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| Student Dean Forum Term 1 22/23:  LCC Screen | | | |
| Date & Time:  29/11/2022 | UAL Staff in Attendance:  Zey Suka-Bill | Arts SU Officer in Attendance:  Sophia Nasif | Arts SU Staff Facilitator:  Laura-Anne Head  Rachel Wornell (minutes) |

**Theme:**

Course reps were asked to provide feedback from their courses/cohorts on topics centred around their experience of beginning a new course/year, as well as their experiences of Welcome at UAL and the SU; Deans and Students were also asked for any other points they wished to raise on the agenda in advance.

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| **Topic** | **Feedback from Course Reps** | **Response and Suggested Solution** |
| Start of the year: Welcome, inductions, enrolment | MA VFX: onboarding was smooth and welcoming  Some students Couldn’t enrol until two weeks before the start of term. | ZSB: There was a new system this year for enrolment, and it took longer than expected to check qualifications, especially MA and international checks. These issues have been fed back to Helen (head of admissions). It has been taken very seriously and measures have been put in place for next year. |
| Course communications | No significant feedback |  |
| Any other business | Some students have issues with tapping into classes, for example students who can’t attend in-person because of rail strikes or longer-term issues such as disabilities. Especially for students with disabilities, would it be possible to have a formalised system for checking in online so that students don’t have to email course support to correct their “absence” in the attendance system.  MA term dates are hard to find online and students find it plan ahead as they don’t know when term ends. There is particular concern about summer term dates differing from those listed online.  Reps have created a padlet to bring together issues from students on their course regarding academics, technical offerings etc. Course leader is an admin of the padlet, so they can gain feedback as it is shared.  School rep is able to get feedback from course mates, but not from other reps in the school.  Some students are unhappy in first year animation. People thought they would be learning more fundamentals and technical skills. Course is quite creative and gives the opportunity to try things out, but it is different to what students were expecting.  MA Games Design had a bigger intake this year, and it is felt by students on the course. Students feel a lack of connection with each other, and this makes it hard for students who are moved into their second group rotation and then have to work on group projects. It feels hard to commit to working on a large-scale project with a student you have never worked with previously. | ZSB: Students can email their Course Support Assistant before or after a class to register online attendance. There is currently no systematic way to register attendance online. Zey will raise the possibility of introducing a way to digitally sign into classes with the university group currently looking at the attendance monitoring system.  ZSB: Course tutors should be able to tell you when you finish teaching. Aware dates are different and that it can be confusing when you can’t find info publicly.  ZSB & SN: Agree this sounds like a good idea.  SN: Appreciate this is a difficult ask for school reps. The SU are looking to support school reps collect feedback and to host meetings where school reps can meet each other and discuss the issues.  Zey: It is always a challenge to find a balance on courses. Some technical skills can be self-taught, so course leaders try to spend their teaching time in the most effective way. If there are key skills that lots of students feel like they need, however, reps can feedback the specifics of what is lacking on the course and staff can look into offering something extra-curricular to address the issue.  SN: The Digital Learning Suite also offer Adobe classes and all students have access to LinkedIn Learning, which can support with self-directed study.  ZSB: There is high demand for the taught Adobe workshops, staff looking into creating waiting lists for these courses so that even if one workshop is full, interested students can be notified about upcoming workshops. trying to make a waiting list so that people find out when the next workshop is taking place.  Zey: Knew it would be larger this year so have put in mitigations, e.g. making part-time leader full-time etc. However, Zey takes the feedback on group work. Will talk to course leader about next year making more frequent rotations ahead of the large group project so students know who to work with a bit ahead of time.  ZSB: On lack of community on the course, Zey is looking at hosting a social for any courses that are feeling a little lonely – can speak to Zey about getting some budget for food and drink. |

**Action Log for School Dean & Students’ Union**

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| **Actions for School Dean** | **Update on Progress** | **Response to students** |
| Zey will raise the possibility of introducing a way to digitally sign into classes with the university group currently looking at the attendance monitoring system. | This issue will be raised at the UAL Attendance and Engagement Group |  |
| Zey to check in with Digital Learning Suite about the possibility of creating waiting lists for Adobe (or similar) workshops so students can be notified of upcoming sessions. | This has been raised with the Technical Team who have confirmed they will explore the possibilities of introducing waiting list. |  |
| Zey to talk to course leader about next year making more frequent rotations ahead of the large group project so students know who to work with a bit ahead of time. | The course in question confirmed that various rotations are planned for next year. |  |
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| **Actions for Students’ Union** | **Update on Progress** | **Response to students** |
| SU to look into supporting school reps to collect feedback and to host meetings where school reps can meet each other and discuss the issues |  |  |