



BLS College Forum			
Date: 29/11/17		Time: 12:30 – 14:30	Location: Pink Room, IV Lounge, Heath
Chair:	Fadhila Al Dhahouri (VP Education) /Kirsty Hepburn (VP Heath Park)		
Minutes:	Holly Thomas (Student Voice Coordinator)/ Emily O’Riordan (Student Voice Assistant)		
Apologies:	Biosciences, Cancer Biology and Therapeutics, Psychology Absent: MEDIC, OPTOM, other HCARE courses		
In attendance:	Fadhila Al Dhahouri (VP Education) Kirsty Hepburn (VP Heath) Holly Thomas (Student Voice Co-ordinator)  Hannah Darnley (College Education Manager) Emma Davies (College Education and Events Officer) Lindsay Roberts (College Librarian) Jackie Kirk (IT Services)  Sylwia Dziewulska (HCARE - Mental Health Nursing) Fatima Omrani (PHARMY) Ceindeg Arwel (DENTL)		
Ratification of previous minutes:			
Approved.			
Agenda item: University Update			
<u>IT Update</u> Jackie Kirk (JK) explained a Network refresh is happening in up to 3-4 years. Multimillion £ project to improve Wi-Fi, PCs etc. There will be a University steering group with either Fadhila Al Dhahouri or Hollie Cooke (SU President). Should see a huge positive improvement. Extended service desk to 24hrs per day and weekends - there is now a number you can ring (02922 511111) if having problems. Piloting a live chat link at the moment too - put in IT service desk on intranet (10am - 4pm). Times revised after the pilot.			
<u>Libraries Update</u> Lindsay Roberts (LR) explained over Christmas period updating all computers in the library - all to be on Windows 10. Currently have a few trial computers already running. Christmas vacation period no books for return between 16th December and 8th January. After 8th January, if not back, the books may be recalled so they may need to be sent back. Cathays - 1 day loans to 3 day loans now. Library champions for each school, encouraging SSPs to get a library champions. Certain amount of money to buy books for students. Library service used auto-renew - but if you would like some more control you can renew books yourself too.			
Action Point:		Who will do it?	By when?
Lobby SSPs to allocate ‘Library Champions’.		Reps to SSPs	1/02/18



#### Agenda item: College Update

Hannah Darnley (HD) explained the college structure and the idea that each school has its own academic provisions, but has a college overview: cross working across schools, inter-professional education and issues. Also explained that the Annual Review and Enhancement is to ask Schools what changes they would like to be made at a college and university level based on student feedback. The 'Welcome to Cardiff' survey is also key to us, encouraged students to fill out.

Sylwia Dziwulska (SD) explained that inter-professional education opportunities would greatly benefit nursing students and prepare them well for practise in order to see how to approach others in their disciplines.

Ceindeg Arwel (CA) commented that DENTL would benefit from this as well, especially in terms of safeguarding.

HD suggested raising this through SSP as there is a review of undergraduate schemes soon.

HD also explained that each school has committed to recording lectures via Panopto unless academic member of staff has a particular reason and should let you know prior to the session. HCARE – more ad hoc at the moment, want to do more training with their staff in January. DENTL – there is a lot of work behind the scenes about getting Panopto in the right files, looking to address this type of issue at the moment.

CA explained there has been some issues with Human Diseases module not being put on Learning Central.

HD replied that external speakers don't have the same rights as the lecturers.

FAD explained that the lectures are physically uploaded in BLS. PSE auto-record and release, which is a habit all schools need to get into.

Action Point:	Who will do it?	By when?
Raise the possibility of inter-professional development.	Reps to SSPs, College Education and Events Manger to ARE	Ongoing



#### Agenda item: SU Update

Kirsty Hepburn (KH) explained some Heath updates including working to get microwaves and hot water in the Education Centre. The issues of water fountains was raised at the BLS estates meetings and potential location suggested as TDS and DENTL school. Also had a walk around meeting with estates who highlighted more possible bike parking locations, the main ones being the Cochrane building and TDS. Hopefully getting secure lockable bike stores in 2018 as the Health Board have approved them.

KH explained there will be a push for mental health data collection. If any students have had problems please let them know about the survey and we'll be able to see what needs changing. There will be a Student Family Day on Saturday for families or student parents to come along with children and Medics Varsity on 9<sup>th</sup> December.

Fadhila Al Dhahouri (FAD) explained that free printing for compulsory assignments will happen from 2018/19 and free printing for essential teaching activities should be happening from this year 2017/18 (all costs for both should be covered by schools). All schools should be recording lectures and 398 lecture theatres around the University are fully equipped for audio and video recording. Working on student representative system review and bridging international students attainment, so please ask international students in your cohort to get involved. Mature students social next Wednesday from 10am – 'meet and mingle'.

KH added that she wants to get more SU representation and services at the Heath and has asked for feedback on this proposal, didn't get much response from DENTL so if that can be pushed it would be helpful, anything they need from their SU.

Action Point:	Who will do it?	By when?
More information about what DENTL want from the SU.	Ceindeg to DENTL SSP	ASAP.

#### Agenda item: DENTL

CA explained the DENTL SSP is next week but Year 2 wanted more time between lectures and have seen a big revamp in the second year of the course which is really good and it is nice to see action taken on feedback. We make this clear on open days to prospective students.

CA explained the girl's bathroom and the locker room is a big issue for DENTL. Toilet comes off the wall, doors fall off, no toilet paper, hand dryers don't work. Always told to report to different people such as NHS board. Light in the locker room corridor has been out for over a year.

CA explained there is also an issue with the Common room, it is not big enough and there are no cleaning products to clean fridge or microwave. Have been given a smaller common room which has equipment but only seats about 12 for about 400 students.

HD asked if they could use hospital facilities



Action Point:	Who will do it?	By when?
Take the issue with the girls' bathroom/locker room to college estates.	VP Heath Park	1/02/18
<b>Agenda item: PHARMY</b>		
Fatima Omrani (FO) explained most issues have already been resolved at a school level. Wanted to bring up the Panopto point which has already been discussed. Suggested a reminder for staff training.		
Action Point:	Who will do it?	By when?
<b>Agenda item: HCARE</b>		
SD explained that when they go on placement there are issues with timesheets and how SIMS is being updated, The Admin team doing the inputting of timesheets are missing a lot of things, these issues are raised at SSPs but people responsible don't attend the SSPs.		
HD commented that HCARE are organising focus groups where admin staff will be present.		
SD also explained that travel expenses are an ongoing issue for nursing and students complain of the cost of going on placement. The expenses are calculated as though you are going to the university, not your home.		
KH commented that this is brought up regularly and wanted to look at whether we could join up schools going to similar places but haven't had a response on it and so not sure how to do it.		
HD explained it is not the University who funds this but the medical school. Could look at if medical students are going to a specific place on a bus the HCARE students could make use of the service.		
KH commented that some courses can claim expenses from the NHS but only if they are funding you (5 <sup>th</sup> year for Medics, Nurses can claim whole way through).		
Action Point:	Who will do it?	By when?
Look into the option of HCARE students being able to use the medical school's transport for placements.	College Education Manager	Ongoing

#### Agenda item: BIOSI

FAD raised points on behalf of Taz Jones (BIOSI chair).

FAD explained there are requests for plug sockets in the lecture theatres (E/0.09 and C/0.07) for people to charge laptops.

CA commented that this is the same for DENTL. Only have plug sockets at the front and seats only have USB points.

FAD explained there are no printers in BIOSI due to the library closure, and this has been raised in SSPs but nothing has been done.

FAD explained students want a printing allowance for other things that are not compulsory. As other schools have printing credits for things that are not compulsory.

CA suggested it could be due to BIOSI getting handouts.

KH commented that 3<sup>rd</sup> years had talked about the online upload system, and explained it takes a long time for documents and PDFs to upload and when it does upload the system has timed out.

HD commented that it would be useful to know the system being used.

FAD commented that if it's through Learning Central then it will be TurnItIn but will ask Taz before we investigate.

Action Point	Who will do it?	By when?
Feed lack of plug sockets in lecture theatres back to Estates for future lecture hall refurbishments	College Education Manager	Ongoing
Look at biosciences getting a printer back.	IT Services	Ongoing

#### Agenda item: AOB

None.

Action Point:	Who will do it?	By when?



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Lobby SSPs to allocate 'Library Champions'.	Reps to SSPs	1/02/18
Raise the possibility of inter-professional development	Reps to SSPs, College Education and Events Manager to ARE	Ongoing
More information about what DENTL want from the SU.	Ceindeg to DENTL SSP	ASAP
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Look into the option of HCARE students being able to use the medical school's transport for placements.	College Education Manager	Ongoing
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Look at biosciences getting a printer back.	IT Services	Ongoing