# College Forum Meeting Minutes

##  **College of Physical Sciences and Engineering, Undergraduate/Postgraduate**

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|  **Date: 14/03/23** | **Time: 15:30pm** |  **Location: Teams**  |
|  Chair:  |  Michaela Hennessy |
|  Minutes:  |  Fariha Choudhury |
|  **Apologies:** |
| Staff: | Student reps: |
| * Angie Flores Acuna (VP Postgraduate)
 | * Natalie Diaz Diaz (ARCHI)
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| **\ In Attendance:**  |
| Staff: | Student reps: |
| * Michaela Hennessy (Representation and Policy Coordinator)
* Annabel Hurst (Catering Services)
* Paul Jones (IT Services)
* Llinos Carpenter (Student Futures)
* Andrew Roberts (PSE Undergraduate Dean)
* Kath Evans (College Education Manager)
* Ella Ferris (Student Advice)
 | * Jana Jhaveri (COMSC)
* Aldridge Nyamowa (COMSC)
* Kumud Joshi (COMSC)
* Alexander Holton (CHEMY)
* Daniel Gorst (CHEMY)
* Charlotte Hogg (EARTH)
* Ibrahim Hindal (ENGIN)
* Fin Headley (PHYSICS)
* Elena Jones (EARTH)
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|  **Update on Actions from the Previous Panel:** |
|  N/A  |

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|  **Rep Feedback: COMSC (Undergraduate)** |
| 1. Jana Jhaveri (JJ), reported some issues arised during student staff panel (SSP), most specifically being module related, however this was resolved within the SSP meeting. Some overlying issues have been brought to attention in regard to uniformity of resources available on Learning Central. For example, several lecturers had uploaded assessments and module maps in different places or platforms. This has caused confusion amongst students during deadlines, as well as, many 1st year students missing scheduled online lectures/work due to this.
2. JJ mentioned timetabling problems, especially for 2nd and 3rd year students who are picking optional modules. Students who made changes to their optional modules did not obtain an updated timetable until 2/3 weeks later.
3. JJ, noted that there have been requests for microwaves, hot water and free tea and coffee facilities at the ABACWS building.

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|  **Action/Key Decision:**  **Who: 1. Kath Evans When: ASAP**  **2. N/A** **3. N/A** |
| 1. Kath Evans (KE), acknowledges this issue had been raised previously and was directed to the Learning Teaching Academy. No updates on this matter have been received yet. Although, in the following year schools will be moving over to the new Ultra Interface on Learning Central, which should provide more cohesiveness.
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|  **Rep Feedback: COMSC (Postgraduate)** |
| 1. Aldridge Nyamowa (AN), students have raised issues concerning the ease of sorting out access to the Queen’s Building, where some of the scheduled lectures are held. Also, access is required to use certain facilities and machines within the building. Kumud Joshi (KJ), added that access to labs and facilities is restricted to only a limited amount of time.
2. AN, reported a number of modules provided feedback on assignments and work after the proposed feedback timeframe.
3. AN, some students have requested for study spaces to be portioned/dedicated between undergraduate and postgraduate students, as many struggle to find booking spaces.
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|  **Action/Key Decision:** **Who: 1. Kath Evans When: ASAP**  **2. Andy Roberts**  **3. Andy Roberts**  |
| 1. KE this issue was brought to attention previously and should have now been resolved as of yesterday. Any persisting problems will tried to be resolved promptly.
2. Andy Roberts (AR), regarding late feedback to students, will directly report back to the school and reiterate the 20-working day policy on feedback.
3. AR this will be taken up with the library as soon as possible to see what solutions can be put in place concerning availability of study spaces.
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|  **Rep Feedback: CHEMY (Postgraduate)** |
| Alexander Holton (AH), issues were highlighted in the SSP meeting and was resolved at the time. No other concerns to report back.  |
|  **Action/Key Decision: N/A Who: N/A When: N/A** |
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|  **Rep Feedback: CHEMY (Undergraduate)** |
| Daniel Gorst (DG), reported that students from 3rd and 4th year are concerned regarding their projects as the new Translational Research Hub is still largely unusable due to incompletion. This has caused some disruptions amongst students in their projects. The issue was discussed in the SSP meeting, where it was agreed students who have been affected will have special consideration.  |
|  **Action/Key Decision:** **Who: Andy Roberts When: ASAP**  |
| AR, will follow up with the College Board on the subject of the new Translational Research Hub.  |
|  **Rep Feedback: EARTH** |
| Charlotte Hogg (CH), nothing to report back at this moment in time as the upcoming SSP meeting will be held this week. However, CH gave appreciation to the lecturers on providing feedback on dissertations very efficiently.  |
|  **Action/Key Decision: N/A Who: N/A When: N/A** |
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| **Rep Feedback: ENGIN** |
| 1. Ibrahim Hindal (IH), stated several students have requested an Engineering programming support service as many of the modules involve aspects of programming, especially for later year students.
2. (IH), reported that computer rooms within the building need cleaning and regular upkeeping. Issues were raised about the Engineering toilets in previous SSP meeting, this has again been highlighted.
3. (IH), a number of students have made complaints concerning the pricing of meals at the Trevithick Restaurant/Canteen. Additionally, students have asked for clarity on if the restaurant food is halal/ is being prepared in a halal manner.
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|  **Action/Key Decision:** **Who: 1. Andy Roberts When: ASAP** **2. Kath Evans**  **3. Annabel Hurst**  |
| 1. AR, discussion for potential extra support from PhD students can be taken up with the school.
2. KE, this can be directed to the appropriate person for resolving.
3. Annabel Hurst (AH), clarifies the prices of the main course meals and informs of the discounts available during certain periods of the day. AH, confirms the chicken is halal, however, there is no guarantee the chicken has been handled in a halal manner.
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| **Rep Feedback: PHYSX** |
| Fin Headley (FH), no major issues to feedback, though there have been some confusion with pass marks and gaining access for particular students who are on integrated courses. Also, earlier release of exam dates would be beneficial to students.   |
|  **Action/Key Decision:** **Who: Andy Roberts When: ASAP** |
| 1. AR clarifies the pass mark of the different academic years and within different courses. FH will forward an email to KE about the access issues.
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| **Staff Updates:**  |
| **PSE (Andy Roberts, Dean of Undergraduate Studies)** * Reminder for students to complete the National Student Survey.

**Student Futures (Llinos Carpenter)** * Final themed week, careers/futures fair being held tomorrow and will be the last chance students are able to meet employers. The event will be posted in the chat so students can share this.
* Engineering Forum will be hosting an event for Babcock, all year groups are welcome and the event will provide information on graduate schemes.
* There are schemes available for students with business ideas, where selected proposals are awarded investment prices.

**University Catering Services (Annabel Hurst)*** Meal prices have been kept at a minimum cost as much as possible, where meals after 14:00 at the Trevithick Restaurant are at 20% discount.
* Keep an eye out on CUFoods social media for daily deals, updates and events.

 * Feedback is always welcome.

**Students’ Union (Michaela Hennessy)*** Running of spring elections, link has been posted on the chat.
* The enriching student life awards (ESLA) nominations are still currently open. Nominations close Friday 17th.
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|  **Any Other Business:**  |
| Elena Jones (EJ), raised concerns about the National Student Survey disqualifying students from completing the survey.  |
|  **Action/Key Decision:** **Who: Andy Roberts When: ASAP** |
| AR, will follow this up with the Student Voice Steering Group.  |