# College Forum Meeting Minutes

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

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|  **Date:  20/3/2023** | **Time: 2:30pm** |  **Location: Teams** |
|  Chair:  | Noah Russell  |
|  Minutes:  |  Rhys Jones |
|  **Apologies:** |
| Staff: | Student reps: |
| * Martha Ashford (Library Services)
 | * Vaishnavi (CARBS)
* Niharika Leonie Joy Sanjeev Joy (CARBS)
* Ritu Dhiman (CARBS)
* Bipasha De (CARBS)
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Noah Russell (VP Education)
* Liz Wren-Owens (AHSS Postgraduate Dean)
* Paul Jones (University IT Services)
* Joanne Jenkins (Student Futures)
* Fran Simpson (Estates Business Partner)
* Sian Lewis (Education Manager)
* Michaela Hennessy (Representation and Policy Coordinator)
 | * Melody Nyarang’o (LAWPL)
* Vanijit Kalaiyarasan (LAWPL)
* Jonathan Henry (GEOPL)
* Akshat Khettry (LAWPL)
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|  **Update on Actions from the Previous Panel:** |
| N/A |

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|  **Rep Feedback: GEOPL** |
| Jonathan Henry (JH) said all is pretty well. However he did raise some points.1. JH mentioned that international students find it hard to access essay plans, he specified that students that previously studied in China are not accustomed to the referencing system and importance of it. However, JH did mention that he believes that has been sorted through tutoring.
2. JH mentioned that there is a student academic rep for the Welsh Language lessons, however he was disappointed that the intensive courses were cancelled over the winter break due to a lack of tutors. JH believes Cardiff should have more than enough people to offer that tutoring and that should be addressed as it’s an important thing that Cardiff should push.
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|  **Action/Key Decision: Who: Liz Wren-Owens, Sian Lewis When: ASAP** |
| 1. Liz Wren-Owens (LWO) said how she was pleased to hear that the problems around Essay Plans have been resolved. LWO highlighted the English Language Program that offers additional support for students around language and writing that would also assist students in planning essays. LWO suggested sign-posting students to this program as well for further help.
2. LWO stated it was a shame about the Welsh and stated how it sits outside of PGT commission.

Sian Lewis (SL) clarified how it doesn’t sit directly in PGT but it does sit within the college, SL put her email address in the chat and asked JH to email with further details regarding the rationale given for cancelling the course, so that they can take this up with the School of Welsh to better understand their reasons.SL understands it is difficult to organise these programs but stated how Cardiff University should be doing it. SL stated how they will find out what they can do as a college to support the program going forward. |
|  **Rep Feedback: LAWPL** |
| Melody Nyarang’o (MN) explained that there has been an issue with timetabling. MN stated how LLMs have 2 classes per semester, MN has two on a Wednesday and doesn’t mind it, but some students do not like having both classes for the semester on one day as it is 6 consecutive hours of class. |
|  **Action/Key Decision: Who: Liz Wren-Owens, Sian Lewis When: Next LAWPL SSP** |
| * LWO said how this is interesting as students often enjoy having classes on one day rather than split over the week. LWO asked is that timetabling down to past student feedback?
* MN stated how she does not know and clarified that some students are kay with it, but others are not fans. MN explained that the problem is especially about classes that are consecutive, for example if a student has a class 9-12 and also a class 12-3, MN clarified that some students have breaks but others don’t.
* LWO asked SL if that problem would be addressed during the timetabling project?
* SL replied saying how the timetabling project at the moment is solely focusing on UGs. This is because there are a lot of joint honors in their college. However, SL stated that it is a concern if students are in class for 6 consecutive hours without a break. SL asked has this been raised at the SSP?
* MN answered saying how the meeting is next week and as such they will raise it then.
* SL advised that MN begin with the SSP and if it doesn’t get resolved, bring it back to the attention of LWO and SL so they can take it up with the school. SL acknowledged the importance of flagging it with the school as they may not be aware of how it is impacting their students.
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| **Staff Updates:**  |
| **Department/Service name: Sian Lewis and Liz Wren-Owens (Education)*** SL provided an update explaining that they understand student’s concern over industrial action impacting their studies. SL explained how the college and university are working with all schools to try and understand what local level mitigations could be made to teaching and assessments.
* SL stated how now there is a 2 week pause to industrial action and said how hopefully they shall come to a resolution soon. SL clarified however that in the interim, the university and colleges are working together to make sure that students experience as little disruption as possible to their studies and assessments.
* SL also guided to the guidance available on the Student intranet that explains all about the industrial action. SL also recommended that students wait until the end of industrial action to submit complaints, as by then they will fully know how much their studies have been interrupted and the schools will have been able to fully mitigate as much as possible against the disruption. SL said how schools are taken note of all disruptions.
* SL stated how she would share the guidance page to the student reps so they can share to other students. SL advised that the student reps advise students to wait to complain until the end of industrial action.
* SL expressed how they are aware that this is a period of concern and students are anxious, but they are doing their best to mitigate that as much as possible.

**Department/Service name: Martha Ashford (AHSS Library Services)*** Noah Russell (NR) provided an update on behalf of Martha thanking everyone for the contributions to the ”Talking Walls” in the libraries and on Padlet. NR stated how this feedback is being worked through and actioned where possible.
* NR shared a full update on the response to the feedback to all attendees and stated how if there are any concerns to contact Martha or any subject specific librarian. The full update on what they are doing in response to the feedback can be found here: <https://intranet.cardiff.ac.uk/students/news/view/2701123-library-changes-youll-love>.

**Department/Service name: Students’ Union** * NR highlighted that the ESLA nominations are open, explained how there are many different categories and told attendees that they can find these on the Students Union website.
* NR alsostated how Elections voting week will be running from Monday the 6th of March to Friday the 10th and asked that attendees spread the word around this.

**Department/Service name: Student Futures*** Joanne Jenkins (JJ)stated how there will be a new member joining their team next month who will be the business partner for the College of Arts, Humanities and Social Sciences.
* JJexplained however if anyone has any queries for Student Futures to say now.
* JJshared their “What’s On” guide to explain what is going on in the CSL. JJspecifically highlighted the futures fair on the 14th of March and asked attendees to encourage students to attend.
* JJ reminded attendees that all content is on the Student Futures account – to book appointments, attend events, view job boards, students should go to the Student Futures account on the intranet and can find the link there.

**Department/Service name: IT*** Paul Jones (PJ) said how they are undertaking a full network refresh that involves replacing the underpinning infrastructure of the network. PJ expressed how this is a large, complex job. PJ said how the Halls of Residence have been completed, as have some buildings on campus, and they are trying to minimise any disruptions but asked for attendees to be patient them as they are running on two networks.
* PJ also explained how Learning Central is being updated to Ultra following NSS feedback as it offers a more modern feel amongst other benefits.
* So far, PJ stated, that they have done 250 modules this Academic Year and the remaining 5,500 will be done at the start of the next academic year. PJ clarified that this would provide a better user experience for all students.

**Department/Service name: Estates*** Fran Simpson (FS) introduced themselves as the new Estates Business Partner. FSwanted to introduce themselves and stated how they are here not to deal with day-to-day maintenance but can escalate any problems and flag with the Estates Department.
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|  **Any Other Business:**  |
| **N/A** |