# College Forum Meeting Minutes

##  ***College of Biomedical and Life Sciences, Postgraduate Taught students***

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|  **Date: 01/11/22** | **Time:  11:30am** |  **Location: Teams** |
|  Chair:  |  Angie Flores Acuña |
|  Minutes:  |  Frank Frayne |
|  **Apologies:** |
| Staff: | Student reps: |
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Angie Flores Acuña (VP Postgraduate)
* Michaela Hennessy (Representation and Policy Coordinator)
* Amanda Tonks (BLS Postgraduate Dean)
* Sian Ballard (Education Manager)
* Paul Jones (IT Services)
* Lindsay Roberts (Library Services)
* Annabel Hurst (Catering Services)
* Karen Jenkins (Student Advice)
 | * Joy McFadzean (MEDIC)
* Jiawen Liu (PSYCH)
* Meghana Jayesh Sheth (HCARE)
* Divyabharathy (OPTOM)
* Pongpisut Thakhampaeng (MEDIC)
* Harry Hiscox (BIOSI)
* Ewan Burge (BIOSI)
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|  **Update on Actions from the Previous Panel:** |
| No updates. |

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|  **Rep Feedback: BIOSI** |
| 1. Harry Hiscox (HH), stating some students feel they’re not made aware of Master’s assessments early enough. This had largely been resolved in the staff student panel (SSP).
2. Ewan Burge (EB), expanding from the undergraduate SSP, noted that there were general issues with Learning Central (LC), and students experienced poor broadcasting of assessment due dates. EB had a meeting with the Director of Undergraduate Education meeting the day before to resolve it. With LC, new items uploaded were met with no emails being sent out to students.
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|  **Action/Key Decision: Who: Paul Jones When: ASAP** |
| Paul Jones, thanked EB for their contribution and stated that this problem was being investigated by IT.  |
|  **Rep Feedback: MEDIC** |
| 1. Joy McFadzean (JM), some students had not received emails from administrative staff (e.g. homework). JM advised their peers to visit the administrative office to enquire why this was a problem.
2. Pongpisut Thakhampaeng, no issues reported thus far.

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|  **Action/Key Decision: Who: When:** |
| None taken.  |
| **Rep Feedback: OPTOM** |
| Nothing to report. Everything going well. |
| **Action/Key Decision:**  |
| N/A |
| **Rep Feedback: PSYCH** |
| Jiawen Liu, all well, nothing to report.  |
| **Action/Key Decision**  |
| N/A |
| **Staff Updates:** |
|  **BLS Postgraduate Dean (Amanda Tonks)*** Reviewing action plans for student experience
* New MSc for neurosciences which are at advanced stages for Oct 2023
* New postgraduate programmes for community medicine, and another for genomic medicine and psychiatry which are at earlier stages
* Supervisor training forum
* Director of Postgraduate Research Studies network, encouraging all directors for postgraduate research to see how to improve student experience
* PGR submission dates delayed because the University is closed during the Christmas break.

 **IT (Paul Jones)** * Network refresh across campus
* Encouraging to report any network issues
* Upgrading LC based on student feedback

 **Library (Lindsay Roberts)*** Library service opening times changes during the Christmas break

**University Catering Services (Annabel Hurst)*** Christmas market, local business present
* Monthly community dining
* Special offers
* Students that will be staying over Christmas, 200 Christmas lunches on 21st December.
* Regular competitions for students

**Students Union (Angie Flores Acuña, Michaela Hennessy)*** Annual general meeting rescheduling.
* Speak week thanks to all who took part
* Optional Chair and Vice Chair training sessions
* Reaffirming the availability and services offered by the Student Advice service.
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|  **Any Other Business:**  |
| HH, asked about opportunities for international students. Karen Jenkins replied that this would normally be referred back to the academic school. Angie Flores Acuña and Sian Ballard (SB) then reminded the existence of ‘Student Futures’ in the Centre for Student Life.SB also advised to contact the International Office, who could give info regarding external opportunities. Lastly, Amanda Tonks mentioned external facing Cardiff University pages through course finder which highlight which opportunities may be available.  |