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Minutes of Course Rep Forum

Held at 11:00am on 7th/8th November 2016 at University House, Meeting Room 1

Date of meeting	07/11/16 08/11/16
Attendance	144 Attendees 42 Apologies

1 Apologies

Please ask EC for apologies

2 Welcome

Welcome from VPE

3 University Matters

HUU invites guests from the University to engage Course Representatives with projects and plans, and for feedback.

i) Student Engagement and the Library (Mike Ewen, LLI Online Co-ordinator)

Course Reps were invited by the VPE to provide quality feedback on the student experience concerning the library. ME noted down feedback and answered the issues raised by reps. Topics discussed included: skills sessions, room bookings, student behaviour, opening times and reserving books.

Positive feedback included the overall experience and fantastic facilities in the library. Skills workshops proved to be very helpful to students and there was an enthusiastic response to the availability and wide range of eBooks and eJournals. The Larkin Learning Space elicited



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positive comments with reps enthusiastic about potentially seeing more of the same in other buildings. EC reported that the Canvas discussion group also had positive comments for the library, particularly organisation and content of the study skills workshops.

Please see the action register for queries relating to the library.

ii) Estates and Facilities Q&A – Tuesday only (Robert Labrom, Head of Space Planning)

RL introduced himself and his role, and discussed the Estate team's plans for the future of the campus, including car parking and the West Campus residence. The plans for the FOSS building and where students would be placed when the building is demolished was also discussed.

Reps reported very positive feedback on the renovations to the Middleton Hall including the new café. EC reported that reps had praised the woodland and garden areas on Canvas, as it makes people feel welcome and looks great.

4 VP-Education Briefing

VPE informs reps of his projects for the semester

i) Feedback Fair

On 8th December the Feedback Fair will take place in the library. There will be stalls covering different areas, such as Postgraduate experience, Academic Support Tutors, and the Student-Led Teaching Awards. VPE asked if anyone would be interested in volunteering and a call out will be made closer to the date.

ii) Online Course Rep Forum

On Tuesday 22nd November 19:30, there will be an online Course Rep Forum via Canvas Conference calling. This is for students who were unable to attend the Forum, such as those on placement or in lectures. Reps will be invited to log-on to the conference call and VPE will inform them about developments in education. Reps will get points if they attend, although this is not compulsory.

iii) Online Training Modules



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VPE announced that he is developing online videos to aid in the development of employability skills for reps. VPE asked reps what kind of skills they would want to enhance, with the reply being conflict management, resolving problems, and chairmanship.

iv) Union Council Briefing

VPE discussed the decisions made at the most recent Union Council, and elaborated on the impending vote on the governance of the Union, which will have a big impact on how students are represented at the Union.

5 Forum Rep Election

Elections for the Forum Reps were undertaken. These reps will be expected to represent the Forum at Union Council, Education Zone, and also sit on Learning Space Advisory Group (LSAG). The two students elected are Carla Busuttill (Psychology) and Lisa George (Law).

6 Any other business

Course Reps were informed about the launch of the Student-Led Teaching Awards on 22nd November, and the current situation with Course Rep training. More training will be organised soon.

Update: 144 reps attended the Course Rep Forum. This is a record number. Thank you to all reps who attended.

7 Next meeting will be – Monday 5th/ Tuesday 6th December at 11:00am until 12:30pm in Meeting Room 1 (University House).

Course Rep Action Register 7th/8th November

Area	Issue	Action required (VPE and committee/directorate and other notes)	Progress
The Brynmor Jones Library	Students on the higher floors of BJL are distracted by the sunlight shining through. Reps suggested blinds or some other shield for these floors.	Mike Ewen (ME) to raise suggestion to BJL VPE to raise in meeting with library	Passed to Library staff for discussion
	Technology: USB adapters are a great idea, is there a possibility to have more? On the same theme, are there any plans to upgrade the AV capability of bookable rooms?	ME to communicate feedback to BJL staff	Library are investigating the options to add Apple lightning connectors and other connectivity to group learning rooms. There is a USB ports are available for every PC
	Opening Times: Reps, particularly those present over the Christmas period, inquired on the opening times of the BJL. ME answered that opening times will be 24/7 until Christmas Eve, reopening on 3 January.	BJL to communicate opening times on screens and update website Course Reps to communicate times to students	Correction: Close midday 23 rd December in line with University opening times.
	Workshops: Postgraduate Taught students have essays to do within a few weeks of semester commencing. Is it possible for some of the library drop-in sessions to take place in the first week of semester – particularly the Referencing Workshops? Earlier sessions would be hugely beneficial.	VPE & ME to communicate feedback to the Library Skills Team.	Passed to Skills team ahead of their next planning round
	Room bookings are on the hour, just like lectures. Is it possible to move times slightly so students do not lose 10 minutes going to and from lectures?	It was felt that the room booking times were a fair reflection of the timetable.	No action needed
	Room Bookings: It can be frustrating when students see a room empty but not able to use it because others have booked it. ME explained that if a student does not use their booked room after 30 minutes then it becomes void, and	Course Reps to disseminate the '30-minute rule' to students.	No further action needed

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	other students are entitled to the room.		
	Temperature: Some study rooms have been particularly cold. ME answered that certain sections are cooler and Estates set up temperature for the building.	VPE/Forum Reps to raise issue with Estates	
	Book Reservations: If a student does not claim a book, or a book is requested, then the next person in line can pick up that book after 3 days. This is not happening at the moment.	ME to communicate this to BJL staff.	There was an issue with the system. Library staff have been working on a fix and believe it to be resolved. Please raise any further issues with a member of staff.
	Student Behaviour: More students are using their laptops/tablets at a computer station, without actually using the desktop. This is frustrating when computer stations are full. Also students are forming in large social gatherings, distracting others in the process.	ME to take back to BJL staff.	When particularly busy staff will enquire with such students if they are using the PC and if not if they'd be prepared to move to a different space. We are aware that many students use multiple devices as part of their work but we will try and help whenever possible.
	Computers: They take a lot of time to log-in – sometimes up to 5 minutes.	VPE to raise in library meeting	ICTD are working on this issue.
	Postgraduate Lounge: It is unfair that Postgraduates who are part research/part taught cannot utilise this study space. It was suggested that the name of the space should be changed to reflect that only PGRs can use this space.	VPE to raise with BJL	
	KDL: There are no courses relating to Drama and English at Scarborough anymore, yet these books are still at the KDL. Can students be informed of the timescale for moving these books to the BJL?	VPE to raise with BJL	

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Timetabling	Year 3 Nursing: Big issues in rooms not being able to accommodate the cohort. Students have been sitting on the stairs in Wilberforce lecture theatres.	VPE to raise in Timetabling meeting with University.	This is being addressed with FHSC. Issues around data captured and cohort sizes due to size of Estate. Further compounded by Induction week, plans in motion to address this.
	It was reported that some mature students have dropped out of University because of the constant change to lecture times – could not plan ahead properly.	More information required	TT comments-more info needed as this would better inform our desire to further reduce timetable changes and have a baseline tolerance level for number of changes to manage expectations and stop this from happening.

Area	Issue	Action required (VPE and committee/directorate and other notes)	Progress
General Estates/Facilities	Car Parking: Lack of Parking space, permit system is proving to be awkward and confusing	Student consultation of parking issues has begun	Students are being included in the planning process and have been asked for feedback
	FOSS: Concern about the computer room being demolished as what will replace it? Rooms at the moment very cold or too stuffy.	Estates to communicate to HUU on the contingency plans between FOSS being demolished and the medical Building opening	
	Hardy Biomed labs: The furniture is generally worn with seating uncomfortable.	RL to take back to Estates (Done 09/11/16) Forum Reps to raise at LSAG	
	Hardy Ground Floor: Students are using this area more as a study space. It was suggested that students will want to utilise this space further, as only 8 students at a time can use it. Comparisons were made to the success of the Larkin Learning Space.	RL to take back to Estates (Done 09/11/16) Forum Reps to take back to LSAG on how this space can be utilised by students.	Estates team will look at spaces such as this and see how they can be utilised

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External Lighting – Female students in particular are feeling vulnerable near Sports Hall (especially car park), and Salmon Grove woodland during the dark.	RL to take back to Estates (Done 09/11/16) Forum Reps to raise at LSAG	Discussions are ongoing on the lighting on the Campus.
Larkin 201: Ventilation/windows need to be reviewed as this area lacks fresh air	RL to take back to Estates (Done 09/11/16) Forum Reps to raise at LSAG	
Larkin Theatre C&D: Needs looking after, the room gets too hot and students are having to take a break half way through.	RL to take back to Estates (Done 09/11/16) Forum Reps to raise at LSAG	A review is taking place on all teaching rooms in Larkin and how they can be improved.
Furniture: Hardy North Teaching Lab – Uncomfortable wooden benches. Lesley Downs – a few seats do not have padded rests.	Forum Reps to take to LSAG	
Gulbenkian: Donald Roy Theatre bottom right hand side on the seating bank there is a leak.	RL to take back to Estates (Done 09/11/16) Forum Reps to raise at LSAG	
Wilberforce Lecture Theatre 1 & 2: Difficult to hear lecturer when sitting at the back, even when microphones are on.	RL to take back to Estates (Done 09/11/16)	Estates have set the microphone levels in these spaces and a sound test was undertaken. A notice has been printed out and attached to the monitor suggesting that lecturers use the lapel microphones to ensure that students can hear the lecture clearly.
Smoking: The old library in Robert Blackburn has recently been turned into a PhD office, outside the office there is a bench where many people see it as a social space and sometimes smoke, it is very distracting	RL updated reps on the plans for smoking space at the university. Forum Reps to raise at LSAG	A smoking policy is being worked on, with designated smoking areas. The policy will be catered towards non-smokers.
More signage is needed on campus. A lot of people were lost in the first few weeks. Would like to see more signage	Forum Reps to raise at LSAG	Feedback has been taken on board, Estates will look further into this.

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	similar to that outside Middleton Hall.		
	Wilberforce LT2 – Whiteboards are covered with permanent ink and therefore unavailable for use.	VPE to raise with estates	
Area	Issue	Action required (VPE and committee/directorate and other notes)	Progress
Finance	Social Work – Time between payments at registration and bursary is too long. Students struggling to obtain £500 before registration and hardship loan could only be accessed until after registration.	VPE to raise with Finance. EC to send minutes to Finance – awaiting an answer.	

Area	Issue	Action required (VPE and committee/directorate and other notes)	Progress
Canvas/iHull	Some Reps enquired as to the possibility of timetables on Canvas – then everything will be collated into one area.	EC to raise in meeting with TEL	The possibility of this is being assessed. Developments are ongoing, however AIS system will need to be updated before this can happen.
	Reps suggested an interactive University Campus Map on Canvas or iHull	TEL to update Reps on developments	Campus M project is currently developing this.
	Some students were getting too many e-mails notifying them that Canvas had been updated.	It was suggested that students look at their notification settings on their account.	Some students are enrolled on old courses/ or courses they have switched from since starting a new course. TEL do not know which courses/students have been affected, so if you are still receiving notifications from modules you no longer participate in please contact tel@hull.ac.uk
	International students enquired as to when lectures will be recorded. Sometimes hard to keep up, so being able to watch lecture again would be hugely beneficial.	EC to raise in meeting with TEL	A policy is currently being devised which will require approval from registry services. Once this is in place the University can move forward on Panopto (Lecture Capture)