Student Dean Forum Term: CSM C School, Term 1, 2024-25			
Date & Time: 05/03/2025	UAL Staff: Amanada Jenkins Trudi Esberger Chris Roberts	Arts SU Officer: N/A	Arts SU Staff: Eleanor Smith – Education Quality Coordinator
Number of students in attendance: 5			

Action Log for School Dean and Students' Union

Actions for **School Dean**	Update on Progress		Response to students
CR to share feedback on supporting students to complete portfolio for UCAS deadline with Course Directors and Course Leaders.			
TE to look at adding advice for students next academic year about the option to include some writing in their PebblePad portfolio submission.			
Dean to look into having a noticeboard for collaboration.			
Actions for **Students' Union**	Update on Progress		Response to students

Discussion points submitted by Deans

Progression planning and UCAS applications.

- IPF Media: Rep Feedback
    - Students feel that the course does not support them to complete portfolio work for UCAS deadline. The timeline of the course does not align with the UCAS deadline and students work outside of class on their portfolio for UCAS deadline.
    - This contributes to low attendance in class as students need to focus on personal projects for their portfolio.

- o Students would like the opportunity to get support and feedback on their portfolio for the UCAS deadline in class time.
- IPF Design: Rep Feedback
  - o Reps have noticed similar issues with low attendance on their course due to students working on their own projects.
  - o Students would also like the opportunity to get feedback from tutors on their own projects.
- Dean:
  - o Highlights that the UCAS deadline is not set by UAL and they are unable to change this.
  - o Acknowledges to need to anticipate these issues better this year.
  - o IPF Media Rep response: there has not been enough change made to the course to adapt to the UCAS deadline causing lots of extra work for students and feeling unprepared for what's ahead. Students would like more support with progression.
  - o Apologises for these difficulties.
  - o Emphasised that there is confidence from assessors on the capabilities UAL foundation students build through the course.
- <mark>Action: CR to share this feedback with Course Directors and Course Leaders.</mark>
- Design, Media & Screen: Rep Feedback
  - o Students would like to be able to upload personal statements and portfolios together in the UCAS process.
  - o TE: this is out of our hands and there is a national deadline for when the personal statement must be uploaded to UCAS.
  - o Rep: personal statement does not reflect experience and reflections by the time portfolio is submitted.
  - o CR: suggests text could be added to the portfolio on PebblePad to mitigated and this could be reflected in the advice given to students.
  - o <mark>Action: TE to look at adding this into the advice for students next academic year.</mark>

Discussion points submitted by Reps

Building Community & Support

- Rep Feedback:
  - o Students have found meeting people easy because they have done projects together and there was welcome week. Induction projects were helpful.
  - o Tutor groups formed at the beginning of the academic year and always meet on Fridays have been beneficial for creating a feeling of 'being at home.'
  - o Students would like increased opportunity to get to know, connect and collaborate with students on other courses.

- o There can sometimes be a language barrier in building community.
  - o Reps say changing class groups enable people to meet different classmates.
- Dean: what events would be helpful in building community?
  - o TE: highlights the bulletin for information about socials. Acknowledges that cross course projects could be helpful too.
  - o Dean: highlights that there has been some student-led collaboration. A noticeboard for collaboration could be helpful. <mark>Action: Dean to look into this.</mark>
  - o Dean: suggests progression meet-up for those going onto the same courses at UAL.
  - o Dean: Course Reps should email any proposals they have for socials and community building to Trudi.
- Dean: is there anything that can be done to improve the student lounge?
  - o Reps say that it is too dark in the student lounge.
  - o Reps suggest games or a pool table in the student lounge.
- Rep feedback:
  - o It would have been useful to meet students from UAL undergraduate courses in advance of applying.
  - o <mark>Action: Dean to explore this for next year's induction.</mark>

Course Experience & Progression Support

- IPF Design: Rep Feedback
  - o Lessons should be adjusted to be more in line with UCAS deadline. Some lessons could be brought forward and some pushed back.
  - o Students have little time for portfolio review.
  - o Classes are needed to support students to complete their UCAS submission before classes focusing on preparing for BA. Writing should be focused on later in the academic year.
  - o Dean: acknowledges sequencing issues.
- IPF Media: Rep Feedback
  - o The course should be better aligned with progression for a better experience for students.
  - o The course is helpful in general. Students get to try lots of things to see what they like and are good at.
  - o Course should be better aligned with progression for a better experience
  - o Students say attendance monitoring system is not recording properly and is stressful for students.
  - o Dean: quality improvement committee has been looking at this.
  - o Students receive lots of irrelevant emails from other pathways.
  - o CR: course teams can change this on Moodle. <mark>Action: CR to feed this back to course teams.</mark>

- Costume students feel a bit left out and feel they're learning fewer transferrable and have to do additional work outside of classes. It is harder for them to develop their portfolio.
- <mark>Action: Dean to pick this up with course teams.</mark>