# College Forum Meeting Minutes

##  ***PGR Cross-College Forum, Postgraduate Research Students***

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|  **Date: 02/11/22** | **Time:  10:30am** |  **Location: Teams** |
|  Chair:  |  Angie Flores Acuña  |
|  Minutes:  |  Frank Frayne |
|  **Apologies:** |
| Staff: | Student reps: |
| * Julie Gwilliam (PSE Postgraduate Dean)
* Kath Evans (PSE Education Manager)
* Sian Ballard (BLS Education Manager)
 | * Jade Jones (LAWPL)
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|  **In Attendance:**  |
| Staff: | Student reps: |
| * Ashly Alava Garcia (VP Heath Park)
* Michaela Hennessy (Representation and Policy Coordinator)
* Amanda Tonks (BLS Postgraduate Dean)
* Liz Wren-Owens (AHSS Postgraduate Dean)
* Sian Ballard (Education Manager)
* Annabel Hurst (University Catering Services)
* Angela Jones-Evans (Library Services)
* Jane Harding (Student Advice)
* Lisa Davies (BLS College Education Development Manager)
* Paul Jones (IT Services)
 | * Andy Robertson (PHRMY)
* Chun Wang (GEOPL)
* Gifty Andoh Appiah (ENCAP)
* Morgan Lee
* Ellie Pryor (EARTH)
* Sophie (EARTH)
* Frank Baafi (CARBS)
* Mutala Fuseini (CARBS)
* Jiawen Liu (PSYCH)
* Tessa Harris (PHRMY)
* Katerina Boncheva (CARBS)
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|  **Update on Actions from the Previous Panel:** |
| N/A |

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|  **Rep Feedback: PHRMY** |
| 1. Andy Robertson (AR), already raised in staff student panel (SSP), a long term request of a quiet room/prayer room. Staff member in the SSP had contacted University Chaplain but issue so far unknown. Head of School is reported to have taken charge of flag.
2. AR, updated with an effort to raise school awareness of period poverty. School leading staff are onboard.
3. AR, updated that there has been an effort to introduce pronoun pins, with help from Angie Flores Acuña (AFA).
4. AR, flagged an issue that will be raised in the next SSP, regarding some PGR students not receiving additional stipend increase. Research administrator was contacted, and relayed they believed the increase would only take effect on the anniversary of each student’s enrolment date. Some school finance staff have also been made aware of the issue.
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|  **Action/Key Decision:**  **Who: When: ASAP (all)1) Andy Robertson, Amanda Tonks2) Andy Robertson****3) Amanda Tonks**  |
| 1. Regarding quiet room flag by AR, AFA mentioned that a lot of students had been requesting quiet/prayer spaces throughout the University. Progress had been made so far, offered to help if needed. Amanda Tonks (AT) also encouraged AR to contact the SPACE group, and said they were happy to follow up on the issue.
2. In terms of the period poverty initiative, Jane Harding (JH), suggested to AR that it may be useful to contact Andy, the welfare coordinator in the Students Union (SU) to collaborate further.
3. AT, will follow up Andy Robertson’s flag of PGR stipends in order to find a definitive answer.
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|  **Rep Feedback: CARBS** |
| 1. No major updates to report on. Between the SSP and Cross-College Forum (today) and issue was raised to Mutala Fuseini (MF), from a PhD candidate who had an issue regarding their studentship and state benefits.
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|  **Action/Key Decision: Who: Mutala Fuseini When: ASAP** |
| Jane Harding (JH), responding to MF’s query, advised it would be best for the PhD candidate to contact the Advice & Money team.  |
|  **Rep Feedback: ENCAP** |
| 1. Morgan Lee (ML), in their SSP at the beginning of November, there seems to be discrepancies between schools, such JOMEC and ENCAP. E.g., JOMEC tutors within ENCAP have been paid for their time in lectures. ENCAP tutors have been told in handbook that they will not be paid to attend lectures. It was said the issue had been raised to check with other managers within the college, which was not the case.
2. Morgan Lee, an issue raised with the Dean, that the associate fellowship programme was completely full, a lot of new PG tutors were told that they could not have their support and would be on a priority list for next year.
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|  **Action/Key Decision:** **Who: 1-2) Liz Wren-Owens When: ASAP** |
| 1. Liz Wren-Owens (LWO), responding to paid discrepancy flag. The month before this meeting took place, they met with PhD communities in all schools to understand what’s going well. This was a concern that was brought up. They have already mapped the different pay rates across the college, which does illustrate differential model expectations around the college. These differences aim to be ironed out when moving towards contracts. ENCAP students are the only group thus far to not be paid to attend mandatory lectures. Issue has been taken to the College Board where the Head of ENCAP (Martin Willis) is aware and looking into the problem.
2. LWO, concerning the associate fellowship programme, acknowledges there is a waiting list due to popularity. The PG Deans have already represented to the associate fellowship coordinators to convey the issue. It was said that all students could enroll on the One Day Launch Pad programme. LWO, also added that they actively raise the issue to the head of the programme at every possible forum, so they are aware. Not yet resolved.
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| **Rep Feedback: GEOPL**  |
| Chun Wang (CW), regarding the associate education fellowship, PhD students have also been waiting for too long. The waiting list is over 1 year. CW suggested a package application to resolve the issue.  |
|  **Action/Key Decision:** **Who: When: ASAPLiz Wren-Owens, Chun Wang** |
| LWO, states that waiting list mapping is something they are already looking at. Lisa Watkin has been coordinating this. In terms of a group application, LWO suggested this would be more appropriate to propose this with the associate fellowships team themselves. The contact details of the head of the fellowship programme was shared into the Teams chat.  |
| **Rep Feedback: EARTH**  |
| 1. Sophie, raised some ongoing communication issues that seemed to have stemmed from handover between the previous and new director of postgraduate research.
2. Sophie, there is a disparity between parental leave UK/ROI funded and non-UK/ROI funded students. They would like dialogue to continue to remedy this.
3. Sophie, school of EARTH was beginning to introduce tutor-level PGR roles. Sophie can update at the next SSP regarding its progress.
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|  **Action/Key Decision: Who: When:** |
| AFA, thanks Sophie for their comments, and will forward to PSE representative members of staff and its members once the minutes have been typed.  |
| **Staff Updates:**  |
| **BLS Postgraduate Dean (Amanda Tonks):*** With the closure of the University and PGR offices over Christmas, there is an agreement for some students who have theses deadlines on 31st December, this can be submitted on the 3rd of January when support services open again.

**AHSS Postgraduate Dean (Liz Wren-Owens)*** Issues with associate fellowship and tutoring that have already been raised and are being actively looked into which has been mentioned above.
* General feeling that people wanted more interconnectivity with the college and schools (e.g. communicating research events more effectively across the school). This is being looked into, so encouragement of students to feed back to student reps.

**Paul Jones (IT Services)*** Network refresh being rolled out across University, with all hall’s of residence complete and University buildings now underway. Any issues connecting to WiFi, please log a call with the IT desk. Contact details posted in the Teams chat.
* Learning central currently being upgraded to ‘Ultra’ which was based on national student survey feedback. 250 modules done so far, with 5,500 to be completed next year.

**University Catering Services (Annabel Hurst)*** Christmas market on Tues 6th December
* Monthly community dining exclusively for students free of charge, advertised on social media (@cufoods)
* Triple points on Cardiff University foods loyalty app during the month of December
* Meal deal price freeze, some have even been reduced
* Christmas lunches at Trevithick restaurant, aimed at those who are staying in University over the holidays
* Regular competitions to win free food and drink

**Student Advice (Jane Harding)** * Annual general meeting rescheduling for Tuesday 6th December
* Thanks to everyone who got involved in speak week
* Chair and vice chair training sessions, more information can be found on the SU website

**Students’ Union (Angie Flores Acuña )*** Reiteration of the role of Student Advice, based on the third floor of Student’s Union. Confidential independent advice service (including academic, housing advice)
* Good working relationships with PGR directors, can solve issues that students may have
* Encouraging all students who need help with concerns, to please get in contact
* Signposting for students who may need to be directed towards other University services (e.g. counselling)
* Welfare coordinator, doing a lot of preventative wellbeing work (e.g. period poverty).
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|  **Any Other Business:**  |
| N/A  |