



Student & Dean Forums (SDFs)

Your chance to speak directly with Deans

What are they?

Student & Dean Forums (SDFs) are a space for you as a Course Rep to speak directly with your Dean. They are facilitated by SU Officers to make sure conversations are friendly and productive. Both you as reps and your Deans shape the content of the forum, and it's a collaborative space to identify, raise and resolve issues that exist in the school.

When do they happen?

SDFs last between an hour and an hour and a half, and they happen once in the first term and once in the second term. Here's a [full list of this year's confirmed dates](#).

What will be discussed?

The important thing about discussions at SDFs is that they are **school-level**. This is so that the forums can be as useful and productive as possible.

Here are some examples of topics that would and wouldn't work well at an SDF

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Best raised at an SDF:

- Issues that you have tried to raise at course committee, and your course team has said it is a problem that needs to be solved above course-level
- Best practice from your course have that you would like to celebrate and see more of
- Feedback on collaborative modules
- Ideas for student collaboration or cohesion across your school

Best raised elsewhere:

- Really specific feedback on your course, such as confusion around assessment or timetabling
 - Best raised to: your course team
- Feedback about college or university- wide issues, such as canteen costs or staff: student ratios
 - Best raised to: your College Officer or staff such as your Head of College

What we ask of Course Reps

- Reach out to your course mates! Before the SDF, get their thoughts on the topics on the agenda as well as their feedback more generally on their academic experience.
- Share your thoughts! Staff really want to hear your insights and expertise.
- Respect everyone in the space! Allow others to speak and share their thoughts.


The Lifecycle of a Student & Dean Forum

Dates and times for the year's Student Dean Forums are agreed

One month before SDF

The Education Quality (EQ) team will email: Course Reps, School Reps, School Deans, and College Officers to hear what topics people would like to discuss during their SDF. These ideas are turned into the SDF **agenda**.

As reps, you can anonymously share your feedback and discussion ideas through an anonymous form

 Remember! It's important that Course Reps share their ideas at this stage. It means that your SDF can be as relevant and interesting to you as possible - so please let us know what you want to talk about!

The EQ team will look at all the suggestions sent in and create a list of topics to be discussed at the forum. This is the SDF's **agenda**.

Two weeks before SDF

The agenda is emailed to all Course Reps and School Reps, College Officers and Deans

Now that you have the agenda, you'll know what your Dean, College Officer, and other Reps would like feedback on. Make sure to read the agenda before the SDF so that you have time to **speak to your course mates** and **gather their feedback on these topics**. The more feedback you get = the stronger the case you can make!

Once you have collected this feedback you can either post it as a sticky note on the SDFs online whiteboard or share it aloud in the forum

Questions about the SDFs? Get in touch with the team via coursereps@su.arts.ac.uk





During the SDF

Your College Officer will facilitate a discussion between you as Reps and your School Dean, allowing time to discuss each item on the agenda, plus **Any Other Business** (AOB). (AOB is just a time when you can bring up any feedback or ideas that aren't on the agenda).

By the end of the forum, we will have created a list of **actions** for the Dean and the SU to take away. These actions are added to the meeting's **minutes**. (Minutes are simply notes on what was discussed, and actions are a list of tasks that have come up as a result of your discussions. These could be things like: speaking to a course leader who has not listened to student feedback or investigating if more workshop inductions can be held.)

After the SDF

The EQ team will send out the minutes to the Deans

Deans will have two weeks to make progress on the SDF's actions assigned to them. They will then feedback on what actions they have taken and what the result of those actions have been.

The EQ team will email the SDFs minutes (including those updated actions from Deans) to all Course Reps, School Reps, Deans and College Officers. The minutes will also be uploaded to the Arts SU website.

You will feedback to your course mates - let them know what happened in the forum, that their feedback was heard and taken forward into actions! Remember you can always reach out to your School Reps for further updates on actions and changes made!

SDFs in a nutshell...

Submit your agenda points using an anonymous form

Two weeks later, read the agenda we email you

Gather feedback on those agenda points

Feedback to your coursemates on those minutes and actions

Read minutes and actions

Attend SDF and share your feedback!

Add feedback to online whiteboard/ raise verbally in the SDF