# College Forum Meeting Minutes

## ***College of Arts Humanities and Social Sciences, Postgraduate Taught***

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| **Date:  07/12/22** | | **Time:  10:30am** | | **Location: Teams** |
| Chair: | Angie Flores Acuña | | | |
| Minutes: | Frank Frayne | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
| * Annabel Hurst (University Catering Services) | | | * James Hart (CARBS) | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Angie Flores Acuña (VP Postgraduate) * Noah Russell (VP Education) * Liz Wren-Owens (AHSS Postgraduate Dean) * Poppy Dunbar Jones (Student Advice and Advocacy Coordinator) * Sian Lewis (Education Manager) * Michaela Hennessy (Representation and Policy Coordinator) | | | * Vanijit Kalaiyarasan (LAWPL) * Apoorva Tanwani (CARBS) * Ghulam Zabi Sultani (CARBS) * Kumari Harshita (CARBS) | |
| **Update on Actions from the Previous Panel:** | | | | |
| N/A | | | | |

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| **Rep Feedback: CARBS** |
| 1. Ghulam Zabi Sultani (GZS), overall the course is great. Some language barriers among peers, however staff have been pro-active in encouraging students to raise any problems with them directly, which mostly have been resolved. 2. Apoorva Tanwani (AT), would like to see some more meditation/wellbeing workshops. 3. GZS raised separately, that because of the vast array of student support, opportunities, resources and workshops available, many students were not aware of their existence. E.g. free nextbike scheme for students. 4. Kumari Harshita (KH), explains that their coursework is not organised and creating confusion (already mentioned to staff student panel (SSP). They would like to see weekly Q&A comprehension sessions instituted for the course, where students and staff can engage with teaching staff.   KH also adds that they lack practical coursework with industry ready relevant tools and skills. 5. GZS, lastly, brought up the issue that they would like to see weekly sessions in modules for add-on courses such as Skills Development Service, to consolidate knowledge and to avoid module clashing. |
| **Action/Key Decision:**  **By Who:**  **When:**   1. **Angie Flores Acuña** 2. **Liz Wren-Owens, Sian Lewis, Apoorva Tanwani** 3. **Angie Flores Acuña, Sian Lewis** 4. **Kumari Harshita, Liz Wren-Owens, Angie Flores Acuña** 5. **Angie Flores Acuña** |
| 1. Angie Flores Acuña (AFA), informed GZS that the university offers technical English courses. Liz Wren-Owens (LWO) welcomed the helpful staff response. LWO was empathetic to hear some students were struggling with English, and echoed the support already mentioned by AFA. 2. LWO, responded that the Student’s Union (SU) and University provides a lot of resources around student well-being. This was reaffirmed by Sian Lewis (SL), who posted this website link from the student intranet health and wellbeing page: <https://intranet.cardiff.ac.uk/students/health-and-wellbeing>. VP Postgraduate AFA encouraged AT to get in contact with themselves or VP Education Noah Russell, to discuss what the SU could do to help. 3. AFA, acknowledges that being able to find all available opportunities is difficult. They postulated that more effort could be made with students about where to access all resources (e.g. ‘What’s On’ on the SU website). SL echoed AFA’s sentiments, and adds that the University is aware of information overload, therefore tries to publicise things on multiple mediums. 4. AFA asks if KH’s comments have been followed-up from the SSP. KH states that module teachers said they will keep their feedback in mind. Concerning industry materials, LWO adds that staff may not be able to change content immediately but assures they will be grateful and will look to change content if necessary. Finally, AFA adds that certification for computer programmes are available in some schools, therefore could be a route for KH and peers.   Regarding course confusion, LWO asks if KH had an introductory lecture at the start of the semester. KH confirms this, and expands on where this has not been helpful (e.g. difficult to find reading lists, which have been improved now). KH and their peers were encouraged to visit academic staff during in-office hours where each staff member sets 2h per week. 5. AFA, recommends a free membership to Skills Development Service which sends you the opportunities and the timetable for each skill module. AFA provided a link to the service <https://www.cardiffstudents.com/jobs-skills/skills-development-service/> . Lastly, they postulated that timetable clashing could be something which could be raised with the Skills and Development service team. |
| **Rep Feedback: LAWPL** |
| Vanijit Kalaiyarasan, overall, everything had been going well. They would like to see law books in the library updated to their latest versions. |
| **Action/Key Decision:**    **Who: Vanijit Kalaiyarasan, Angie Flores Acuña When: ASAP, & next SSP** |
| AFA thanked Vainijit for their feedback and aims to report this back to LAWPL school. AFA adds that this is an ideal subject to raise for the SSP, or to raise it with staff in general. |
| **Staff Updates:** |
| **CU Foods update:**  Monthly:  We host once a month **Supper Club.**  This is a free 3 course meal for Cardiff University Students  There are only 75 tickets available and they sell out fast, within the hour.  The link and release date and time are promoted on our Instagram account: @CUFoods  **Christmas:**  During December we are offering triple loyalty points – 12 points for every £1 spent  That is around 12% back on your £1  If not a loyalty app user – you can download the free loyalty app from your app store  Cardiff University Food  We do not spam you with any emails  But you get:  4 points for every £1 spent (each point is worth 1p)  Loyalty stamps on hot drinks, smoothies/iced coffees, fresh fruit – Buy 9 get 10th free  **International students staying over the holidays**  CUFoods is hosting a free Christmas lunch on 21st December.  Details can be found on student intranet and link for booking your ticket is there;  <https://intranet.cardiff.ac.uk/students/news/view/2687744-support-for-international-students-this-winter?utm_medium=email&utm_campaign=Student%20News%20-%20050122&utm_content=Student%20News%20-%20050122+Preview+CID_3f12f46d6adc683d799a97e915bbe05f&utm_source=CampaignMonitor&utm_term=Support%20for%20international%20students%20this%20winter>  **Meal Deals**  CUFoods has a wide range of value meal deals.  These prices have been frozen for the last two years, and in fact this year we have reduced some prices.  We appreciate the cost of living and we are doing our best to not pass on cost increases.  There is a wide range of value offers and we promote these on Instagram @CUFoods  **Competition**  There is a final competition for 2022 launching this week.  New year competition will be to win food for a year – worth £1,200 !  Again follow CUFoods for details in January  **Instagram**  For all information of what is happening across Cardiff University Food following us on Instagram  @CUFoods  Any questions, please email me  [foodanddrink@cardiff.ac.uk](mailto:foodanddrink@cardiff.ac.uk)  **Education Manager** (Sian Lewis)   * CUPT survey results from the previous academic year, academic schools are being contacted to work on what changes can be implemented.   **Students’ Union Update** -VP Postgraduate (Angie Flores Acuña)   * Thanks to those who attended the annual general meeting. * Thanks to those involved in speak week * Chair and vice-chair training sessions * Upcoming housing campaign to help with students’ needs   **Student Advice** (Poppy Dunbar Jones)   * Reiterating the wellbeing advice on offer * Contact details and link of mental health website provided in Teams chat |
| **Any Other Business:** |
| **N/A** |