

PSE College Forum		
Date: 20/11/19	Time: 15.00	Location: 4J SU
Chair:	Tomos Evans (Vice president education)	
Minutes:	Lucy Davies (Student Voice Coordinator PSE)	
Apologies:	Amanda Coffey, Annabel Hurst, Alan Kwan, Jane Harding	
In attendance:	<b>Staff</b>	<b>Reps</b>
	Linda Davies (libraries) Julie Gwilliam (PG Dean for PSE) Paul Jones (IT) Kath Evans (college education manager) Lucy Davies (student voice coordinator) Tomos Evans (VP education)	Elizabeth Higham (ARCHI) Jonathan Matchett (EARTH) Nourah Alsagga (EARTH) Stanley kitchen (MATHS) Megan Lewis (CHEMY) Katherine Laney (CHEMY) Ellen Thomas (ENGIN) Ahmed Mohamed (ENGIN) Ben Homewood (PHYSX)
Ratification of previous minutes:		
Approved		
Agenda item: students' union update		
<p><b>A Quality Enhancement Review (QER)</b></p> <p>In March 2020, Cardiff University is being reviewed to ensure that it is meeting the standards expected of it. Your Students' Union is contributing to the review by submitting a document that reflects the student experience, based on 5 years' worth of data. Jackie, your SU President, is also the Lead Student Representative of the process.</p> <p>As part of the review, the team visiting from the Quality Assurance Agency (QAA) will be meeting with students, in order to find out more about what it is like to be a student at Cardiff University. If you are interested in finding out more or being part of the process, then please get in touch with <a href="mailto:studentreps@cardiff.ac.uk">studentreps@cardiff.ac.uk</a></p> <ul style="list-style-type: none"> <li>• AGM (annual general meeting) will be taking place on Thursday 21<sup>st</sup> November from 6pm in the great hall, first floor of the students' union.</li> <li>• New entrance to the students' union on park place is now being used, as demolition of the old steps is underway. There should be disabled lift access by the 30<sup>th</sup> November. Asked the council to put up lighting and CCTV cameras. Employed additional security staff, will be making it safe and secure.</li> </ul> <p>Feedback from reps:</p> <ul style="list-style-type: none"> <li>- Very cold and enclosed</li> <li>- More signage is needed</li> <li>- Security issues have been raised</li> <li>- Concerns around material, switching from metal to concrete, plastic lining is flammable?</li> </ul>		



Tom: There should be disabled lift access by the 30th November. Asked the council to put up lighting and CCTV cameras. Employed additional security staff, will be making it safe and secure.

Action Point:	Who will do it?	By when?
Tom to pass along feedback from reps about the steps/entrance to the students' union	Tom	ASAP

#### Agenda item: Libraries Update

##### Library Spaces

We are undertaking extensive analysis of our printed collection to identify items which are no longer in demand from our students and academics so that we can use the space more effectively and design more study space that meets the current and future needs of our students.

This will mean that some of our library spaces, which currently hold printed items, will be re-designed over the next 12-18 months. We are working with Schools to identify priorities, and also engaging with students. The main changes will take place in the Aberconway, Music and Science Libraries and in ASSL. The majority of the physical collections from these libraries are likely to be moved into ASSL and other libraries.

Low-use materials will be moved elsewhere, or responsibly removed from the collections to enable us to make better use of the space.

Alongside this, we are continually increasing our electronic collections.

We have been undertaking some student engagement, and have received over 1200 responses to a survey and pop-up events held in Oct. Key messages which are emerging from this are:

- More quiet and silent spaces
- Group spaces (but lower down the priority list)
- More plug sockets
- Space to spread out, but also important to have a sense of privacy
- Kitchen facilities

We'll be running some focus groups later in November – dates to be announced. We are also talking to staff-student committees and the Students Union.

#### Agenda item: PSE college update

- Annual review and enhancement (ARE) is underway. It is a new process this year. It is a formal way of all the feedback that comes through the different channels about the student experience get reviewed at school, college and university level.
- Action plans have been produced for each school. We wish to have student engagement involved in this process, encourage you to be part of this.
- Will be launched in January. PTES (Postgraduate taught experience survey) will be running this year.
- Study group – run an international foundation programme with the university. It is a positive. Students will be around on campus next year.
- Strike – strong process in place this time around, learned from last time. Much more prepared. Varied impact, down to individual staff. Schools will be recording every module that has been effected. Will not overall impact your degree.

ENGIN rep: what happens with design session where content can't be caught up on.

Julie: FAQ's will be available tomorrow. All schools will have direct points of contact for students. Q&A sessions are going to be set-up. Encourage you to attend these in your school.

ENGIN: What happens if the content that was missed is in the exam?

Julie: It should be abstracted from the exam. Communicate with the schools and ask them questions, they can send your questions up to committees.

#### Agenda item: IT update

Addition to the My timetable app, having an item to let you know if the lecture will be recorded, will be available in the details. Is this something to proceed with it?

Agreement by reps that this would be useful.

#### Agenda item: Rep Updates

Subject of heating in EARTH:

Tom – have been contacted about the heating in the school of Earth by students, request has been sent onto the estates team to see what they can do about this.

ENGIN rep – lots of feedback raised at last SSP: Student support services, health and wellbeing, lots of people trying to access the service but not getting anything back from it. 5-day waiting time.

Julie: Resources will hopefully be increased in this area. There are student wellbeing champions who have had training. Can email Concerned about a student. Really helpful service for everybody to be aware of.

Tom – reason why there has been a delay. Recruited more members of staff, three additional members, which should help lighten the load. University is acutely aware. Lack of space in park place. Head of student health and wellbeing are trying to provide more room. Physical space is a restriction at the moment, are working really hard. Do offer a lot of workshops to help with dealing with stress/exam workload etc. there does need to be variety of support methods.



Student Academic Reps  
Cynrychiolwyr Academaidd Myfyrwyr

Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd

## Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

ARCHI rep: asked if is there a phone call service that can be used as a medium.

Julie: Suggested that Student support should go to student staff panel and college forum.

EARTH rep – transforming science library, in partnership with peter hale. All staff/students are against transforming science library into study space. Chemistry is also effected.

CHEMY rep – science library is main subject of feedback. We haven't had SSP yet but this feedback has been raised quite a few times. In agreement with EARTH about not wanting to lose the library.

ARCHI rep – raised the issue of student support but nothing else to report as of yet.

PHYSX rep – getting funding for sheltered bikes in queens building and senghennydd.

ENGIN rep – huge amount of people to cycle. Three bikes hooked up to one pole. Recent Issues with Wi-Fi, can't get the Wi-Fi in the library. Can't get in the study rooms. Use of disposable coffee mugs in meetings in queen's.

Linda – did replace access points in the libraries 4 years ago. Been made aware it's happening.

Paul – log it with IT service. Can maybe reconfigure the kit. Longer term plan university has invested in a refresh network project for the entire campus. It will improve but will take some time to implement.

**Action.** 2.06 and 1.05 in main building have issues with Wi-Fi – Paul to take this back.

Let us know what room is effected and log it so we can see how to improvement. May be able to put in a temporary fix. There is a budget for troubleshooting.

**Action for reps:** to take this back to reps/students and encourage them to log this. All students should log the call. More calls the better. Raise the importance.

Earth rep – Wi-Fi doesn't exist in certain lecture theatres. Concerned about the moving process of the library. Any plans to fix the fossets in main building? Wasting water.

Julie – signed up to climate emergency agenda. Working quite hard to ensure the sustainable become embedded within the degrees within the college. Will be working closely with mike Bruford (new dean for environmental sustainability).

Linda: there is a need for more physical copies in archi. Trying to balance between needs of the subject areas.

PHYSX rep – different seasons throughout the year, having a more dynamic use of the study spaces. During revision period, having more silent areas?

Linda – looking at this. Thinking about the nelson room, big glass boardroom, flipping that to be silent space during exam period. Survey sent out to three of the home schools. Providing more power.

EARTH rep – eBooks? Are you disregarding hardcopy books?

Linda – looking at it to be additional, going forward in the future buying less copies of hardcopy books. Can have an extended loan period for any students with disability/dyslexia  
Price difference between eBooks and hardcopies. Varies in price depending on publisher etc. some books are 1 user or 3 user licences etc. more expensive than a print copy.



## Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Linda: Time consultation of moving the books from science library to Bute library. Have to reduce staffing. Trying to maintain as much of the service as possible. Not planning on making major changes this academic year, depends on business case going to UEB.

CHEMY: Students wanting to know the turnover period.

Linda: Target is aberconway stock going to ASSL first. Peter hale is the subject librarian will give you the update when this will be happening.

Julie – head of schools has also been raising this feedback too.

Action Point:	Who will do it?	By when?
Check out Room 2.06 and 1.05 in main building having issues with Wi-Fi	Paul Jones	Next meeting
Reps to encourage students to log any IT problems as soon as possible	chairs	Next meeting
Student support to be invited to next college forum	Student voice	Next meeting

Commented [LD1]:

Any Other Business: