# College Forum Meeting Minutes

##  ***BLS Undergraduate College Forum***

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|  **Date:  02/12/2024** | **Time:  13:30-14:30** |  **Location: Teams** |
|  Chair:  |  Shola Bold – VP Heath Park |
|  Minutes:  |   |
|  **Apologies:** |
| Staff: | Student reps: |
|   | Zoe Brown – DENTLMillicent Brodie-Cooper – DENTL Sadia Rahman – HCARE Alisha Reed – PSYCH  |
|  **In Attendance:**  |
| Staff: | Student reps: |
| Amanda Tonks – PG Dean for BLSEliska Zidova – BLS College Education ManagerPaul Jones – IT ServicesLindsay Roberts – Library ServicesJane Harding – Deputy Head of Student AdviceZoë Hayne – Academic Representation Coordinator Hannah Fatkin – Deputy Head of Student Voice | Alexandra Wilson-Newman – BIOSILiliana-Louisa Seidel – BIOSIAlyssa Davies – BIOSIJoshua Tandy – BIOSI |
|  **Update on Actions from the Previous Panel:** |
| n/a |

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|  **Rep Feedback: BIOSI**  |
| 1. Alyssa Davies mentioned that Joshua Tandy plans to raise the issue of the BIOSI cafe lacking a microwave with the Head of Catering.
2. Alexandra Wilson-Newman critiques that the BIOSI cafe charges 10p for hot water, whist cold water is free.
3. Alyssa Davies enquired about when the Students’ Union website will update to show the new Student Rep information.
4. Joshua Tandy mentioned that some students feel that mental health support services would be more effective if they were independent to each school, rather than centralised, for tailored support for students. Joshua Tandy draws upon the structure of Student Futures, which provides both centralised support and school-specific support, as the ideal system for mental health support services.
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|  **Action/Key Decision: Who: Hannah Fatkin When: beginning of the second semester** |
| 1. Hannah Fatkin said the Student Rep information update can be expected towards the start of the second semester. Hannah Fatkin explained that the Students’ Union web team are working to create a system that automatically updates information, to reduce delay in the future.
2. Amanda Tonks addresses Joshua Tandy’s point by highlighting the difference between pastoral support and specialist mental health support. Amanda Tonks said that is it important for students and staff to understand the boundaries of peoples’ specialties; specialist mental health support cannot be provided at a local level if that is not a staff member’s area. Amanda Tonks said that the ‘centralised’ structure is essentially the university’s specialist support service, whilst pastoral support can be given from within the school.
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|  **Rep Feedback:**  |
| **n/a** |
|  **Action/Key Decision: Who: When:** |
| n/a |
|  **Rep Feedback:** |
| n/a |
|  **Action/Key Decision: Who: When:** |
| n/a |
|  **Rep Feedback:** |
|  n/a |
|  **Action/Key Decision: Who: When:** |
| **n/a** |
| **Staff Updates:**  |
| **Department/Service name: College Education*** Amanda Tonks provided an update that there are a number of schools going through revalidation, as well as implementation of new policies around assignments and marking.

**Department/Service name: Library*** Lindsay Roberts provided a reminder of the closing and reopening dates for the libraries over the Winter Holidays, as well as which libraries will be open 24/7.
* Lindsay Roberts informed attendees that students can give feedback to the library to improve services and provided a link to do so.
* Lindsay Roberts informed attendees that the library has produced new videos and guides on their YouTube channel detailing how to request items that the library do not currently own.
* Lindsay Roberts mentioned that the university have subscribed to a new AI software, which all students now have access to.
* Lindsay Roberts provided a reminder that the library are collecting food donations for charity up until the 20th of December.

**Department/Service name: IT*** Paul Jones reminded attendees to stay informed on cyber security.
* Paul Jones informed attendees that the IT team are increasingly implementing multi-factor authorisation, meaning that students will be using sign-in codes more
* Paul Jones informed attendees of the dates of temporary unavailability for Sims and Learning Central.

**Department/Service name: Students’ Union*** Jane Harding reminded attendees of Student Advices’ role and specialisms: housing advice and academic advice.
* Zoe Hayne updated attendees on the number of feedback cards collected over Speak Week, and informed attendees that these will be categorised, typed up, and sent to the schools to be acted on.

**Department/Service name: Sabbatical Officers*** Shola Bold gave an update that the Sabbatical Officers have been planning and organising the recent AGM, and that they are currently going through trustee questions to follow through.
* Shola Bold reminded attendees that the Sabbatical Officers are currently working on abolishing the Student Parking Ban.
* Shola Bold reminded attendees that there will be a Winter Wellbeing fair and craft session taking place in the following weeks.
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|  **Any Other Business:**  |
| **\*This conversation began as a result of Joshua Tandy’s point 4 under BIOSI feedback\***Jane Harding added to Amanda Tonks’ response that staff are required to signpost professional mental health support services to students who need more specialist support as opposed to pastoral support. Jane Harding also highlighted the role of the disability advisors of each school, who understand the nature of each course and can offer tailored pastoral support.Amanda Tonks highlighted the importance of understanding the specialist requirements of a program. For example, a student may need access to a lab bench that is adjustable – specialist requirements like these are specific to a particular program and not applicable to all courses. Amanda Tonks said that the more that students interact with these services, the better they can become.Alexandra Wilson-Newman added that she was very proactive with these services in the past but have still had negative experiences, such as long waits for requests to be acted on.Jane Harding said that Student Advice is available to support students through situations like those described by Alexandra Wilson-Newman. Jane Harding also highlights the complaints procedure if the situation escalates or does not improve.Shola Bold said that she will follow up and get involved where she can to improve the issues that were covered in this conversation. |