# College Forum Meeting Minutes

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

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| **Date: 05/11/22** | | **Time:  3:00pm** | | **Location: Teams** |
| Chair: | Angie Flores Acuña | | | |
| Minutes: | Frank Frayne | | | |
| **Apologies:** | | | | |
| Staff: | | | Student reps: | |
|  | | | * Anupama Augustine | |
| **In Attendance:** | | | | |
| Staff: | | | Student reps: | |
| * Angie Flores Acuña (VP Postgraduate) * Michaela Hennessy (Representation and Policy Coordinator) * Andrew Roberts (PSE Undergraduate Dean) * Julie Gwilliam (PSE Postgraduate Dean) * Paul Jones (IT Services) * Kath Evans (Education Manager) * Annabel Hurst (Catering Services) * Ella Ferris (Student Advice) | | | * Arthur Charpentier (ENGIN) * Jana Jhaveri (COMSC) * Obada Kanawati (PHYSX) * Alex Meers (MATHS) * Natalia Diaz Diaz (ARCHI) * Ibrahim Hindal * Sophie (ARCHI) * Angel Ortiz Casallas (ARCHI) * Charlotte Hogg * Elena Jones * Namrata Mani (ARCHI) * Fin Headley (PHYSX) * James Read (COMSC) * Aldridge Nyamowa (COMSC) | |
| **Update on Actions from the Previous Panel:** | | | | |
| N/A | | | | |

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| **Rep Feedback: ARCHI** |
| 1. Sophie, presented issues with some lecture structuring being both offline and online for undergraduate architecture. For architectural technology lectures were in a blended format, students would enter the studio and log into zoom together. Exercises were being explained over zoom which felt clunky. It was suggested that the exercises could be presented in-person. They were informed it would be addressed in the coming weeks. 2. Namrata Mani (NM), a meeting was held where some communication issues were raised with English in terms of exchanging ideas. It was mentioned that the University does offer English language help. Natalia Diaz Diaz (NDD), adding onto NM’s note, felt that the largest problem was students who needed the most help did not enrol. |
| **Action/Key Decision:**  **Who: When: ASAP**   1. **Andrew Roberts** 2. **Angie Flores Acuña, Julie Gwilliam** |
| 1. Andrew Roberts (AR) explained to Sophie that course leaders were trying to find a solution to fit all 1st year students under one roof, however they are now looking into the problem. It was confirmed that a communication would be passed down to students to confirm when things would change. 2. Angie Flores Acuña (AFA), along with Julie Gwilliam (JG), discussed that there were architecture-specific English language programmes for MSc and MA students. It was proposed that the help on offer could be re-circulated among students. |
| **Rep Feedback: COMSC** |
| 1. Jana Jhaveri (JJ), brought up that a few modules had changes to assignments instructions after they were released. Some changes were quite large and difficult to work around. An extension to due date was suggested to the school in a meeting with higher ups for when this happens, with updates in the next staff student panel (SSP).  James Read (JR) added on, to enquire if there was a school policy that assessment deadlines should be better placed (e.g. not 9am Monday)in case of errors present in order to contact staff. 2. Aldridge Nyamowa (AN), mentioned that most issues flagged in the SSP were being followed up on. One issue that had reached a stalemate was printing costs for posters required for formative assessments, due to the cost-of-living crisis. 3. In a separate issue, AN said some students in COMSC postgraduate are from different schools, and they sometimes have ID issues on accessing facilities around University buildings. JR also added that this was a problem for undergraduate students. |
| **Action/Key Decision:     Who: When: ASAP (all) 1) Andrew Roberts 2) Julie Gwilliam  3) Julie Gwilliam & Andrew Roberts** |
| 1. AR, responding to JJ’s comment, replied they would coordinate with Martin Chorley (MC) at the next meeting. AR, replying to JR, said the University only had *guidance* for regular assessment dates. AR affirmed they would dig out assessment guidance and send it to MC. They also added that the University was currently rewriting its assessment policy, so would encourage MC to take that into account. 2. JG, made the point that any expenses required for assessments should be reimbursed to students. JG said they would send an email to follow up on this to relevant staff. 3. AFA, agreed that the ID card issue would be picked up along with JG and AR. |
| **Rep Feedback: EARTH** |
| Elena Jones (EJ), mentioned that the largest issue amongst peers was a lot of post-pandemic exam anxiety. |
| **Action/Key Decision: Who: Julie Gwilliam When: ASAP** |
| JG, responding to EJ’s comment, responded that some schools were running ‘mock exam’ sessions, so this is something that could be brought up to the Director of Learning and Teaching network. |
| **Rep Feedback: ENGIN** |
| 1. Ibrahim Hindal (IH), during a previous SSP meeting, flagged that a lot of toilets in the Queen’s buildings were in bad condition. One member of staff has been trying to remedy the issue but was not hopeful changes could be made. 2. IH, some students have tried to do a bridge/remote connection for IT. This is managed by University security, who have been uncontactable. 3. Arthur Charpentier (AC) Flagged that the largest issue for ACE was with room availability, particularly with computer room demands for specific software. Also mentioned an issue with reading week, and how the school wants to bring it back a week, but may interfere with summer placements. Lastly for 4th year students, made the point that there was a lack of staff-student contact. |
| **Action/Key Decision:**  **Who: When: ASAP (all)**  **1) Andrew Roberts  2) Paul Jones 3) Arthur Charpentier** |
| 1. AR, relaying from IH’s bathroom flag. Mentioned that this was not the school’s responsibility, but rather the Estates team. A member of Estates was not present in the meeting. AR expanded that new members of staff were being hired in Estates coming into the spring semester. JG added onto AR’s comment encouraging all students to report, which would likely fix the situation faster. 2. Paul Jones (PJ), responding to IH’s bridge connection flag, mentioned that the security team are contactable, but it’s not done in the same way. Asked IH to log a call with the IT service desk, who will then assign the ticket to the security team. Also provided PJ’s university email to escalate further if needed. 3. PJ, asked AC to raise with the local IT and school staff to see if more university computers could have more software. |
| **Rep Feedback: MATHS** |
| 1. Alex Meers (AM), raised last year they pushed for partly open book exams with key information. Some students were worried whether this practice would be upheld in future. 2. AM, some modules refuse to do lecture recordings and lecture notes. No ways to catch up. 3. AM, raised in the ABACWS building some learning spaces aren’t available to all students. It was raised in the forum that some rooms could be made bookable or allow 24 hour access to MATHS students (e.g. to access whiteboards and individual rooms). JJ, noted to AM that some key card access was restricted to limit overcrowding in the building, in particular with bookable spaces with certain resources (e.g. whiteboards). JR, also added that some seminar rooms remained empty for large periods of the day, and could be used for study spaces. 4. AM, microphones and camera are poorly positioned during lecture recordings, which affected things like whiteboards. |
| **Action/Key Decision:    Who: When: (1) N/A 1) N/A (2-4) ASAP  2) Alex Meers, Andrew Roberts, Julie Gwilliam 3) Andrew Roberts, Julie Gwilliam 4) Paul Jones** |
| 1. Not directly addressed in meeting. 2. PJ, suggested that Matthew Pugh, the Director of Learning and Teaching should be contacted firstly. If not resolved, then it would need to be escalated to AR and JG. 3. Regarding unused study spaces, JG and AR, confirmed that booking seminar rooms could very well be examined and brought to the timetabling team and school. It was discussed that allowing 24h access to buildings was reluctant to be given, in order to preserve health and wellbeing. 4. PJ, responding to AM’s microphone and camera issue, acknowledged the difficulty of capturing all content with current recording technology used. Upgrades are currently being reviewed, however a quick resolution can’t be guaranteed as changes would need to be estate-wide. |
| **Rep Feedback: PHYSX** |
| 1. Obada Kanawati (OK), raised an issue around some group presentations which had to be delayed a week due to industrial action, however the new dates given were end of term dates where train strikes were scheduled. No middle-ground had yet to be found. 2. OK, noted that lab reports were received late, after students had already conducted labs which affected students not knowing how to improve. This had been spoken to by lecturers, without much result. 3. OK, lastly added that there was some confusion and contradicting information from staff members over whether lecture content missed during industrial action would or would not be included in the exam. 4. Fin Headley (FH), raised that some students would ideally like more support in terms of PhD applications or post-doc applications. FH also added that some students would like the idea of a professional photographer, so that students could improve professional profiles. This was followed up with Joanna Harris (career advisor team), who added that some camera equipment was broken and needed the budget for fixing. |
| **Action/Key Decision:**  **Who: When: ASAP (all)  1) Obada Kanawati, Angie Flores Acuña 2) Obada Kanawati 3) Obada Kanawati, Andrew Roberts, Julie Gwilliam 4) Fin Headley** |
| 1. AR, responded to OK’s query about strike action and group assessment dates, adding that University College Union’s advice is not to reschedule. Andrew added that the best person to find mediation would be to contact Richard Lewis (RL), Director of Learning and Teaching. AFA encouraged OK to send them an email to see if AFA’s can chat with University College Union to see if anything else can be done. 2. AR, encouraged OK and peers to meet with staff and try to find a resolution, including the most important parts of the feedback to get to students before the next lab session. 3. AR, informed OK that any content which was originally due to be delivered during the strike period should not feature in an exam. AR encouraged OK to contact RL to ensure this policy is upheld, and then proceed to AR or JG if unsuccessful. 4. AR, replied to FH’s query, adding that does seem the careers team are looking to get that piece of equipment fixed. AFA, expanded on this, acknowledging some societies (e.g. Photography Society) may be able to help with this if needed. AM confirmed to FH societies could indeed help. |
| **Staff Updates:** |
| **PSE Undergraduate Dean** (Andrew Roberts)   * National student survey and postgraduate survey. This is for the creation of action plans which should be shared with students from staff in SSPs   **PSE Postgraduate Dean** (Julie Gwilliam)   * Cardiff University postgraduate taught survey. Gives a feel for the entire postgraduate experience.   **IT Services** (Paul Jones)   * Entire university network in the process of being refreshed, currently upgrading University buildings. * New upgraded Learning Central being rolled out in response to student surveys   **Student Advice** (Ella Ferris)   * Reaffirming the usefulness of Student Advice, are happy to signpost to relevant bodies if unable to help directly. * Thurs 8th December, there is a period dignity campaign offering free menstrual products. A speaker from Empower Periods due to attend to give a talk. * Working remotely from 19th December, closed for Christmas on 22/23rd December   **Students Union** (Angie Flores Acuña)   * Annual general meeting rescheduled Tues 6th December. * Thanks to all who got involved during speak week. * Chair and Vice/Chair training sessions   **University Catering Services:**  **Monthly:**  We host once a month **Supper Club.**  This is a free 3 course meal for Cardiff University Students  There are only 75 tickets available and they sell out fast, within the hour.  The link and release date and time are promoted on our Instagram account: @CUFoods  **Christmas:**  During December we are offering triple loyalty points – 12 points for every £1 spent  That is around 12% back on your £1  If not a loyalty app user – you can download the free loyalty app from your app store  Cardiff University Food  We do not spam you with any emails  But you get:  4 points for every £1 spent (each point is worth 1p)  Loyalty stamps on hot drinks, smoothies/iced coffees, fresh fruit – Buy 9 get 10th free  **Meal Deals**  CUFoods has a wide range of value meal deals.  These prices have been frozen for the last two years, and in fact this year we have reduced some prices.  We appreciate the cost of living and we are doing our best to not pass on cost increases.  There is a wide range of value offers and we promote these on Instagram @CUFoods  **Competition**  Currently there is a Christmas Lunch for 4 guests with a goodie bag up to win at Trevithick Restaurant.  Competition details can be found on our socials – Instagram @CUFoods  Closing date is tomorrow 5pm  New year competition will be to win food for a year – worth £1,200 !  Again follow CUFoods for details in January  **Instagram**  For all information of what is happening across Cardiff University Food following us on Instagram  @CUFoods  Any questions, please email me  [foodanddrink@cardiff.ac.uk](mailto:foodanddrink@cardiff.ac.uk) |
| **Any Other Business:** |
| **N/A** |