# College Forum Meeting Minutes

##  ***PSE Undergraduate College Forum***

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|  **Date:  05/12/24** | **Time:  13:00-14:00** |  **Location: Teams**  |
|  Chair:  |  Catrin Edith Parry – VP Cymraeg  |
|  Minutes:  |  Isabella Reynolds – Student Voice Assistant  |
|  **Apologies:** |
| Staff: | Student reps: |
|  | Esther Olusola - ENGIN |
|  **In Attendance:**  |
| Staff: | Student reps: |
| Martin Chorley – UG Dean for PSEKath Evans – PSE College Education Manager Paul Jones – IT ServicesNicola Jones – IT ServicesKaren Jenkins – SU Student AdvisorZoë Hayne – Academic Representation Coordinator  | Thomas Mahoney – ARCHIMorgan Edwards – CHEMYOscar Cooper – EARTHEfa Maher – MATHSLeah Holland – MATHS  |
|  **Update on Actions from the Previous Panel:** |
| N/A |

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|  **Rep Feedback: CHEMY** |
| 1. Morgan Edwards mentioned the negative feedback from students on teaching labs due to overcrowding and long waits for materials within the labs. Morgan Edwards noted that this has been previously mentioned, a solution has not been discussed.
2. Morgan Edwards said that students would like better communication from the school regarding the year in industry / year abroad, as well as a way to communicate with students who have completed the experience to get advice from them.
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|  **Action/Key Decision: Who: Kath Evans When: n/a** |
| 1. Kath Evans suggested herself and Martin Chorley speaking to the DLT. Martin Chorley said that the school will be contacted for an update on a project to refurbish older labs and use them for teaching.
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|  **Rep Feedback: EARTH**  |
| 1. Oscar Cooper addressed student concerns with assignment clashes due to the late release of an excel spreadsheet.
2. Oscar Cooper said that some students were requesting a third-year module information session about assessment types and the like.
3. Oscar Cooper raised complaints about the bike locks on the main building being too heavy, as well as a lack of plug sockets in the large Shandon Lecture Theatre.
4. Oscar Cooper mentioned that students would like lecture slides to consistently be uploaded to Learning Central 24-hours prior to lectures.
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|  **Action/Key Decision: Who: Martin Chorley When: 2025/6 academic year** |
| 1. Martin Chorley said that the university is working with all its schools in revisiting policies around assignments, and that there is ongoing work to provide a better view of assessment timings.
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|  **Rep Feedback: MATHS** |
| 1. Efa Maher raises the issue of lack of study space in the MATHS building.
2. Efa Maher also notes that the majority of MATHS students; timetables are not being hosted in Abacws whatsoever. Efa Maher highlighted that MATHS students are often reliant on laptops for computing modules, and there are not plugs in the majority of the old lecture theatres. It is noted that older lecture theatres also have poor recording quality, creating issues for MATHS students as they cannot see what is being written on the whiteboard.
3. Efa Maher said that coursework deadlines need to be communicated to students more effectively.
4. Leah Holland later added that some students felt that there is not enough guidance on grade boundaries and the way assignments are marked.
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|  **Action/Key Decision: Who: Paul Jones, Martin Chorley When: n/a** |
| 1. Paul Jones said that the IT team are working closely with a learning and teaching academy to encourage the use of visualisers.
2. Martin Chorley said that the university must ensure that there are more workspaces available which will hopefully reduce the number of students in Abacws.
3. Martin Chorley addressed Leah Holland’s point by explaining that all schools should have a set of marking criteria available for each assignment. It was suggested that if this is not the case, this must be brought up to the school for amendment.
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|  **Rep Feedback:** |
|  n/a |
|  **Action/Key Decision: Who: When:** |
| n/a |
| **Staff Updates:**  |
| **Department/Service name: College Education*** Martin Chorley reiterated that the university is currently working on revisiting policy around assignments and marking, as well as ensuring clear communication about mark schemes and deadlines between schools and students.
* It is also mentioned that the university has been working on first year progression – the number of students that pass the first year, the first time. Martin Chorley said that this has improved by 10% since two years ago.
* Kath Evans added that the launch of the NSS will go ahead on the 3rd of February 2025.

**Department/Service name: Library*** Nicola Jones provided a reminder of the library opening hours across the Winter Holidays.
* Nicola Jones provided a reminder that food bank collections are continuing in all staff sites until the 20th of December.
* Nicola Jones provided a link to where students can submit feedback to improve the library services.
* Nicola Jones mentioned that the university have subscribed to a new AI software which all students can now access.

**Department/Service name: IT*** Paul Jones provided a reminder on cyber security and provided a link to where this can be learnt about.
* Paul Jones informed attendees of dates for temporary outages for Sims and Learning Central.

**Department/Service name: Student’s Union*** Zoe Hayne gave an update on the number of feedback cards collected during Speak Week, and explains that this feedback will be processed, categorised, written up, and taken to the schools to be acted on.
* Karen Jenkins provided a reminder that the Student’s Union will be holding a Winter Wellbeing event, as well as providing the dates for the temporary closure of Student Advice over the Winter Holidays.

**Department/Service name: Sabbatical Officers*** Catrin Edith Parry shared dates for Winter Wellbeing events over the Winter Holidays.
* Catrin Edith Parry informed attendees that Sabbatical Officers attended a Cardiff Council meeting to protest the ban on student parking.
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|  **Any Other Business:**  |
| n/a |