



PSE College Forum		
Date: 27/03/2019	Time: 13:00pm	Location: 4J, Students' Union
Chair:	Georgie Haynes (VP Sport and Athletic president)	
Minutes:	Lucy Davies (Student Voice Coordinator PSE)	
Apologies:	Zainab Ali (ENGIN rep) Haidy Youssef (ENGIN rep) Annabel Hurst (Head of catering) Andy Roberts (PSE UG college dean) Robert Daley (PHYSX rep) Jackie Yip (Vice president education)	
In attendance:	Georgie Haynes (VP sports) Lucy Davies (Student voice coordinator) Kath Evans – College education manager Paul Jones (IT services) Linda Davies (Libraries services) Gethin Rowlands (learning technologist) Bethan Foweraker (Student engagement manager) Julie Gwilliam (PSE PG college dean)	Bethan Beazley (CHEMY rep) Aisha (MATHS rep) Rhiannon (PHYSX PGR rep) Alasdair (PHYSX PGR rep)
Ratification of previous minutes and action points:		
<p>Minutes approved</p> <p>In relation to the action point on exam scripts, this information has been passed onto directors of teaching. Guidance on assessment and feedback can be found on the intranet: https://intranet.cardiff.ac.uk/staff/teaching-and-supporting-students/assessment-and-feedback/our-commitments </p>		



Agenda item: SU update

This year, your Students' Union and University are working in partnership to improve your assessment and feedback experience at Cardiff University!

We're working with an amazing group of students from the National Software Academy to create an online feedback tool to help you better understand and utilise your feedback, track your grades, and improve the skills you need to get a better grade! To add to that, we're creating some resources for you to help you better understand academic judgement.

On Wednesday 3rd April we're hosting a focus group (with free food!) to find out from you a bit more about what you need from your Assessment and Feedback.

Sign up for the session here: <https://www.cardiffstudents.com/events/6045/15564/>. (It's free! We just need to know how much food to order!)

Agenda item: IT update

Learn plus now automatically released after 7 days. Can be overridden by module instructor. If not, will be up after 7 days.

HP laptop – safety recall. Search for HP laptop battery on intranet. Information on how to test.

Agenda item: Library update:

1. Forewarning of potential closures - as a last resort.

Recruitment controls have resulted in long term vacancies across the University Library Service and this has an increased impact on staffing the libraries during evenings and weekends. We have already had to make hard decisions and as a last resort, close the Music Library on a Saturday to enable the Arts and Social Studies Library to remain open.

Current measures to mitigate this situation include library staff working across multiple sites (and being moved between sites during shifts), Operations Managers covering on evenings and weekends and staff being asked to volunteer for additional shifts where possible.

We anticipate that we'll need to make decisions on further closures because we know that the situation cannot be fully resolved this academic year. This will always be a last resort, but we're bringing this to your attention now, and will be liaising with the Students' Union and Schools that will be impacted by this on a case by case basis. In the event that we do have to close a site, communications about this will be appropriate to the site and the timing of any closure.

2. Library Feedback Event.

We're asking for your feedback to help us improve Library services and facilities.

We'd like to know what Library services you use and value, how effective they are in supporting your studies and research and your preferred hours for visiting the library. There's also free text space for you to make suggestions about improvements.

Please fill in our online feedback form (link below) – it should take no longer than 10 minutes and you can enter a draw to win a £25 Amazon Voucher.

English feedback form: bit.ly/speakuplibrary

Welsh feedback form: bit.ly/lleisiwcheichbarn

There are also paper forms in all library sites.

Online and paper forms will be available until 12 April.

CHEMY: do you know which libraries will or won't be definitely effected?

Linda: no we don't, but we will always try our absolute hardest to keep sites open, but we are just forewarning you

Action Point:	Who will do it?	By when?
Chairs to pass on library update to students	Chairs	

Agenda item: Student Engagement update:

The National student survey (NSS) is a survey for final year students across the UK and it is important to fill out as the university wants to know how you have found your student experience but also what can be improved. Response are not exactly where we would like them to be at the moment, however:

So far out of PSE:

Chemistry has the highest response rate (85% students have responded)

Physics are on 49%, which is quite low and would like to see that increase

MATHS are on 60% response rate, so anything the chairs can do to help promote the NSS and boost the response rate for your school.

PHYSX rep: it might be worth noting that some students are not always aware they can fill it out, i.e. it is the year you originally were meant to graduate are still able to fill out the survey.

Bethan: We ask at the start of the year to schools if any students have changed year of study so that we have an accurate list of eligible students

Company that run the NSS can be quite persistent and will start calling if you have not completed it, that has nothing to do with the university but it is because of how important the survey is to make sure we catch as many students as possible

Will be going out for recruitment for student engagement champions soon. Looking for 8 students (UG/PG) to work for student engagement across the next academic year for up to 15 hours a month. Looking for students to join the team and will be at the grad fair, really good opportunity.

Action Point:	Who will do it?	By when?
Chairs to pass message onto final year students		

Agenda item: learning technologist update:

Recruiting for digital champions team next year, similar team to student engagement but will be focusing on digital education.

It was run as a pilot this year and it worked well. We got good insight off students about their digital experience, i.e. learning central, student app, video recordings etc.

Digital survey open until 1st April.

Agenda item: PSE college update:

Kath: In the last DLT meeting, it was mentioned about providing more support in helping to signpost students to the right services across the university by creating signposting document for supervisors with helpful information.

Julie: A great idea came from the school of Chemistry, whereby there was a module on learning central with documentation for PGRs on there

Julie: there is a project in PSE being developed that is investigating PGR research culture and how it can be improved across the college. Want to understand what students perceive as research culture in the different schools and what constitutes good research culture.

Agenda item: Update from the reps

PHYSX: Smoking is still an issue around the north Queen's building. Vaping has also become a problem where some students vape indoors. Help is needed to direct students to a particular place to smoke.

Georgie: might be worth seeing if we can get some signage to help direct students.

PHYSX: would be keen to investigate into EDI committees uniting forces from different colleges. Currently don't know anyone from other schools, would be helpful to know the problems occurring elsewhere. Would be helpful to campaign with other schools

Kath: There is an EDI college wide group, can ask the chair. Kath and Rhiannon to share contact details.

CHEMY: no update to report

MATHS: Found it difficult to recruit mentors for the mentoring scheme, but nothing else to report

PHYSX UG (sent feedback via email). Annabel has mentioned she has a lot of pressure from regulations to reduce the amount of coursework given to students. However, feedback from my year is that this isn't the best case. In third year, which is weighted higher (70% of degree for BSc) for each module you would have 1 piece of coursework. However, this means that this one piece of coursework will then be worth 20% which is a very highly weighted piece of work. Because of this there was an increase in feedback from students saying they hated having just one assignment worth that much. Annabel has been told to reduce the amount of coursework, yet you have student's voices who don't want a reduction in coursework as it causes an unfairly weighted assignment.

Any Other Business:

No other business to report