

Minutes of the PSE (UG/PGT) College Forum

Held on: Thursday 18th February 2021 at 2pm

PRESENT

Staff:

Hannah Doe	VP Education
Tim Fry	Student Voice Coordinator (AHSS)
Andrew Roberts	College Dean for Education and Students (PSE)
Paul Jones	IT Services
Kathryn Evans	College Education Manager
Annabel Hurst	Catering Services
Claire Bowen	Career Adviser
Paula Burns	Enterprise and Start up team.
Jess Petersen	Student Advice
Ella Ferris	Student Advice
Linda Davies	Library Team Leader (PSE)

Student Reps:

Alexis Ciunek (ACi)	ENGIN
Andrew Duncan	ENGIN
Arunima Chaudhary (ACh)	COMSC
Celt Griffith (CGr)	PHYSIX
Chris Gapper (CGa)	COMSC
Daryl Johns	COMSC
Donaldrich Bribi	COMSC
Harry Morgan	CHEMY
Harshit Yadav	MATHS
Ijeoma Agbanusi	EARTH
Iren Parusheva	ENGIN
Iryna Bernyk	COMSC
Jack Tilson	COMSC
James Goatley	ENGIN
Jonathan Matchett	EARTH
Keith Bollington	COMSC
Maria Callejon	COMSC
Megan Lewis	CHEMY
Mosab Bekhit	School TBC
Nicholas Karam	ENGIN
Omer Hagomer	ENGIN
Orla Tarn	MATHS
Shun Lau	ENGIN
Vasilis Ieropoulos	COMSC

Youssef Barakat

ENGIN

Apologies received from; *Claire Morgan (Pro Vice Chancellor), Andrea Paris Gomez (CHEMY), Anne Campbell (COMSC), Amelia Warren, Chen Ling, Richard Rees (all ENGIN), Katie McGoldrick, Rhys Davies (both MATHS), George Deakin, Lavannya Patil, James Meiklejohn, Kavian Shirkoohi (all PHYSX).*

HD welcomes everyone to the meeting and asks for staff introductions. Then asks for an update from PB.

PB explains that they are from the Enterprise and Start up team and explains the range of support available for students if they want to start a business. Then promotes the SYNIAD competition. They are looking for ideas that will change the world by helping the environment; specifically in these areas; food and diet, material consumption, transport and mobility, heating and cooling. Prizes are an iPad and £100. The link is: [Sdi.click/syniad](https://sdi.click/syniad). To enter you need to upload a 3 minute video.

HD thanks PB and asks Student Reps to pass the message along. Asks for an update from CB.

CB promotes the virtual All Wales Careers fair on 1st of March. Can book via careers account for specific companies so you do not have to stay there 10am to 3pm. Then explains that Careers department have created a programme called Career Confident, which is designed to support students that have had education disruption. For people whose studies have been interrupted before coming to university, for example from ethnic minorities. It is online and 4 stages long. Students can dip in and out to suit their flexibility. Also working with a new remit called Class of 21. This is where Careers Advisers will be working closely with Employability leads, to ensure there is sufficient support for final year students that will be most affected by Covid. Finally, reminded students to look at Your Career Journey, as it has a wealth of resources available.

HD thanks CB and encourages students to look at Your Career Journey on the Intranet as very useful. Asks for update from PJ.

“PJ gives an update of the recent power issues. Western Power found a significant cable failure that affected one of our Data Centres and required this cable and more to be replaced. Apologises for breaks in service that this caused. Everything fixed as of last weekend and are now building precautions to minimise impact of any such power failures in future.

JP asks which students and buildings were affected by this.

PJ explains that from a power perspective, only the buildings in Park Place were affected. However, from an IT services perspective, as the issue affected one of our Data Centres, all IT services where a login is required (e.g. Learning Central) would have been impacted.”

HD thanks PJ and asks for update from Libraries.

LD explains that the postal loan service for printed books is now available to all students regardless of where they are in the UK but still cannot send overseas. This will be run until the end of the academic year.

JM asks if this includes postage to Northern Ireland.

LD assumes so but agrees to find out. Then explains that the Libraries have been increasing eBooks resources and explains if a student needs resources, the library will do what they can to try and gain students access. Libraries have also invested in a data base that will give full access to text PhD thesis's. Finally clarified Study Spaces available – spaces available for 30 minutes, 2 hours and 3 hours. Can see if the space has a socket by using the drop down menu. Have had many no-shows, occasionally up to 40% of spaces, so going forward email reminders will be sent to students to remind them that if they do not need the space then they can cancel.

HD thanks LD and asks for update from Catering Services.

AH explains that catering is operating with reduced number of outlets open. No seating in cafes and restaurants currently available, in line with Welsh Guidelines but take away is available from selected outlets. Students in Halls continue to get their meals delivered. Anyone struggling to access this should email the catering department, who monitor their emails until 9pm when services finish. Market Place is available for essential food deliveries. Reminded students in Halls to update SIMS if they are isolating as they qualify for Credit on their university account. Working on improving sustainable food policies and food waste policies at the moment, by working with Guardians of Grub and signed up to Wrap's Food Waste road map. Looking at joining Menu's for Change which encourages sustainable food resources.

HD thanks AH and asks for an update from AR.

AR expressed thanks for module evaluations as very useful data. Thanked JM and OH for helping with annual review and enhancement survey.

KE reminded everyone of NSS and PTES and encouraged everyone to spread the word regarding its completion.

HD agreed that it is important to complete NSS and further encouraged students to spread word. Asked for an update from Student Advice.

JP explained the role of Student Advice and that they can provide confidential advice to students. They tell students their options available to them and support them in any way they can.

EF added that if students are in need of advice, use the email advice@cardiff.ac.uk or call 02920 781410, or via web form or live chat 9am-5pm Monday-Friday. Student Advice is confidential, impartial and independent from the University. They can advise on academic

issues, including Academic Misconduct, Extenuating Circumstances and Academic Appeals, as well as numerous housing issues, a free Contract Check service for new tenancy contracts and any other student issues.

HD thanked JP and EF, before giving a Student Union update. A Rep FaceBook group has been started where students can receive updates including regarding a Dominoes Pizza competition. Reminded attendees that Speak week is still on going and encouraged people to spread the word. Safety net has changed to allow uncapped resits if you failed a module, cohort scaling, two weeks self-certifying extenuating circumstances and remote study policy. A Covid complaints procedure has been launched and information is all on the webpage. Study Café will reopen when it is safe to do so.

JM asked for a simple summary email regarding Coronavirus changes that affect academia.

EF suggests students look at SU website as a simple summary has been published there.

HD thanks EF and suggests that they send a summary email to everyone. Asks for update from Engineering.

SL explains that the School has experienced IT problems recently but have notified the School and awaiting feedback the next SSP.

HD thanks SL and asks for update from Architecture. In absence of feedback, asks for feedback from Chemistry.

ML explained that second year students are worried about not receiving specific lab feedback. Students want a general outline about how to structure a lab report as they are not sure of what they are doing. They have also complained of pre-recorded lectures being released at irregular times and not being given enough time to complete them.

AR says that they will bring it up with the Head of School.

ML adds that students who want to do a year abroad feel like they are not being supported. Also labs times have been decreased but we are expected to still do the work equivalent to previous years who had longer lab times. Students are expected to do too much in a session and it is making many people stressed. Failure to finish all tasks affects students' overall grades.

KE says that they will raise the issue of year abroad students with Director of Teaching.

AR explains reduced lab time is due to social distancing issues and that the university is in a better position than other universities who may not be in labs at all. They will talk to Director of Teaching to clarify if this affects grades.

HM explains that there have been complaints about lectures being released all at once and brought this up at SSP. Since then, the issue has been improved. Asked who should be

contacted regarding information for Laboratory work for Medicinal chemistry, as no information available currently.

AR suggested to raise this with the School and there is a new director of PGC, David Miller.

HD thanks everyone and asked for update from Computer Science.

ACh says students are happy with feedback has been received and responded to.

JT added that the School seems to be responsive and listening to feedback. Surveys recently indicated positive and negative aspects of modules – there was a particular module that did not have one negative comment.

AR asked for the module name, as currently reviewing module structures.

HD thanked everyone and asked for feedback from Earth and Environmental Sciences.

JM explains that recent SSP went well. No areas of concern. Explains that students have set up a means of communication between the School and the team of Reps. One issue is that many students do not feel they know enough coding and that coding should be taught earlier in the course. Some courses currently taught in final year, but ideally should be taught things throughout the course to become confident.

AR agrees that this is a good idea and says they will talk to the University to discuss logistics. Could offer something similar to the University Maths Service.

JT suggests that students who already know how to code could teach those that are interested as it will look good on CVs.

JM added that a coding support service would be great short term but ideally we would want coding to be integrated and become modules on degrees rather than just a support service, as it is so important.

AR agrees and says they'll see what they can do going forward.

HD thanked everyone and asked for an update from Maths.

OT explains that they have not had SSP since last semester and that many issues were addressed. Main issues are a lot of module confusion because some started late. There was also some issues regarding PGs a joint taught module in Computer Science school. The module leader did not realise that not all students had access to all the same resources. It has been hard to resolve it because it is run by another school, so a usual SSP would not be helpful. Furthermore, the lack of in person teaching has left students struggling for advice regarding coding, as the Maths Support department do not offer language specific set up guidance and they get passed between lecturers, overall makes coursework much harder.

JT says that if there are any other problems with computer science then email them.

AR adds for students not to wait for SSP to bring up the issue, things can be fixed quicker by going to the relevant staff member.

OT agrees and says that they did this, but also wanted to raise it at the SSP because it was a formal environment where what is spoken about is written down.

PJ adds that if it is part of the issue is related to University IT serves then email them.

HD thanks everyone and asks for feedback from Physics and Astronomy.

CGr explains that a complaint raised in SSP a few days previously regarding 4th year module; many students felt that it was unfair because there was too much to do in too a short time. Open letter that will be sent later today to the school regarding this. Furthermore, 3rd years have had problems accessing past papers. Also 3rd years have had issues communicating with their staff regarding report writing. Also some lab-based students have been massively affected by Covid and felt disproportionately affected compared to other students. Overall, students are coping but a recent survey revealed that many students not happy with online teaching.

AR asks for clarification, regarding which students are the ones that need lab access.

CGr explains it is the students with the year long project.

AR says they will bring it up with Annabel and Richard to get an update.

HD thanks everyone and asks if there is any other business.

JM says that in Earth this year, masters students were given the chance to demonstrate on UG courses due to lack of PhD students. This is a valuable experience and should be continued into non-covid times.

AR agrees that this is a good idea and will look into it further because there are many specific rules regarding who can teach who and training required.

LD explains that the Library Spaces Project has decided that the Science Library will not close and will not become Special Collections.

JM thanks LD for the update and asks for an email to be sent to the students.

LD says the email will be sent in the next few days.

JM asks when the next College Forum is.

OT replies 21st April.

HD thanks everyone for their attendance.