG	ASAP
<b><u>Any Other Business:</u></b>		
<ul style="list-style-type: none"><li>- ENCAP SHARE LAWPL – January periodic review, in-depth school assessment and review</li><li>- Panopto: attendance worry is inconclusive as it hasn't been rolled out for long enough to sufficiently evaluate. Positive that open discussion is underway with staff.</li><li>- SU: lobbying for lecture recording, awareness that it is a cultural shift, allow time.</li><li>- French programme, coffee machine replaced by vending, can it be returned?</li></ul>		

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