| Student Dean Forum Term: LCF Media and Communications School, Term 1, 2024-25 | | | |
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| Date & Time: 27.11.2024 <br><br> 14:00 – 15:00 | UAL Staff: Jessica Bug (Dean of Media & Communications, LCF) | Arts SU Officer: N/A | Arts SU Staff: Lee Anderson – Education Quality Coordinator Natalie Nakkas – Education Quality Coordinator |
| Number of students in attendance: 13 | | | |

**Action Log for School Dean and Students' Union**

| Actions for School Dean | Update on Progress | Response to students |
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| **Community:** Dean to reflect on and research possible digital platform for students to connect and collaborate with one another. Dean to reach out to Andy, Moodle expert, to see if something can be possible via Moodle. | Dean is in conversation with Andy Lee and Annamarie Mckie to explore any tools/ platforms that could enable such an approach. | |
| **Communication:** Dean to take this feedback on and keep refining how to best communicate with students. | Communications to students and staff remain foregrounded in our work across the school. UAL are also working on student communications. I will keep reps informed of progress. | |
| **Self-directed Learning & Contact time:** Dean to speak to Fashion Styling and Production Course Leader to discuss time allocated to students to work on their submissions. <br><br> Dean to speak to HMUPP Course Leader to discuss contact time hours. Dean acknowledged this was a course level decision but will raise with Course Leader. | Raised with both CL's to pick up with reps at a local level. | |

| Alumni & Guest Speakers: Dean to speak with LCF Head of Cultural Programming and Deans of School across UAL to find out ways that students can find out about relevant events/speakers across UAL | Communications on events and the Cultural Programme activities are available on Canvas and are being signposted to Course Leaders. The Dean will speak with the Head of Cultural Programming re LCF events visibility and with other Deans about cross UAL events signposting for students. | |
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| Course Structure: Dean to await Yr 3 HMUPP feedback around how many students affected by extended essay option and missing out on practical classes. Dean can then follow up if something needs to be addressed. | Feedback received and shared with the Programme Director for Performance and for CHS. We will as requested double check that there are no clashes in the timetables. Neil Kirkham has confirmed that this occurred in weeks 2&3. The *Creative Industries* panels were delayed going into CELCAT (impacted by a technical issues at HH) and some courses inputted other classes into the gap. This was a technical issue that is not likely to happen again. | |
| **Actions for Students' Union** | **Update on Progress** | **Response to students** |
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**Minutes**

**Discussion points submitted by Deans**

| Agenda point 1: | **Community:** Do you feel a strong sense of community on your course and in your school? What could be done to develop a sense of belonging and community? |
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| Intro / Context: | Dean interested in understanding what students understand by community. What could that look like.

Dean gave update on feedback provided by Student Focus Groups to Associate Dean Student Experience on the theme of community.

Focus points for Dean from feedback and focus groups with LCF's Dean Student Experience: |

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|  | - Aware that students want their work displayed in the building to make it feel more student led and to share practice.<br>- Having work on the walls on each level rather than solely in formal exhibitions at East Bank.<br>- Wanting to work closely with Arts Student Union (SU) to ensure more ownership in student Hubs is given to students e.g. take overs and space for SU activity at EB.<br>- Work with Arts SU to provide more SU events on Wednesday afternoons to help build sense of belonging amongst LCF students.<br><br>Students during focus groups identified:<br>- LCF East Bank building can feel a bit corporate. Dean explained that plants/artwork and student presence is wanted across the campus and is a work in progress.<br>- Canteen feels dark. Dean wants to work with students and Reps to make it better more generally.<br>- Communication of events at LCF isn't clear. Dean suggested exploring how we can use the foyer at East Bank to signpost students to highlights of the week e.g. events going on.<br>- Wanting more networking opportunities. Dean wants to provide networking opportunities which are not forced but allow students to make connections across different courses at LCF. |
| **Feedback:** | - Yr 1 Fashion Styling and Production Rep: Course peers want more social events allowing students to meet others from different year groups in each course.<br>- Yr 3 Hair, Makeup and Prosthetics for Performance Rep: agreed with feedback adding the need for more social events to make people feel connected. Currently students mostly connect for project-based learning.<br>- Yr 1 MA Fashion Curation & Cultural Programming Rep: Gave examples of social events such as ice breakers and inter campus opportunities.<br>- Yr 1 Fashion Photography Rep: Course peers have found student socials offered can feel crowded and huddling around. Rep also added students are often unaware of events on offer.<br>- Yr 1 MA Fashion Curation and Cultural Programming Rep: Students feel a sense of belonging/community within LCF but not UAL. They added there is a disconnect between the two.<br>- Yr 3 Hair, Makeup and Prosthetics for Performance Rep: course peers want to share project ideas with wider LCF to see how to collaborate. They suggested exchange information could be available on noticeboards or on a digital platform e.g. Moodle or an app where students express what they study, what they are working on and how to get in touch with them. Summary: finding a simple way to reach out to students which is accessible. |
| **Reply/Update:** | - Dean signposted that academic collaboration amongst students will be available for students within their courses and particularly in shared programme units. |

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| | - Dean acknowledged opportunity to work more cross-college is desirable. Dean to speak to Programme Directors to explore how LCF we can develop existing opportunities to connect across different course levels and between more programmes.<br>- Dean acknowledged the need for more social opportunities in EB. Dean explained that social events are trickier as we are all now in one building. Ensuring they find a space large enough to accommodate bringing together different groups of students. Dean summarised that they would like to find opportunity for larger groups of students to come together and that this is being actively looked into.<br>- Dean acknowledged desire for student collaboration. Dean explained previously speed dating networking events had been organised and students gave feedback that it felt forced.<br>- Dean signposted students to UAL Showcase/ connecting service exists for graduates.<br>- Dean reflected that noticeboard/digital platform to allow students to network and work together could be effective. Dean to reflect on the medium for students to connect with one another. |
| ACTION | - Dean to reflect on and research possible digital platform for students to connect and collaborate with one another. Dean to reach out to Moodle expert, to see if something can be possible via Moodle. |

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| Agenda point 2: | Communication: Do you find the communication from staff to be clear and easy to understand?  Which communication methods do you find most effective? |
| Intro / Context: | Dean understands that students are emailed from lots of different departments such as the Administration, Graduate Futures, Arts SU, Housing as well as their Course Teams and Course Leaders. Dean is keen to find out whether students read their emails and whether emailing is the best way to communicate.<br><br>Dean signposted students to Moodle as the key source for students to access study information. Dean curious of whether Moodle is accessible and working for students.<br><br>Dean asked if there are other forms of communication that would be helpful for students beyond Moodle and email. |
| Feedback: | - Yr 2 Fashion Public Relations Rep: Course peers feel quite overwhelmed with all the messages as lots of different mediums are used such as emails, Teams and Moodle. Amongst course peers, Teams seem to be the preferred method.<br>- Yr 3 Hair, Makeup and Prosthetics for Performance Rep: Within course level, students appreciate emails as it is the easiest way to reach students. Students have issues with accessing information on Moodle sometimes. On this course, students also use What's app groups to share key information. |

| Reply/Update: | - Dean acknowledged feedback on communication particularly around the number of platforms used to communicate with students.<br>- Dean noted that Teams seemed a popular way to communicate for staff.<br>- Dean to take this feedback on and keep refining how to best communicate with students. |
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| ACTION | - Dean to take this feedback on communication and keep refining how to best communicate with students. |

**Discussion points submitted by Reps**

| Agenda point 1: | **Self-learning and Contact Time:** How do you feel about the split between self-directed learning and contact time? How do you feel about the amount of workshop time? |
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| Intro / Context: | Dean wanted feedback on whether the balance was effective between self-directed learning and contact time. |
| Feedback: | - Yr 1 Fashion Styling and Production Rep: Course peers feel it is the right balance as it allows students to gain knowledge, work at home and have enough time to breathe and do work effectively.<br>- Yr 1 Fashion Styling and production Rep: some students have mentioned that they would like more time to work on their submission and research in class. Rep reported there is a disconnect between class topics and submissions.<br>- Yr 3 HMUPP: Overall course peers happy with balance of self-directed and directed contact time. Some students who have paid work struggle to go to tutorials on Fridays and act on feedback for Mondays. |
| Reply/Update: | - Dean shared that Student Experience feedback was positive and LCF's Media and Communications School is remains committed to improving the community and student experience.<br>- Dean wanted to find out more around the submission time for students and therefore will speak to Fashion Styling and Production Course Leader to discuss time allocated to students to work on their submissions.<br>- Dean needed more feedback around contact time for HMUPP. Dean to speak to HMUPP Course Leader to discuss contact time. Dean acknowledged this was a course level decision but will raise with Course Leader. |
| ACTION | - Dean to speak to Fashion Styling and Production Course Leader to discuss time allocated to students to work on their submissions.<br>- Dean to speak to HMUPP Course Leader to understand the issue with Friday tutorials ahead of work being required for Mondays. Dean acknowledged this was a course level decision but will raise with Course Leader. |

| Agenda point 2: | **Guest and Alumni Speakers:** How satisfied are you with the guest speaker and alumni events? How have they supported your learning and development? |
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| Intro / Context: | Dean spoke about the benefits of guest speakers. Acknowledged that some students may not have had speakers yet depending on their stage in the course. Dean explained that guest and alumni speakers are organised on a course level by Course Leaders as well as Graduate Futures and Cultural Programmes across UAL like the Alumni department.<br>Dean highlighted that lots of events and external input is available. |
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| Feedback: | - Yr 3 HMUPP Rep: Course peers grateful for amount of guest speakers who come in. Students find it inspiring and learn new skills which are transferable to their future careers. The speaker sessions have enabled students to make connections and go on work experience.<br>- Yr 1 Fashion photography Rep: Highlighted that there was a talk at another UAL campus by a famous fashion photographer and their course wasn't informed which is directly linked with photography. |
| Reply/Update: | - Dean acknowledged that Course Leader on HMUPP works hard to find meaning industry speakers for students. Positive feedback received and will be passed onto Course Leader.<br>- Dean explained that events on offer can be streamed for staff across colleges, Dean acknowledges there isn't the same for students and instead the information about events comes through different channels. Student Experience manager to looking into a sorting system for students to view events dependent on their discipline and interest. Dean acknowledges it must have been frustrating for students to miss something they are interested in.<br>- Dean to speak with other Deans across UAL to understand the process for UAL wide communication of events and how the right information can be accessed by the right people. Dean acknowledges this is complex in any large university.<br>- Dean explained that locally the Course Leader will be organising guest speakers for BA Fashion Photography and reps should check in with their CL on this.<br>- Dean suggested one solution could be Course Leaders having the key information about relevant events/speakers and filter to the students on their course. |
| ACTION | - Dean to speak with Deans of School across UAL and the Head of Cultural Programming to find out ways that students can find out about relevant events/speakers. |


| Agenda point 3: | **Course Structure**: How do you feel about your final year project? How do you feel about the change from a dissertation to an extended essay? |
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| Intro / Context: | Dean spoke about School working with Cultural Studies Department in the newly reapproved Level 6 curriculum, to give final year students choice in the weighting of theory and practice and to better connect to career aspirations. Reason for implementing this choice was to give ownership to students and prepare for next steps post-graduation. |

|  | Dean acknowledged the feedback so far has highlighted that communication of the final year project could be better, preparing students earlier on in their course to make that decision. |
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| **Feedback:** | - Yr 3 HMUPP Rep: Students appreciated the change from the dissertation to an extended essay and it was great to have an option between doing a 20 or 40 credit unit, so that everyone can choose what suits them more and how they prefer to learn/do work. It allowed everyone to select their strengths and focus on those.<br>- Yr 3 HMUPP Rep: The course received a talk from Neil who gave clear information about the project choices and students felt well supported.<br>- Yr 3 HMUPP Rep: Highlighted that issue students who chose extended essay options are missing out on some practical classes as their essay classes are at the same time. |
| **Reply/Update:** | - Dean spoke about practical options helping prepare for industry or further study.<br>- School has worked to ensure students get options and are empowered with research methods and practice-based skills to ensuring theory informs practice.<br>- Dean wanted clarity on whether Neil knew about the scheduling issue and how many students were affected with the class of timetable. Yr 3 Rep understood it was at least 4 students and thought Neil was aware. Yr 3 HMUPP Rep taking action to check situation of schedules. |
| **ACTION** | - Dean to await Yr 3 HMUPP feedback around how many students affected by extended essay option and missing out on practical classes. Dean can then follow up if something needs to be addressed. |

| **Agenda point 4:** | **Facilities:** How do you feel about access to studio space? |
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| **Intro / Context:** | Dean acknowledges the vast facilities available at LCF including Mannequin styling equipment, new studios, photo studio space, high spec technology/computing.<br><br>Dean wanted further feedback on...<br>- Is there enough?<br>- Is it easy to access?<br>- Media Store, Technical, Library, studio access...how is it working? |
| **Feedback:** | Yr 3 Costume Design for Performance Rep: course peers do not have right to enter fabric store like the design department and want to do so like design/fashion majors.<br><br>Yr 3 HMUPP Rep: Course peers want access to photography studios for portfolio work and final projects. Positive feedback from students who have used Pop up studios for portfolio work. Students concerned about needing a private studio to complete final projects.<br><br>Yr 2 Fashion Styling and Production Rep: Students wanted more sewing machines for customisation. |

| Reply/Update: | - Dean is aware that Costume Design doesn't have access to the SDT fabric store. Dean has already raised this with School of Design and Technology via technical team. Dean also spoke about possibility of finding sponsorship from companies to provide materials such as interior companies or fashion companies. |
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| | - Dean confirmed that sewing machines were purchased for Fashion Styling and Course Leader should be able to help with that. If more needed, Dean suggested Rep raises it to Course Leader who can work with the Technical department to budget for this. |
| | - Dean spoke about the difficult of photography spaces as those students whose outcome is the photograph/ film will take priority. As a solution, School had put in place Pop up Studios for all students to book. Dean signposted students to book Pop Up Studios via Orb or gain support from your Course Leader |
| | - Dean gave other updates in relation to facilities including: |
| | LIGHTING: 8th floor will benefit from new mode of lighting spaces to support pattern cutting. |
| | STUDENT SHOP: Dean spoke about the student shop opening January/February 2025 and explained the delayed opening was due to space issues. |
| | LIBRARY: Dean has requested more desk space in the library. |
| | PLUGS: trying to get more plug sockets and being aware of practical needs of students. |
| | WIFI: Dean is aware of it being patchy in areas and this is being investigated by Deputy Vice Chancellor for Technical. |
| | RESOURCES: Illustration courses have been given more resources. |
| | STYLING: previous issues with doors not being installed has now be resolved. |
| **ACTION** | - **N/A** |

**Any other business**

Reps signposted to send through any additional feedback to coursereps@su.arts.ac.uk