

AHSS PGR Forum 2 - 2nd March 2021 Meeting Minutes

Staff

Annabel Hurst - Catering **AH**
Jane Chukwu - VP Postgraduate **JC**
Tali Atvars - Head of Student Voice **TA**
Rob Gossedge - PG Dean of AHSS **RG**
Matha Ashford - Library Team Leader for AHSS **MA**
Paul Jones - Service Manager **PJ**
Jane Harding - Student Advisor **JH**
Hannah Fatkin - Student Voice Coordinator **HF**
Shane McCullough - Student Voice Assistant **SM**

Students

Josie Cray - ENCAP **JCr**
Alexander Jones - CARBS **AJ**
Dewi Alter - WELSH **DW**
Hanna Marie Pageau - SHARE **HMP**
John Poole - CARBS **JP**
Julie Diniz - CARBS **JD**
Julie Primon - ENCAP **JPr**
Nia Rees - GEOPL **NR**
Ran Zhang - CARBS **RZ**
Yundong Luo - CARBS **YL**

Introduction

JC led introductions and opened the meeting.

JC recapped the previous meeting minutes. JC updated that the issue regarding licencing of journals and single use books stating that these licences were already agreed upon as single use books but more funding is trying to be acquired to increase access to these resources. Conversations regarding improvements for students living with disabilities and dyslexia are ongoing with Georgie, Welfare Officer VP.

Student Updates

JCr Asked if study spaces time slots are available for longer periods of time for post-grads. MA stated that study spaces were extended to 3 hours but doesn't think this will be extended. JCr also queried post-doc affiliations. PJ stated that post graduate email services may be able to be extended for a year post graduation, however library licensing may not be able to be continued. PJ stated a guide on what is available post graduation and how to access these services will be posted online in due course. JCr requested specifically for

email usage which PJ stated this could be sorted if requested but without specific licencing. JCr also requested a rise in rate for marking due the time scale and per word count as students tend to take longer to mark than allocated. RG noted these were controlled by the uni not the college but would not be an 'in-year' change. HMP stated that there is some concern from archeology regarding going over the allotted marking time due to the addition of mapping which does not get accounted for within marking rates. RG noted this can be explored and remarked that there will be a PG tutor meeting later this month to discuss these topics specifically.

DA stated all issues were resolved in-house for their cohort.

AJ passed on thanks to JC and RG for the PGR celebration last week. AJ asked clarity over ethical approval over face to face interviews. RG stated that face to face will be resuming subject to ethical approval forms but this is yet to be confirmed.

HMP remarked that welfare for SHARE doctoral students has been disregarded by not feeling they are treated as either staff or students. HMP feels welfare is directed more at undergraduates. RG stated this will be raised in a meeting on 03/03/21. HMP also stated concerns regarding visa issues for international students. RG stated further advice will be found regarding this. HMP stated lack of guidance regarding marking and accessibility to lectures. JH stated issues regarding ISANS for issues within schools are usually resolved and negotiated within schools. JH stated these are common issues and the process of resolving these issues are still working even remotely.

JC queries how people have found training. HMP and NR states sign up time for doctoral academy (DA) is limited, restricting some from accessing this and queried the uncapping of these sessions. RG stated this is a known problem and more sessions will hopefully be made so this issue is hopefully resolved.

JP also echoed the success of the PGR pathway sessions and the DA resources. JP requested when session resources will be available for DA resources. RG confirmed this should be up by w/c 08/03/2021

NR stated all issues in her cohort were resolved in-house and praised the actions taken on issues raised in the previous meeting.

JD also requested extension of library time slots. MA stated this will be discussed.

AH stated that the loss of informal study spaces such as cafes has reduced work spaces available but advised that when guidelines allow the reopening of such spaces then this should also open up extra informal work spaces.

HMP asked if there were any plans to open up the doctoral spaces. MA stated the planning for this space is difficult regarding health and safety but would raise this and feedback.

Staff Updates

PJ also stated there has been disruption in IT due to an issue with a power station which has now been resolved.

MA stated a subscription has been acquired to proquest dissertation and thesis within the library. Easter opening hours for the library has also now been confirmed. (See Appendix for further information.)

AH also stated in the chat that any updates from catering regarding events and opening times can be seen on instagram via @CUfoods

JC closed the meeting at 2:52

APPENDIX

AHSS Forum March 2021. Library Update

1. Postal loans

Postal loans are now available for all students; and the service has been extended to the end of the academic year. You can request a book via LibrarySearch. Full details are available here:

<https://intranet.cardiff.ac.uk/students/study/libraries/services-for-distance-learners>

2. eBooks

We have access to a large number of eBooks via various services, but we've also taken out some individual subscriptions to specific textbooks on reading lists. These are available via your reading lists and also via LibrarySearch. In some cases, this means you can download your own copy of the eBook for the year so please do explore the available options.

If you need any help with accessing eBooks or have any other questions about library resources or services, then please get in touch with your Subject Librarians.

3. ProQuest Dissertations & Theses Global

We've taken out a subscription to *ProQuest Dissertations & Theses Global*. This resource offers full text access to theses from 1743 onwards, but there will be titles that have been withheld for commercial reasons. You can access this from the Theses and dissertations section of all the library's Information Resources by Subject pages on the intranet:

<https://intranet.cardiff.ac.uk/students/study/libraries/subject-support/information-resources-for-your-subject>

4. Bute to re-open for Study Space bookings on Monday 22nd March

There are both 3 hours and 30mins spaces available.

5. Enhancements to Book a Study Space service

In response to student feedback, we are now offering more varied time slots as part of our Book a Study Space service. Additional options are:

- 3 hour study spaces
- 30 minute bookings for Quick Print PCs

We've also made it easier to book last minute spaces by removing the 15 minute buffer.

Not all study spaces have sockets, but you can check this on the booking form by clicking on the down arrow next to “Anyone” e.g.

The image shows a screenshot of a booking form. At the top, there is a dropdown menu labeled "Select staff (optional)" with "Anyone" selected. Below this is a list of study spaces with their features:

- Trevithick 003 - Socket
- Trevithick 004 - Socket
- Trevithick 005 - Socket
- Trevithick 006 - Socket and plasma Screen
- Trevithick 007 - Socket and plasma screen

We’re having a lot of no-shows for booked spaces, so if you no longer need your space, you can cancel the booking at any time by clicking on the link in the confirmation email you receive. Alternatively, you can contact us via the Ask a Librarian chat service, by emailing the site library or by calling 02920 874818.

Our study spaces are in high demand, and cancelling the booking makes the space available to other students who do not have a suitable study environment at home.

6. Easter Opening Hours

Monday 29 March - Thursday 1 April

ASSL, Bute, JHSZ, Science & Trevithick Libraries - open 09:00-17:00 Click & Collect and Study Spaces

Health Library - 08:00-20:30 (normal opening hours for Click & Collect and Study Spaces)

Good Friday 2 April

Cathays Park - all Library sites closed

Julian Hodge Study Zone - open 09:00-12:00 and 13:00-17:00

Health Library - access to 2nd floor (CU & NHS study spaces only) 08:00-18:00

Saturday 3 April

Cathays Park - all sites closed

Health Library - access to 2nd floor (CU & NHS study spaces only) 08:00-18:00

Easter Sunday 4 April

All sites closed

Easter Monday 5 April

Cathays Park - all Library sites closed

Julian Hodge Study Zone - open 09:00-12:00 and 13:00-17:00

Health Library - access to 2nd floor (CU & NHS study spaces only) 08:00-18:00

Tuesday 6 April

All sites return to semester opening hours