# College Forum Meeting Minutes

## ***College of Biomedical and Life Sciences, Undergraduate students***

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| **Date: 06/12/22** | | **Time:  1:30pm** | | **Location: Teams** |
| Chair: | Ashly Alava Garcia | | | |
| Minutes: | Frank Frayne | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
| * Lindsay Roberts (Library Services) | | |  | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Ashly Alava Garcia (VP Heath Park) * Michaela Hennessy (Representation and Policy Coordinator) * Dai John (BLS Undergraduate Dean) * Sian Ballard (Education Manager) * Annabel Hurst (Catering Services) * Angela Jones-Evans (Library Services) * Karen Jenkins (Student Advice) | | | * Julia Phillips (PHRMY) * Leah Wakefield-Coates (PHRMY) * Ella Brooks (BIOSI) * Raven J. Hope (BIOSI) * Joshua Tandy (BIOSI) * Haya Al-Sheikh (BIOSI) | |
| **Update on Actions from the Previous Panel:** | | | | |
| N/A | | | | |

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| **Rep Feedback: PHRMY** |
| 1. Leah Wakefield-Coates (LWC), vending machine prices are too expensive. 2. LWC, the WiFi does not work well, meaning dropping out of calls/meetings. Raven J. Hope (RJH) adds onto this, asking if it would be possible under ‘Core Information’ of Learning Central (LC), with an IT report link attached, as lots of students have no idea where to report IT issues. 3. LWC raises a point to ask if there was any way that students who commute to University could pay reduced parking, which can be up to ~£10/day. |
| **Action/Key Decision:**    **Who: When: ASAP**  **1) Annabel Hurst**  **2) Ashly Alava Garcia, Leah Wakefield-Coates & Raven J. Hope**  **3) Sian Ballard** |
| 1. Annabel Hurst (AH), vending prices are set by the vending provider. Vending machines have been prohibited to undercut CU foods. Annabel says they will pass feedback onto supplier, to ask them to review prices. 2. Ashly Alava Garcia (AAG), noted down the WiFi feedback, as Paul Jones (PJ) from IT had not yet joined the Teams meeting. Will pass on if anything does not get mentioned in the meeting. Also adding an IT report link to Teams chat.   Dai John (DJ), asks LWC if they’ve contacted the school/mentioned in staff student panels (SSP) about the WiFi. LWC confirms no, as they weren’t aware it could be brought up. DJ suggested that if both the school and students can contact IT, the problem may be more proactively solved.   Ella Brooks (EB), repeats the same WiFi problems have been experienced in BIOSI. When discussed in SSP, it was suggested IT reports were most effective.  AAG, asks LWC if feasible to pass on IT report knowledge onto their cohort.  AH repeats previous comments of PJ, stating that the best way is if all who experience WiFi issues can report the problem individually.  DJ responds to RJH comment, adding that the best thing to do would be to contact the Education & Student’s office in each school to lease with academic staff who can directly edit LC.   1. DJ, responding to LWC’s parking issue, says unfortunately there is not a lot which can be done, as the University is conscious not to encourage unsustainable practices. Sian Ballard (SB), mentions that there is a parking policy for disabled students, and promises to find the relevant information for those who need it. |
| **Rep Feedback: BIOSI** |
| JT, most issues encountered have been fixed by BIOSI team. MyTimetable does not say if a lecture is flipped or not, students forced to look at all individual lectures on LC, and not all have done which impacts on learning. |
| **Action/Key Decision: Who: Joshua Tandy When: ASAP** |
| DJ, encouraged JT to visit the BIOSI education office regarding flipped lecture timetabling. DJ also asked SB if the issue could be raised to the Education Network which covers all schools, and for the experience in PHRMY. PHRMY responded that the way lectures were structured were different, and that pre-reading was expected for most teaching sessions. |
| **Rep Feedback: BIOSI** |
| 1. RJH, notes that students’ adjustments not being fully met. Additionally, for Panopto recordings, the captions aren’t automatically turned on. EB added onto this, adding that Panopto recordings were cutting short. 2. RJH also informed the problem of broken lift access BIOSI since 2020, which has impacted students’ ability to get to lectures on time. Julia Phillips (JP) added onto RJH’s flag, that the Redwood Building has no disability access whatsoever to get to floors above ground level.  Access issues across the University including BIOSI was again raised by RJH, citing one circumstance where an accessible route cuts through a room which disrupted teaching. 3. RJH, raised the lack of accessible equipment (e.g. specialised chairs for lecture theatres). This was an issue that was previously brought up, however they were never informed as to where the query had gone thus far. 4. RJH, asked AAG, if the University EDI committee included any disabled people |
| **Action/Key Decision:**  **Who: When:**  **1) Dai John, Sian Ballard 1) ASAP**  **2) Ashly Alava Garcia, Dai John 2) By next meeting**  **3) Ashly Alava Garcia 3-4) ASAP**  **4) Ashly Alava Garcia** |
| 1. IT member was not present regarding RJH’s adjustments and Panopto flags, however DJ and SB acknowledged that this is something they could look into. DJ also added that the captioning and reasonable adjustment issue could be something raised to the university’s EDI committee. It was also said that a member of IT could be contacted to see if there were Panopto guidelines for staff members. It was confirmed that from semester 2 onwards, Panopto lecture recordings will change to 50 minutes (as opposed to 45). Lastly, DJ and AAG agreed that the best person to handle directly with mobility request was Clare Morgan, where the issue would be brought up. ASAP. 2. AAG, responding to the accessible route problem raised by RJH, acknowledged the need to have a representative from Estates for the next meeting, and that this has been or will be discussed with the EDI committee as well as Estates. DJ added that there should be more accessible help for students who enter unfamiliar buildings for the first time.   Regarding JP’s accessibility in Redwood building comment, DJ affirmed that there was indeed a lift. JP then said they would contact the higher-ups to circulate an email to students about the presence of the lift.   1. Regarding lack of specialized equipment, AAG thanked RJH and aimed to find an update/resolution as soon as possible. 2. AAG, did not know about the EDI committee makeup, but would reach out to RJH separately to find an answer, ensuring representation. |
| **Rep Feedback: BIOSI** |
| EB, main issues brought up were the Panopto recordings cutting short, and WiFi problems which have already been mentioned earlier. |
| **Action/Key Decision: Who: When:** |
| See LWC (PHRMY) point (2) and RJH (BIOSI) point (1) |
| **Rep Feedback: BIOSI** |
| Haya Al-Sheikh (HAS), flagged the issue of free menstrual products in the BIOSI building, where they were not currently available. |
| **Action/Key Decision:**  **Who: Ashly Alava Garcia, Angela Jones Evans When: ASAP** |
| DJ, responding to the issue brought up by HAS, proposed that this would need to be communicated to the Estates team, who would be responsible for providing dispensers. A member of the Estates team was not present in the Teams meeting.  AAG said they believed that the libraries did offer menstrual products. Angela Jones-Evans would double-check that this was the case. Nonetheless, AAG reassured that they would obtain an answer by the next meeting for menstrual products in all buildings. |
| **Staff Updates:** |
| **BLS Undergraduate Dean (Dai John)**   * Because of student feedback, CSL opening times would be extended.   **University Catering Services (Annabel Hurst)**   * Christmas Market, with the next one due in March. * Monthly community dining, including free Christmas lunch aimed at students who remain at University. * Loyalty app. Promotions and special offers throughout inc. meal deals.   **Student Advice (Karen Jenkins)**   * Period dignity campaign in the student lodge.   **Students’ Union (Michaela Hennessy and Ashly Alava Garcia)**   * Annual general meeting has been rescheduled * Thanks for speak week * Chair/Vice chair optional training – and a digital module for those who can’t attend training * Cost of living crisis, actively looking for ways to support (e.g. £2 lunches) * Free events that are planned (e.g. feed your flat on 9th of December) * Activities-related hardship fund, helping students take part in societies * Get together organised for those from different cultures |
| **Any Other Business:** |
| JT, asked the other student chairs how they would feel about the inclusion of signposting for wellbeing/mental health. Michaela Hennessy responded to this comment, and added that in the December newsletter there would be:   * Signposting on what to do in emergency situations for help * Inclusion of signposting in the student leaders conference in spring * Emergency situation signposting for student representatives, with a newsletter aiming to be published in the coming weeks to include more information.   AAG, encouraged students to give feedback for extenuating circumstances. HAS, reported positively about extenuating circumstances, although reported some peers were not happy from the change of 2 weeks to 1 week. |