



PSE College Forum			
Date: 28/11/17		Time: 13:00 – 15:00	Location: 4J SU
Chair:	Fadhila Al Dhahouri (VP Education)		
Minutes:	Emily O’Riordan (Student Voice Assistant)		
Apologies:			
In attendance:	1pm: Fadhila Al Dhahouri (VP Education) Jake Smith (VP Postgraduate Students) Holly Thomas (Student Voice Coordinator) Emily O’Riordan (Student Voice Assistant) Hristo Georgiev (COMSI) Emma Devlin (ENGIN) Julian Herbst (MATHS) Elliot Wang (ARCHI) Jorge De Andres Tamargo (PHYSX) 2pm: Jackie Kirk (IT Service Management) Linda Davies (PSE College Libraries) Claire Vallance (College Education Manager) Bethan Foweraker (Student Engagement Manager)		
Ratification of previous minutes:			
Linda Davies (LD) proposed that minute items should be numbered in future.			
Agenda item: IT Update			
LD explained the network refresh project is underway to improve the Wi-Fi network across campus. Currently identifying some potential suppliers and seeking help from Students’ Union to ensure the student voice is heard. Jackie Kirk (JK) is on the steering group for libraries within this project, will take 7/8 months to decide upon a supplier who will then need to design the network – estimated 2/3 years. The service desk is now 24 hours a day, there is a telephone number on the internet. Also introduced a live chat features for the service desk, which can be found by searching IT Service Desk on intranet. This is currently in a pilot stage so is available 10am-4pm weekdays, hours will be revised in the future.			
Action Point:		Who will do it?	By when?



Agenda item: Libraries Update

JK explained that one day loans have been removed, with the shortest loan now being 3 days. Library search has been updated but is due for a big refresh. Christmas closure dates will soon be set. There were concerns about the Wi-Fi in Trevithick which was updated over the summer and is now working better. Encouraging every school to have a 'student library champion' or a group of champions to be involved in book ordering services.

Libraries are currently looking at acquiring reading list software, which could be put forward for innovation week in March. Will be looking for student involvement and focus groups.

Action Point:	Who will do it?	By when?
Further notes to be sent on the library update.	IT Services to Student Voice	ASAP
Every school to have 'student library champions.	Student Reps to SSPs	1/02/18

Agenda item: PSE College Update

Claire Vance (CV) explained that Dr Andy Roberts (College Dean of Education and Students) is away and not left notes but am happy to take any points back to him.

Action Point:	Who will do it?	By when?

Agenda item: Students' Union Update

Bethan Foweraker (BF) has no update, will take points back.

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). Lecture capture has been put into a lot of schools. Looking to not have exams on weekends, currently collecting data and making a business case for it. 'Welcome to Cardiff' survey extended until the 4th December, asked reps to let students know.

Action Point:	Who will do it?	By when?
Let students know about extended timeframe for 'Welcome to Cardiff' survey.	Chairs/ Reps	4/12/17

Agenda item: COMSI

Hristo Georgiev (HG) explained that feedback for lecture recordings has been positive but some lecturers aren't uploading their lectures, most probably because they aren't required to do so. The infrastructure is there for them to do so. It is an opt-out system but students benefit from the commentary.

CV commented that there should be signs to make students aware of this.

HG added that the recordings do not always pick up the boards and due to the high-definition cameras mean students can often see the keyboard and lecturers typing their password in. Specifically in Trevithick 0.31.

HG explained there are no rules about lab materials being uploaded after the labs. Also have one coursework per module worth 30%, but would prefer this split into 3 smaller courseworks. The coursework is not given until week 4 and not given material until week 6 and only on one subject. It would be helpful to cover multiple topics in courseworks.

Emma Devlin (ED) commented that students have too many small pieces of coursework.

CV explained the concern is over-assessment, causing students to miss lectures because of too many assignments.

Action Point:	Who will do it?	By when?
Raise lack of recording/visibility of lecturers' passwords with College Dean	College Education Manager	Ongoing
Raise lab materials not being uploaded with College Dean	College Education Manager	Ongoing
Scheduling of coursework	College Education Manager	Ongoing

Agenda item: ENGIN

ED asked when exam timetables are released.

BF replied that they are released 6 weeks before. In the future we'll be using electronic timetabling, similar to MyTimetable, for examination timetables. Part of the problem is that we don't own many of the venues.

CV commented that the timetabling project is scheduled for next year, in terms of dates and times, not venues.

ED commented that a lot of the school events are run on Wednesday afternoons which clash with extracurricular activities.

CV suggested talking to the school about this.

Action Point:	Who will do it?	By when?



Agenda item: MATHS

Julian Herbst (JH) explained they have had reps miss SSPs due to rescheduled lectures and suggested a school-wide or college-wide hour or two off for Board of Studies, SSPs etc.

CV explained this is difficult to do but should be raised within schools.

Action Point:	Who will do it?	By when?

Agenda item: ARCHI

Elliot Wang (EW) gave an update on last meeting and explained that the problem with printers has been solved and they no longer have to pay for scanning. However, ARCHI is based in Bute and the hours of the café aren't long enough (closes at 3:45) and the prices have gone up. Students rely on vending machines and coffee machines. The coffee machine has been replaced with a worse machine – the old one used to take card and the new one doesn't take card and the coffee isn't very nice.

BF commented that the University is currently renovating all of the catering outlets.

EW asked for potential timings for this.

EW explained that the basement studio (2nd, 3rd year) heating has been fixed but the top floor (1st, 2nd, 3rd years) heating has not been. Has been raised at SSPs and before in the college forum.

EW also explained that lectures have never been recorded and are very visual so would help to have recordings.

CV explained that ARCHI were one of the first schools to get recordings kit so it is now not up to date. The University has gone back to the school to review this. Recordings should be on an opt-out basis.

EW commented that they rarely have ARCHI lectures in Bute because the lecture theatres aren't big enough for the size of the groups. The lecture theatres we are in do have the equipment to record the lectures.

Action Point:	Who will do it?	By when?
Pass on discontent with café opening times and prices	College Education Manager	ASAP
Provide timings for catering outlet renovations	Student Engagement Manager	ASAP
Pass on and receive update on ARCHI lecture recordings	College Education Manager	ASAP



Agenda item: PHYSX

Jorge De Andres Tamargo (JAT) explained they would like a Physics support centre like the Maths support service, or a teacher to help students in solving Physics problems.

CV explained it should be raised at SSP, if it isn't getting anywhere we can look at working with the school at a college level.

Action Point:	Who will do it?	By when?
Mention possible 'Physics Support' to Directors of Teaching and Learning of MATHS and PHYSX.	College Education Manager	ASAP

Agenda item: AOB

FAD asked if there any projects that libraries or IT would like students to get involved with.

CV explained the plan for a project week around 'grand challenges'. It will be a week of project work for students to get involved with, it won't be credit bearing but good for project experience. It will be college-wide and interdisciplinary, will start to publicise this in the new year.

HG explained that different schools have seminars with external speakers, for example in genetics and psychology. Asked if there is a platform to see other schools speakers.

CV replied that it depends on what the seminar is and if it's for students/staff/public. We try to talk to other schools but there is not currently a college wide platform for talks and seminars.

HG mentioned the online platform for careers events, something similar to this for seminars would work.

ED agreed that the online platform would be better than emails.

Holly Thomas (HT) commented that Andy Roberts, the College Dean, has asked to meet PSE reps from 3:30 – 5pm on Thursday next week, if we could circulate this to other reps.

Action Point:	Who will do it?	By when?
Find out about the potential for an online platform for seminars/talks both college and university wide.	Student Engagement Manager & College Education Manager	Ongoing



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Further notes to be sent on the library update.	IT Services to Student Voice	ASAP
Every school to have 'student library champions'	Student Reps to SSPs	1/02/18
Let students know about extended timeframe for 'Welcome to Cardiff' survey.	Chairs/ Reps	4/12/17
Raise lack of recording/visibility of lecturers' passwords with Andy	College Education Manager	Ongoing
Raise lab materials not being uploaded with College Dean	College Education Manager	Ongoing
Scheduling of coursework	College Education Manager	Ongoing
Pass on discontent with café opening times and prices	College Education Manager	ASAP
Provide timings for catering outlet renovations	Student Engagement Manager	ASAP
Pass on and receive update on ARCHI lecture recordings	College Education Manager	ASAP
Mention possible 'Physics Support' to directors of maths and physics.	College Education Manager	ASAP
Find out about the potential for an online platform for seminars/talks both college and university wide.	Student Engagement Manager & College Education Manager	Ongoing