

BLS College Forum

12th February 2019

Pink Room, Heath Campus, 1-3pm

In Attendance:

Jen Kent – VP Heath Park – *Chair*
 Asia Dirie – PHRM rep
 Nia Williams – MEDIC rep
 Chloe Ryce – PSYCH rep

Dai John – Dean of Undergraduate Studies (BLS)
 Emma Kidd – Dean of Postgraduate Studies (BLS)
 Sian Ballard – College Education Manager (BLS)
 Anne McManus – Student Mentoring
 Paul Jones – IT Services
 Lindsay Roberts - College Librarian (BLS)
 Jess Petersen – Student Advice
 Annabelle Hurst – Head of Catering
 Taz Jones – Student Voice Coordinator (BLS)
 Vicki Groves – Student Voice Assistant – *Minutes*

Action Point	By Who	Page
JK to invite reps to Transforming Cardiff event on Facebook	Jen Kent	2
Reps to advertise Transforming Cardiff event to other students	Reps	2
TJ to add NW to mailing list for College Forum	Taz Jones	2
JK to give AM contact details of HCARE chair	Jen Kent	3
AM to send an email detailing information and TJ to send out to Chairs	Anne McManus / Taz Jones	3
SB to look into issue of funding	Sian Ballard	4
PJ and JK to raise PHRM rep issue at physical learning spaces meeting	Paul Jones / Jen Kent	4
NW to send contact details of medic welfare rep to JP	Nia Williams	4

1. Update from VP Heath Park.

JK welcomed attendees to the meeting and gave the following updates:

- Signage on Heath campus is being actioned this year, just waiting for funding from University
- Issues with IV Lounge plug socket heights will be fixed over the summer
- University are deciding whether to keep IV lounge/catering facilities opening times (8-6 but only busy between 10-2). Looking into shutters over catering areas, so it can stay open as a study space
- Refurb of lecture theatre in TDS, will get feedback from HCARE reps
- Partnership project for academic learning – looking at all schools and disparities, then looking to equalise systems and support. Will be a focus group with students and a meeting with staff next week

NW commented that 1st year medics enjoyed TDS refurb for case sessions.

JK asked for feedback on Heath bike racks.

Reps had none.

JK explained the University has a £21million deficit and has created a strategy plan called Transforming Cardiff, which details how to make savings and create a surplus. Recommended reps read the document and inform students. Explained that next week (Tuesday 19th Feb 3:30 – 4:30 in the Great Hall) there will be an event with the Vice Chancellor and the University Executive Board for accountability, where students can come and ask questions.

Action Point – JK to invite reps to event on Facebook

Action Point – Reps to advertise event to other students

TJ thanked reps for all their help in Speak Week and explained elections will be happening soon.

2. Updates from reps:

AD explained there was the PHRMY SSP last week but nothing major came up. Facilities are being updated but have been told they are starting with seminar and smaller study spaces but students would like Vernon Lloyd LT to be updated first. Also an issue where 1st years did not get feedback back for 3 months, would have liked more communication about why.

JK replied that these issues would be best dealt with at panel level.

NW explained there are no major issues. There has been some frequent deadline bunching and continuing issues with travelling costs for placements, but it is being looked into.

JK suggested raising deadline bunching issue at next SSP.

JK explained they had a meeting with DJ looking into if multiple schools could fund transport (ie MEDIC and HCARE) but it was not possible due to differences with funding schemes. MEDIC is looking at reviewing the system and a proper audit of the buses will be done.

Action Point – TJ to add NW to mailing list for College Forum

CR explained that PSYCH students have asked for more contact hours but they are working on promoting students to arrange more contact hours, by emailing/meeting lecturers. Want to work with mentoring to promote this. Also organising a social event to get students more involved.

3. Update from Student Mentoring:

AM explained about the mentoring scheme and how its remit is to help first year students settle into university life. They have had a loan from Welsh Government to increase the scheme to additional schools (19 at the moment, next year going to all schools except ARCHI, who have a buddy scheme). All schools within BLS will be using the Mentoring Scheme next academic year. Mentoring gives hours towards the Cardiff Award and will be on enhanced transcript but the challenge is getting students to

volunteer (deadline is 4th March). Met with learning technologists to consider online/remote mentoring.

Asia enjoyed having a mentor.

Action Point – JK to give AM contact details of HCARE chair.

Action Point – AM to send an email detailing information and TJ to send out to Chairs.

DJ asked if there would be movement to starting the call earlier on in the year, once it is established.

AM replied it is good to recruit 1st years to be mentors but making it too much earlier could mean they are not confident enough to sign up.

4. Updates from University Staff:

IT update:

PJ explained there are no major IT updates but welcomed questions. Explained they have implemented a safe links scheme with Microsoft to combat phishing schemes, 97% of emails are now blocked, but standard advice applies – check email address, never give password and if there are any concerns to contact the service desk.

DJ asked if phishing emails should still be sent to IT service desk

PJ replied it is better to have them to be proactive.

Libraries update:

LR explained new reading list software launched in January. MEDIC is an early adopter school and it will be rolled out to other schools next year. Positive feedback so far. Accessed via link on LC.

College update:

DJ had no update but welcomed questions.

AD mentioned the concerns from 1st years about assessment results delay and explained students wanted more feedback.

DJ agreed there could be better communication.

NW asked about placement costs and suggested that the bus scheme may not be the best option.

DJ explained it came up in a partnership meeting and the budget is aligned to certain funding activities.

NW replied there was confusion between what students can and can't claim

DJ suggested taking up with the school and asking for clarity.

JK explained it is a complex issue, 5th year is NHS funded.

SB explained there was a process review undertaken in MEDIC previously.

DJ asked if school aren't listening or if their response isn't favourable to students

NW suggested it was maybe both, could be a communication issue.

Action point – SB to look into issue.

AD mentioned the issue of refurbishing the PHRMV lecture theatre and the lack of speakers/audio facilities.

Action Point – PJ and JK to raise issue at physical learning spaces meeting.

AM added that there could be issues for students with hearing disabilities.

Catering update:

AH explained they are reviewing opening time data from tills and feedback cards. This is the 1st year IV lounge is open until 6pm but catering is not being used after 3pm. Considering finding funding for shutters and different locks on doors (i.e. swipe in). Amended jacket potato prices and added a 2nd till point to try to reduce queues. BIOSI café seems to be going well, welcomed feedback. Redwood footfall is low but is currently being continued. Tried to increase hot food options based on feedback but waste was very high. Options could be better selection of vending machines. Considering the student hub in Glamorgan and this would include catering as well. Nothing confirmed yet.

AD explained that PHRMV students were concerned by closing of café in redwood and what would be the alternative options.

AH replied that currently vending suppliers are struggling to be innovative enough for students. Will be tendered in the next couple of weeks. Issues with microwaves are complex and it depends on catering spaces. Need a department to claim responsibility for microwave, not a financial issue. Will be collecting post it notes feedback in cafes soon.

5. Update from Student Advice:

JP explained about Student Advice and the drop ins (Heath blue room 12-2 and Cathays 11-3). Also run campaigns throughout the year (i.e. STI awareness). Struggling to push drop ins out to students. Student Advice also working on personal tutor scheme project.

Action point – NW to send contact details of medic welfare rep to JP

AM suggested using personal tutor yammer group

JK added that Student Advice is independent from University so good for fitness to practise cases or extenuating circumstances etc.