# College Forum Meeting Minutes

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

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|  **Date:  7/2/2023** | **Time: 12:30pm** |  **Location: Teams** |
|  Chair:  | Ashly Alava Garcia  |
|  Minutes:  | Rhys Jones |
|  **Apologies:** |
| Staff: | Student reps: |
| * Sian Ballard (College Education Manager)
 | * Grace Heery (MEDIC)
* Raven Hope (BIOSI)
* Chloe Booth (PSYCH)
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Ashly Alava Garcia (VP Heath Park)
* Michaela Hennessy (Representation and Policy Coordinator)
* Dai John (BLS Undergraduate Dean)
* Annabel Hurst (Catering Services)
* Angela Jones-Evans (Library Services)
* Karen Jenkins (Student Advice)
* Joanne Jenkins (Student Futures)
* Beatrice Allen (Estates Business Partner)
* Paul Jones (IT Services)
* Lindsay Roberts (Library Services)
 | * Ella Brooks (BIOSI)
* Joshua Tandy (BIOSI)
* Haya Al-Sheikh (BIOSI)
* Lily McGarry (MEDIC)
* Matilda Hawken (PSYCH)
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|  **Update on Actions from the Previous Panel:** |
| N/A |

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| **Rep Feedback: BIOSI** |
| 1. Joshua Tandy (JT) highlighted how the SSP has been delayed due to strikes. JT highlighted the change of times to lectures from 45 to 50 mins and explained how some lecturers do not know what this means. JT went further to say how students are torn on what this means, some still think that the lectures are 45 minutes and the change is simply reflecting the update to Panopto recording times, but some now believe that lectures are 50 mins. JT asked for some clarification.
2. Ella Brooks (EB) explained how students are not certain on what is classified as Taught Material – especially with the strikes, students want clarification as only Taught Material is examined. EB believes that Dr Hefin Jones is making one but is unsure if there’s a college classification of Taught or if it’s all school based.
3. Haya Al-Sheikh (HAS) added that the café in the BIOSI building does not have any Microwaves or Hot-Water Taps for students to use – HAS would appreciate that.
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| **Action/Key Decision: Who: Paul Jones, Dai John, Beatrice Allen When: ASAP** |
| 1. Paul Jones (PJ) explained that the University has asked for the Panopto recordings to be matched to the timetable schedule. PJ clarified that academics should not be running over and longer Panopto recordings would risk recording private conversations following lectures. Yet, PJ noted the Lecturer does have the availability to manually extend the recording during the lecture.
* PJ added that if the timetable says a lecture is 50 minutes, that lecture should be 50 minutes. Dai John (DJ) supported this but encouraged JT to speak to Dr Hefin Jones at BIOSI to remind staff.
1. DJ explained it’s even more granular than school level – DJ said how it sometimes changes according to program, module, year of study. DJ advised that the best person to contact is Dr Hefin Jones. DJ went further however and said how it also depends on what members of staff are striking as students are affected differently. That is the reason DJ gave on why the University doesn’t want to communicate the same message to all students as it doesn’t apply to everyone equally.
* JT added that during Semester 1 strikes Dr Hefin Jones said that if a Lecturer redoes the lecture in-person or if they have provided a recording online, that is included in exams BUT if the lecture was cancelled or only slides were given those topics were removed from the exams. JT was unsure if that was only relevant to their year.
1. Beatrice Allen (BA) agreed to follow that up with Annabelle Hurst (AH). Ashly Alava Garcia (AAG) explained a need for additional facilities at BIOSI, citing that those facilities are very beneficial to students during the cost-of-living crisis.
* AH explained how someone emailed them about that. AH informed that the Microwaves and Hot-Taps were installed in contact with estates to account for the closure of some Cafes and that the vended areas had those facilities installed to mitigate against the loss of those cafes. AH said that Biosciences would not be somewhere they’d be installed as there is a Café there already BUT if students want them, AH said that that is a school question. AH suggested there may be a suitable area for them in the building such as a social space but there isn’t space in the Bioscience Café area.
* BA clarified that she is going to check with the Bioscience School Manager and Facilities lead if a suitable space has been identified and will get back with an answer.
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| **Rep Feedback: MEDIC** |
| 1. Lily McGarry (LMG) explained that the majority of issues were resolved during the SSP.
2. LMG, however, had one topic to raise. LMG discussed the amount of time it takes for Panopto recordings to be uploaded after a lecture – saying that it often varies. LMG stated an awareness of the University’s policy that students should allow up to 7 days for any technical uploads.
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| **Action/Key Decision: Who: Paul Jones When: Next Year** |
| 1. PJ clarified that there is a 7-day automatic release that gives academics time to edit the video as required, however academics can release them both earlier and later. PJ further explained how the policy is going to be reviewed in the next year or so.
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|  **Rep Feedback: PSYCH** |
| Matilda Hawken (MH) explained how their SSP is next week.1. MH explained that a common concern at the moment to do with strike action is the concern that 1st and 2nd Year students will not cover enough content to gain a BPS accreditation that is key for future jobs or study. MH explained how an email was sent stating that the school will do their best so that doesn’t happen, but MH stated that students would like to know how the school is going to stop that from happening and how are they going to ensure that all students get what they need.
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|  **Action/Key Decision: Who: Dai John When: ASAP** |
| 1. DJ recommended that MH contact the school and Prof Mark Good or Laura in the education office. DJ was aware that he is referring back to the schools, but DJ explained how BPS guidelines are not the same as other subjects and as such the Psychology Staff, who should be accredited by the BPS, will be the individuals with the best knowledge on what the BPS’ requirements are.
* DJ explained that during COVID the BPS liaised with schools to ensure that affected students still achieved a BPS accredited degree–DJ stated that it’s done at a high level but a subject level.
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| **Staff Updates:**  |
| **Department/Service name: Student Advice*** Karen Jenkins (KJ) reminded of the Period Dignity Campaign running this week.

**Department/Service name: It*** PJ reclarified the advice around any problems with WIFI should be brought to the student desk ASAP along with details.
* PJ further explained that there is a large project ongoing migrating to a new network. PJ said how the Halls of Residence have been transferred as have a lot of buildings across campus. PJ was clear that it’s a large and complex piece of work and they have tried to minimise disruptions as they get the new network out there but advised that there will be periods where there are issues.
* PJ further highlighted that Learning Central is moving to a new field called ULTRA and how, so far, 250 modules have been moved and the remaining will be done by the start of next year. PJ described how the change is based on NSS feedback and will provide a more modern experience and easier navigation.
* PJ added contact details.
* AAG commented that during the last college forum there were comments on the WIFI not working in specific areas and asked PJ had he heard about that?
* PJ responded by stating if they had logged the problem it will have gone to the technical team to resolve and if there are still issue PJ declared his willingness to help.
* PJ later clarified that there are no outstanding issues on the system so hopefully they have been resolved. But PJ would chase if there were further issues.
* AAG further clarified the importance of reporting via the IT helpdesk system as the best way of sorting any it problems.

**Department/Service name: Catering*** AH highlighted that they benchmark against other operators on campus.
* AH highlighted the meal deals’ value for money (bring reusable cups, soup and sandwich)
* AH advertised the Loyalty App and benefits and the giveaways on offer whilst also mentioning Super Club and the Spin to Win game.
* AH advertised the benefits of the TooGoodToGo App.
* JT expressed a thanks for all of the updates and would be passing everything on to other students again.
* AAG asked are there other ways for students to see these updates outside of Social Media?
* AH responded by notifying of the Blas Updates on Student News and they are regularly in touch with the Student Comms.

**Department/Service name: Estates*** BA explained how there is no update on Estates but highlighted that over the summer and upcoming years there will be an increase in the number of study spaces. BA asked if students have any ideas about areas or buildings that would benefit from an increased number of study spaces, and if there are any specific types of furniture that students would like to see more of, please let BA know.
* JT added how students love the Bioscience Café area as its accessible and nice – it is always busy and there’s never enough room so something similar in another area would be appreciated, JT went further and said how students adore the CSL sofas.

**Department/Service name: Student Futures*** Joanne Jenkins (JJ) offered a link to the “Whats On Guide” describing the activities and events that will be hosted and are upcoming. See here:
* [Whats on Guide Spring 2023 English (adobe.com)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Findd.adobe.com%2Fview%2F68680136-ed6e-4a47-8e41-0564e622e02a&data=05%7C01%7Cstudentreps%40cardiff.ac.uk%7Ca1e550c3d81a4500e58008db11021521%7Cbdb74b3095684856bdbf06759778fcbc%7C1%7C0%7C638122472853008134%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EwLzbRdg73xNaPEl8bO5OgaEQvfd0JIBDfMC1BgG00o%3D&reserved=0)
* [Whats on Guide Spring 2023 Welsh (adobe.com)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Findd.adobe.com%2Fview%2Febac79e8-fcd9-4656-a920-6c97b3ed32e3&data=05%7C01%7Cstudentreps%40cardiff.ac.uk%7Ca1e550c3d81a4500e58008db11021521%7Cbdb74b3095684856bdbf06759778fcbc%7C1%7C0%7C638122472853008134%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Pl8aCQ96ZQbMF7I9gWGVwDNlpOb%2FKy2GQeiLBXiZXwo%3D&reserved=0)
* JJ highlighted the Futures Fair on 14th of March where the CSL will be taken over by Employers and JJ explained how they are making that accessible for all students. JJ asked for any feedback on how to improve their events. JJ drew further attention to the Career Confident programme and the work they are doing with the Wellbeing Team on the support available to students.

**Department/Service name: Library*** Lindsay Roberts (LR) thanked students for completing their talking wall as they received a fantastic amount of responses and are currently working through the feedback they received.
* LR added that there have been 8 Loanable Laptops added to the Science Library and highlighted that the Reading Room in the Science Library hit 23 degrees this week so is a warm and cosy spot to read and work.

**Department/Service name: Dean*** DJ thanked students named Joshua and Julia from Pharmacy for coming to the College Educations Team Experience Committee Meeting and offering great student views.
* DJ specified to students in their final year that National Students opened this week.
* DJ highlighted that in the Student Newsletter there will be a new initiative announced where students can nominate staff who have supported them to be recognised.

**Department/Service name: SU*** Michaela Hennessy (MH) announced that Spring Election Nominations closed yesterday BUT the ESLA nominations are now open on the website.
* AAG highlighted that the Period Dignity Campaign is running this week and that this Month is LGBTQ+ History Month, AAG added a link outlining what’s happening was to the Chat.
* AAG shared the webpage explaining the SUs response to the industrial action that aims to offer information to students on the strikes.
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|  **Any Other Business:**  |
| JT added a thanks to the IT department for fixing the lighting and sound and internet in the CSL.JT stated that there’s some disagreements among the Pharmacology course in regards to how the course is managed. JT explained that students are unhappy with specifics on their course such as only meeting their tutor twice a year, feeling underrepresented on guidance and support, a lack of medical pharmacology on their course. JT said that students on Pharmacology feel less better off than other courses that obtain better support. The topic was raised here as Joshua needed support on where he should go with that problem.-LMG added that she could ask Year 1s on how they’re feeling in the next SSP to try and help and sort that issue out. LMG stated how the course does become more Medical Pharma based in years 2 and 3.-LMG and JT will discuss feedback. JT added that students do not want Year 1 to be wrong and Year 2 and 3 to be better, but they want all years should be as good as possible. JT stated how he is aware that revaluation on course structure occurs and would examine that point.-DJ thanked JT for raising and specified how this is a safe space for students to raise topics. DJ clarified that as Medical Pharmacology is awarded by the school of medicine it is different as the 1st year is taught with BIOSI students then teaching is split to smaller groups. However, DJ reiterated that the university does want to give students the best possible experience in 1st year. DJ suggested that it would be worthwhile speaking to Dr Hefin Jones to help identify staff in BIOSI that work closely with Medical Pharmacology and give them the message. DJ asked JT to send him an email as the School of Medicine is being revaluated this year and DJ stated his willingness to raise this with the school from a different angle to what they as students can do.-JT added how keeping a tight community is important and that enables their ability to get feedback from students, but JT said that feedbacking that information on the university’s work back to students is harder. The job of chairman, JT realised, is to really help tell students about the progress that is being made not only to inform them of what is being done but also to celebrate the staff and their hard work. As a result, JT asked for any input from different staff and departments of the uni to be sent via email or chat to the student representatives so that can be shared onto the presentations they do to the year groups weekly to better communicate with students. |