# College Forum Meeting Minutes

## ***College of Physical Sciences and Engineering, Undergraduate Students***

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| **Date:  11/03/2024** | | **Time:  15:30pm** | | **Location: Zoom** |
| Chair: | Micaela Hennessy | | | |
| Minutes: | Aoife Regan-Foley | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
| * Sian Ballard (BLS College Education Manager) * Noah Russell (VP Undergraduate) | | | * Rory Birkeland (MATHS) * Efa Maher (MATHS) * Holly Engstrom (EARTH) * Shehara Amarasekara (CHEMY) * Megan Billet (CHEMY) | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Michaela Hennessy (Academic Representation Coordinator) * Paul Jones (IT Services) * Karen Jenkins (Student Advice and Advocacy Coordinator) * Martin Chorley (Undergraduate Dean of PSE) * Kath Evans (Education Manager for PSE) * Angela Jones-Evans (Library Services) | | | * Arianne Bayliss (COMSC) * Helen Aries (ENGIN) * Jack Wright (ENGIN) | |
| **Update on Actions from the Previous Panel:** | | | | |
| No updates. | | | | |

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| **Rep Feedback: ENGIN** |
| 1. Has mainly been module specific feedback with the only recurring issue is the pricing of the canteen food. 2. Complaints of bad smelling and poorly maintained toilets 3. Issue of touchpad being removed in Trevithick. |
| **Action/Key Decision: Who: When:** |
| 2)Kath Evans (KE) to raise concern to business partner for estates.  1)Michaela Hennessy (MH) will chase up issue with catering regarding pricing and will update this issue in the minutes.  *Please see University Catering Services update below for response.*  1&2) Martin Chorley (MC) mentioned that Estates and Catering have been more included in the discussion surrounding student experience as they transcend purely academic concerns. While both issues may not have immediate fixes it is stressed that these are ongoing discussions.  3) This has been moved so that it is on the outside of the door so that it is easier to update cards. |
| **Rep Feedback: COMSC** |
| 1. SSP was last week with a lot discussed and most concerns were addressed. Most feedback given was module based so staff were able to address issues. 2. Attended a meeting earlier in the day concerning a particular module and how issues can be addressed in the future on that module. Nothing that requires escalating though. |
| **Action/Key Decision: Who: When:** |
| No actions/ key decisions required. |
| **Staff Updates:** |
| **PSE College Education Update:**   * Focus on year 1 progression with guidelines and recommendations on how to support first years in the school. Discussion is planned and then this will go to college board for the heads of school to agree upon. * New marking, moderation and feedback policies are being enforced next year. * Low response rates for NSS so there will be an effort made for these to be improved.   **Library Services Update (Angela Jones-Evans):**   * ID card access to the library after 6pm is required and so students will need cards updated monthly. Students need to tap cards on encoders to ensure they are updated particularly for Bute, Trevithick, and Science. Any students struggling can ring the security centre for the door to be opened remotely. * Loan entitlement has been increased to 50 books at one time. * May be some disruption over Easter to the science library as there is a new access ramp being fitted. * Bute lift is due to be completed before the exam period. * Extensive research into student reading habits was carried out with high engagement and this will be fed back into developing the collection management and acquisitions habits going forward.   **IT Services (Paul Jones):**   * You can get updates on the status of key IT services via the Status Page - <https://status.cardiff.ac.uk/> * Uni IT: https://intranet.cardiff.ac.uk/students/it-support/it-service-desk * Turn It In is undergoing maintenance so would have been unavailable while this is carried out for a couple of hours on the 16th of March (advertised on student intranet and IT status page)   **Student Advice (Karen Jenkins)**   * No updates but contact Advice here: Student Advice on 02920 781 410 or at [Advice@cardiff.ac.uk](mailto:Advice@cardiff.ac.uk)   **Student Voice (Michaela Hennessy)**   * Congratulations given to anyone who ran in the elections and voted. Thanks also given to everyone that let the voice team run outreach in and around University buildings. * Check out the newly Elected Officer Team here: https://www.cardiffstudents.com/news/article/secret/Spring-Elections-Results-2024-Canlyniadau-Etholiadaur-Gwanwyn-2024/   **University Catering Services:**   * All prices are benchmarked against the high street and Cardiff University sits significantly cheaper than the mainstream high street café and restaurant offer (excluding Greggs). * Customers bringing their own cup for a hot drink can purchase a tea/coffee for as little as £1.20. * A sandwich/roll can be purchased from £2.20 – with a high street café starting price being this or higher. * Value meal deals available across our offer   + CUFoods Roll + packet crisps + can drinks = £3.70 - that is the equivalent to the drink being free   + CUFoods Panini + packet crisps + can drink = £5.00 - that is the equivalent to the drink being free   + 12oz Soup + CUFoods Roll – saving of £1.20   + Other meal deals available throughout the day   + Loyalty App – Free Cardiff University Food app – available free from app store – no emails sent by CUFoods to account holders     - Buy 9 get 10th Free – equivalent to 10% minimum discount on purchases       * Hot Drinks       * Smoothies/Iced Coffees       * Piece fresh fruit     - 4 loyalty points to every £1 spent (each point is worth 1p) – equivalent to 4% discount   Future Innovation – coming soon!   * CUFoods Club – opportunity to pre-load funds onto card which offers enhanced discounts to club members   + 20% + discount on all hot counter meals – this means that a hot meal from Trevithick for CUFoods Club members will be £4.38 - £4.04 depending on plan purchased   + 10% discount on hot drinks   + 5% discount on CUFoods products   + Buy 9 get 10th free on CUFoods paninis (depending on plan bought in to) – equivalent to 10% discount   + Buy 9 get 10th free on CUFoods rolls (depending on plan bought in to) – equivalent to 10% discount   + Enhanced loyalty points dependent on plan |
| **Any Other Business:** |
| **N/A** |