# College Forum Meeting Minutes

##  ***College of Arts Humanities and Social Sciences, Undergraduate***

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|  **Date: 13/03/2023** | **Time: 15:30pm**  |  **Location: Teams**  |
|  Chair:  |  Noah Russell  |
|  Minutes:  |  Fariha Choudhury  |
|  **Apologies:** |
| Staff: | Student reps: |
| * Fran Simpson (Estates)
 | * Emily Siddon (SHARE)
* Soyal Khedkar (JOMEC)
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Hannah Fatkin (Student Voice Coordinator)
* Noah Russell (VP Education)
* Jonathan Forbes (Student Futures)
* Paul Jones (IT Services)
* Llinos Carpenter (Student Futures)
* Sian Lewis (Education Manager)
* Lisa Watkins (Education Development Officer)
* Angela Jones-Evans (Library Services)
* Robert Gossedge (AHSS Undergraduate Dean)
* Annabel Hurst (Catering Services)
 | * Christopher Diamond (ENCAP)
* Eleanor Smith (SHARE)
* Sophie Eardley (MLANG)
* Daisy Tipping (SHARE)
* Deio Owen (WELSH)
* Jay Shah (LAWPL)
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|  **Update on Actions from the Previous Panel:** |
| N/A  |

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|  **Rep Feedback: ENCAP**  |
| Christopher Diamond (CD), reported no current issues to be raised as all problems that were highlighted during Bord of Studies and the Student Staff Panel (SSP) had been dealt with accordingly.  |
|  **Action/Key Decision: N/A Who: N/A When: N/A**  |
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|  **Rep Feedback: JOMEC** |
|  Soyal Khedkar (SK), updated that students were unhappy with the University Academic Board regarding the blanket policy on assessment deadlines. This results in all JOMEC assessment deadlines falling on the same, as all modules are coursework dependent. Students have raised the concern about the amount of work that is required to be submitted at once. It was mutually agreed during student staff panel between students and staff that the blanket policy was causing more harm than good as students are having to prioritise assessments, causing under performance in other assessments.  |
|  **Action/Key Decision:**  **Who: - Robert Gossedge When: ASAP** **- Sian Lewis**  |
| - Robert Gossedge (RG), staggered submissions of assessments is encouraged across most schools within AHSS. However, this will be picked up with the Director of Learning and Teaching in JOMEC. - Sian Lewis (SL), the manner of assessments and the period over which assessments are conducted is currently under analysis as part of a wider university project called rethinking assessment. Thus resolving such issues is on the University agenda.  |
|  **Rep Feedback: MLANG** |
| Sophie Eardley (SE), any issues raised by students have been dealt with within MLANG, no further issues have been flagged.  |
|  **Action/Key Decision: N/A Who: N/A When: N/A** |
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|  **Rep Feedback: SHARE**  |
| 1. Daisy Tipping (DT), SSP will be held tomorrow, however, a number of students have made complaints surrounding the lack of plug sockets in the ASSL. Students are struggling to use the library as there are very few plug sockets to charge laptops.
2. DT raised the issue of 1st year students feeling there is little emphasis on work experience, since many are unaware and are only stressed during the 2nd year.
3. DT, raised that greater transparency is needed on assessments with strikes. Many schools are suggesting lectures that have been affected by strikes will not be taken into account during assessments, however, there has been no clarity on what students should and shouldn’t be working on for assessments. Additionally, students have found 45-minute seminars are not long enough to be able to have discussions.
4. DT stated that more communication is needed with applications for studying abroad to inform students whether they have a place or not, as this impacts housing for the following year if study abroad is denied.

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|  **Action/Key Decision:**  **Who: 1) Angela Jones-Evans When: ASAP**  **2) Robert Gossedge, Llinos Carpenter**  **3) Robert Gossedge**  **4) Robert Gossedge**  |
| 1. Angela Jones-Evans (AJE), the concern will be forwarded to the customer services team. This is a perennial problem and is trying to be resolved through the Better Ways of Working Program.
2. RG, the school is being encouraged to create more emphasis on work experience to 1st year students and Student Futures team are trying to enforce this in the school as well. RG asked DT to forward this concern in writing so it can be brought to the attention of the Director of Learning and Teaching in the school.

Llinos Carpenter (LC), reiterated and echoed everything RG had said concerning an earlier encouragement of work experience for 1st Year students. And this is being considered in the revalidation process. 1. RG, discussing with personal tutors and study abroad coordinators will help to gain advice earlier on as they look into the students’ academic record for the current year. Hence, students should be able to plan with a bit more confidence. New plans for study abroad are being put in place, where there will be a simple pass or fail model.
2. RG, large groups of teaching is being increased next year as a result of revalidation. For assessments on areas where strikes have affected lectures, related questions will not be removed, however, sufficient aid will be provided.
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|  **Rep Feedback: WELSH** |
| Deio Owen (DO), no specific issues to report back. However, showcasing information of what is and has been done about feedback collected would be beneficial for students to see the efforts in place to recognize and act upon the feedback.  |
|  **Action/Key Decision:**  **Who: Robert Gossedge When: ASAP** |
| RG, this will be relayed back to the Student Voice Team.  |
| **Staff Updates:**  |
| **Student Futures (Llinos Carpenter)** * Final careers/futures fair being held tomorrow and will be the last chance students are able to meet employers. The event will be posted in the chat so students can share this.

**Library Services (Angela Jones-Evans)*** One of the actions on feedback taken from the ‘Talking Walls’ is the addition of 50 power sockets on the 2nd floor of ASSL.

**University Catering Services (Annabel Hurst)*** Julian Hodge restaurant is open and has been consistently throughout this year. There is a 20% discount after 13:30 and services are open until 17:00.

**Students’ Union (Noah Russell)*** Running of elections, links to elected officers have been posted on the chat.
* The enriching student life awards (ESLA) nominations are still currently open. Nominations close Friday 17th.
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|  **Any Other Business:**  |
| * Rebecca Hardy (Mental Health Officer), requested for survey to be distributed amongst students from Herman’s health role. Link has been provided in the chat.
* Llinos Carpenter (LC), shared a link on the chat which directs students to a page on the Intranet where there are updates on what is being and actions taken on feedback gathered from students.
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