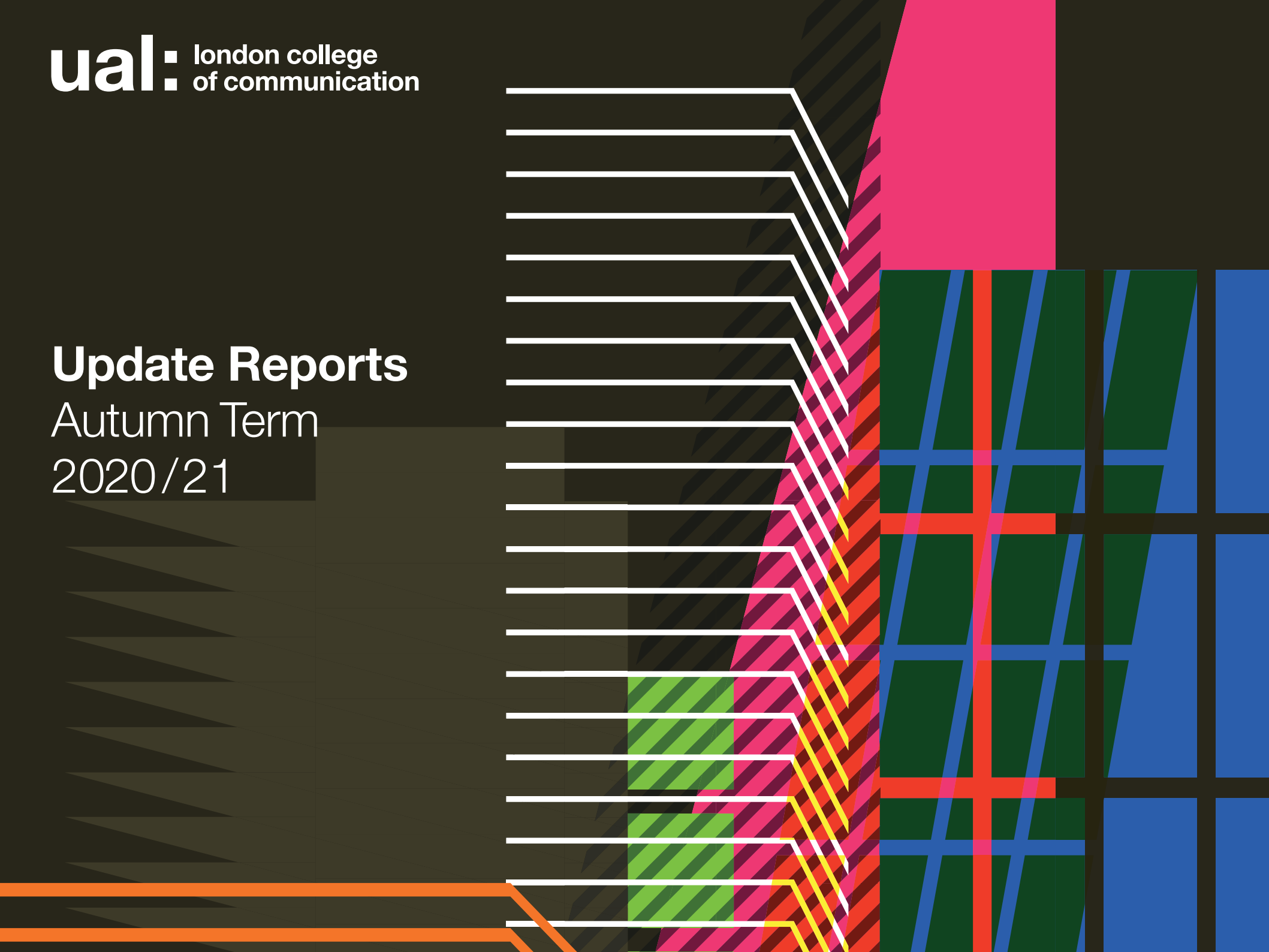
ual: london college of communication

Update Reports

Autumn Term

2020/21



Contents

Introduction	03	James Mcdonald
Library Services	04	Tania Olsson
Technical Resources	07	Chris Purday
Academic Support	09	Christie Johnson
International Student Experience	11	Chris Bryant
Learning, Teaching and Student Experience	13	Jason Copley & Adrienne Tulley
Digital Learning	15	Matt Lingard
Progression and Attainment	17	Zey Suka Bill & Lucy Panesar
Development and Quality	19	James Goulds
International	21	Ian Storey & Tom Webb
Placements	23	Evi Kontova
Equality, Diversity and Inclusion	25	Steve Cross

Introduction

Welcome to the LCC Autumn Term Academic Update Report 2020/21

The Report provides updates from the College's academic support departments, highlighting key events, initiatives and developments planned for the forthcoming term, as well as reporting back on recent achievements and successes.

Although the Report is designed to be tabled for consideration at College committees, it should also be of wider interest to students and staff.

Given the significant and on-going impact that the covid-19 pandemic has had on our teaching & learning practices, our technical, library and support services, much of this autumn term update informs you of changes we've made in response to the blended learning model we are committed to delivering this term. It contains important information about the necessary changes we've needed to make so that our buildings are safe and welcoming and how we've adapted our teaching and our key student-facing services to be delivered through the blended model. There is also news and updates about new college and university developments, policies, processes and initiatives with links for further information.

If you have any suggestions on how the Update Report may be developed for future editions, please let me know j.macdonald@lcc.arts.ac.uk

James Macdonald
Dean of Academic Strategy
London College of Communication

Library Services

Library Services

Library Services this term

We have adjusted our services to accommodate social distancing for COVID-19.

- Students can only visit their college library on the days they are designated to be on site between Monday and Saturday.
- On Sundays students can book to visit CSM, LCC and LCF Library.
- Access to the Archives and Special Collections Centre (ASCC) is by appointment only.

More information, links and videos are available on our Big Welcome guide.

Opening hours

19 October - 18 December 2020 libraries are open:
Monday - Friday: 9am - 10pm
Saturday: 10am - 8pm
Sunday: 10am - 8pm

Bookings

Students are able to use the study spaces and computers but in order to manage occupancy in buildings you will need to book in advance to visit us. Book a study space or computer **online** and check in at your library information desk when you arrive for your booking slot. We will ask you to wipe down your desk before and after use. You must not leave the space unattended or leave your belongings at any time.

UAL has implemented social distancing measures. To make sure there are enough booking slots for everyone ,will be restricting bookings to 1 per day, maximum 2 slots Monday – Friday, and 1 at the weekend.

The libraries are open for individual study only. There is no group study.

Click and collect

You can borrow items from any UAL library by ordering them online using our Click and Collect service. To order an item just log in to Library Search, search and reserve a book or DVD.

To ensure everyone's safety there is currently no browsing the library shelves.

We email you when the item is ready to collect from your library. We will keep them for you for up to 14 days. Please only collect your items on days you are designated to be on site to avoid unnecessary journeys and make sure our buildings don't go over capacity.

At busy times you may have to queue to come into the library so it may be quicker to avoid just before or after class, and over lunchtime. Once you have returned or collected your items please leave the library promptly to avoid queues.

Library returns

If you are returning items to the library please follow the directions at the library entrance. We will be quarantining all returned books for 72 hours before handling them, so they will stay on your account for 3 days before they are removed. This won't prevent you borrowing more books as items in quarantine don't count towards your library allowance.

We are no longer charging fines and our new fines amnesty means any older fines on your account can be removed once your account has been cleared and all books are returned.

Printing

Printing, copying and scanning is available in the libraries; however, you will need to clean

Library Services

the machines before and after use. Wipes will be provided. We have introduced 'one touch' printing which means that as soon as you touch your ID card onto a printer all your jobs will begin printing. This is to limit the amount of times you need to touch the screens.

Please make sure that you leave the library as soon as you have finished your jobs so we can avoid overcrowding.

All our libraries are now cashless so print credit and library debts are all payable online from the UAL payment portal or the 'Your Library' accounts.

Information skills and 1-1 support

We offer 1-1 librarian support. Search for 'library drop in' on Academic Support Online to find Library research and referencing drop-ins. Find out who your librarian is and how they can help you. All induction and information skills sessions are online, arranged with your course team.

Your online library

Your virtual library is open and ready to explore 24/7 to support your research and learning. There are thousands of online resources at your fingertips.

- Check out your online library resources.
- Use Articles Plus to search online subscriptions and image databases.
- See our Subject guides for key resources in all disciplines.

Questions, suggestions, feedback

We are here to support you, so if you have any questions please check our FAQs, chat with or email us.

Keeping you updated

We'll make sure we keep you up-to-date with new developments on our Stories pages. There is also a new story on Canvas.

Changes to UAL library services

Read this canvas story to keep you updated with the changes to library services this autumn which you and your students need to know, including access to UAL libraries.

UAL Library Services

Author
Prepared by Tania Olsson
Learning Resources Manager ,LCC
October 2020

Technical Resources

Technical Resources

Information for staff and students

We wanted to make you aware of our Technical Moodle site, where students will find all of the information relating to Technical Resources at LCC.

Here is the link to our Moodle site:
https://moodle.arts.ac.uk/course/view.php?id=22742

You'll find information about each technical area including:
Opening times, health & safety guidelines, staff contact details, booking details, links to taught sessions and lots of online resources.

Please encourage students to get used to navigating our Moodle site and ask them to get in touch if they have questions!

Technical Resources information for staff is available on Canvas

Changes to our resources

We've put measures in place to ensure all students can make the most of every technical area, within the current restrictions and government guidelines.

We've worked hard to make sure our spaces are safe, secure and welcoming and that you can still access the resources and support you need.
Here are a few important things for staff and students to remember this term :

- All technical areas are now only accessible by booking through the ORB, our online booking system. This includes booking time in a technical area, booking taught workshops & inductions and booking equipment.

- You can only make bookings on your allocated on-site days. This will ensure that all students get a chance to access the physical spaces and resources.

- There is a lot of new information around, so please pay attention to all the signage and guidelines in place so we can make it a smooth experience all round.

Finally, take a look at our Technical Resources video, which gives an overview of all things technical at LCC as well as information about the changes we have made this year:

https://ual.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=01cc7780-d563-4bb2-a001-ac5a009a69d7

You can also find technical tour videos for each of our technical areas here:

https://ual.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx?folderID=419690cc-86af-44dd-93cc-ac5a0099ff7c

Author
Prepared by Marco Eastwood
Technical Resources Manager ,LCC
October 2020

Academic Support

Academic Support

Academic Support is open to all our students, - FE , UG and PG. – to enable them to develop as learners and enhance their academic and creative confidence. This includes inspiring them to collaborate as learners and fostering peer mentorship.

Academic Support will be offered online in Block 1. If a student has concerns about live online learning, we will provide alternative forms of support (email tutorials) and/or additional resources. It may be possible to arrange a face-to-face tutorial in person, following social distancing guidelines. We will have a reduced on site presence for students to make enquiries. Email us to find out more.
academicsupport@lcc.arts.ac.uk

New developments

- Academic Support Online (ASO) now includes an Overview for Staff of LCC Academic Support and an Overview for Students of LCC Academic Support.
- We are introducing personalised student communications by email to replace our generic email bulletins.
- We have produced two new videos: one for Academic Support, complemented by one for Peer Mentoring.
- Read what students have said about Academic Support in a recent story on the LCC Teaching Hub.

Good practice

- Our standalone workshops have been published online.
  Academic Support Events
- LCC Get Ready 2020, part of our transition programming, was run entirely online with a focus on community-building, belonging and creativity: here's a video about it.
  LCC Get ready
- Academic Support inductions will be run in weeks 1 and 2, as 30-minute online tasters.
- We have adapted our Block 1 teaching for online delivery. Enhanced asynchronous provision to complement this include:
  - **Posting recordings of workshops on Moodle sites to catch up or watch again.**
  - **Producing short introductory videos for specific courses.**
  - **Providing enhanced presentations for students to catch up with or consolidate their learning.**
- New resources have been published on Academic Support Online.
- Mid-term Recharge in Week #6 will focus on student motivation, and resilience, and the LCC Get Ready postcard students designed for themselves will be posted to studio spaces and classrooms at the same time.
- Read an example of one of our Writing Away Days on the LCC Teaching Hub.

Author
Prepared by Christie Johnson
Head of Academic Support, LCC
October 2020

International Student Experience

International Student Experience

Social programme

LCC will be running an online social programme comprised of two elements.

- MA specific programme
- General social programme for students at all levels.

These workshops will be helping to address issues around transition and community building. In light of the current pandemic it is more important than ever that International and EU students feel part of a broad college community. Responding to student feedback regarding late enrollers who may miss out on induction activities, the social programme extends into mid November allowing a greater numbers of students to participate. The social aspect also runs alongside information,advice and guidance type sessions which focus on careers and employability and college resources.

The Academic Progression Tool (APT)

This is being piloted on a number of Postgraduate courses in 2020/21. This is building on the work of the previous academic year where the project enlisted a large number of BA Year 1 cohorts. In terms of International Student Experience this is aided by outreach work with internationally diverse cohorts. The aim is to provide course teams with early indicators and specific interventions to enable as many students as possible to successfully complete their studies.

Online drop in sessions

Due to the restrictions on campus based activities/ larger amounts of remote working the International Experience drop in sessions will be delivered online with a more flexible booking system. There will be a number of challenges unique to this year so a more bespoke service (as opposed to a specific day) should allow larger numbers of International students to be reached. Students can book through the moodle site ‘Current International & EU students’ which all students are enrolled on. This has a booking system which lists a number of available dates and times. Alternatively they can email the International Student Experience Officer directly.

c.bryant@lcc.arts.ac.uk

Student support leaflet

Author
Prepared by Chris Bryant
International Student Experience Officer
October 2020

Learning, Teaching & Student Experience

Learning, Teaching & Student Experience

Educational Ethics – New Policy & Resources on Canvas

A new space has been created for staff on Canvas which contains resources, policy and practice to support you to teach and explore ethical issues with students. The site contains many resources - key policy documents,process chart,forms,students resources.Please follow the links below. Educational Ethics - policy and guidance for staff.

Students resources can be found at the links below.

ASO - Educational Ethics - guidance for students

UAL - Ethics for making

Shades of noir - preserving vulnerable voices

LCC Postgraduate Student Hub

We have created a new online space for LCC PG students. Its focus is to support students learning whilst transitioning into masters level study, to facilitate collaboration,peer-to-peer exchange and to help prepare students as they approach the completion of their studies. We want this to be a space where PG and also alumni can share their experiences. To find out more, please follow the link below:

LCC PG Hub

LCC Teaching Hub

Please sign upto the LCC Teaching Hub for regular updates - recently updated resources include:

- **UG Course Design Handbook**
- **PG Course Design Handbook**
- **Course Good Practice Guide**
- **Staff Guide to Unit Assignments & Project Briefs**
- **Staff Guide to Unit Guides**
- **Staff Guide to Moodle Sites**
- **LCC Tutor Handbook**
- **Student Guide to Assessment**

LCC Teaching Hub

Register Now for Free Attendance at ELIA Biennial Conference

ELIA is a globally connected European network that provides a dynamic platform for exchange & development in HE arts educations. We have purchased an institutional package to enable UAL students and staff to attend the ELIA Biennial Conference 2020 for free. The events will take place between November **17-22 online, see the full programme and registration details below:**

https://elia-artschools.org/page/ELIABiennialHomepage

Academic Enhancement Model (AEM) Reshaped To Further Tackle Awarding Gaps

This academic year, AEM will offer a choice of three focused strands of activity for each course teams it works with. The strands are:

- **Fostering Belonging & Compassionate Pedagogy**
- **Enhancing Assessment for Learning**
- **Decolonising Pedagogy & Curriculum**

Read more about this years approach on Canvas:

Author
Prepared by Jason Copley
Associate Dean of Learning, Teaching and Student Experience
October 2020

Digital Learning

Digital learning

Digital learning focuses on how we make use of digital spaces in teaching and learning activities. For 2020-21 the online element of UAL's blended learning approach is significant, with all lectures, seminars and tutorials taking place online. LCC courses are using Moodle as the online hub for teaching, and taking advantage of UAL's other digital platforms – Collaborate, Workflow, MyBlog, Padlet, Panopto and Microsoft Office 365 – to facilitate a wide range of online learning activities.

Studying and Teaching Online

There are UAL websites for staff and students with information, guides and videos:

UAL Teaching Online:
arts.ac.uk/teachingonline

UAL Studying Online:
arts.ac.uk/studyingonline

New Digital Learning Platforms

UAL has introduced two new Digital Learning Platforms for 2020-21: Panopto and Padlet.

Panopto is UAL's digital learning platform for recording, editing and sharing educational videos. Recordings are hosted on the online Panopto platform and students are given access via Moodle. Recordings can be made using the Panopto desktop software or media files made with other tools can be uploaded to the platform. All educational media for students should now be published via Panopto rather than on Moodle directly.

Padlet is an online pin board or digital canvas. It can be used by staff and students, individually or in groups, for many purposes including scrapbook, portfolio, noticeboard, mind map, blog or discussion forum. The university subscription to Padlet allows for an unlimited number of individual Padlets, larger file sizes (250MB) and additional privacy settings. A UAL login is required to create Padlets. Access Padlet using the Microsoft login option.

If you have any questions about Panopto or Padlet please contact LCC Digital Learning: LCCDigitalLearning@lcc.arts.ac.uk

Guidance and Training for Staff

Digital learning is supported by digital learning specialists across the University.

The UAL Teaching Online website has guidance material covering designing online teaching and using UAL digital learning platforms. UAL staff development sessions are advertised there too.

The LCC Digital Learning team offers guidance and training for LCC staff on digital pedagogy and the use of UAL digital learning platforms. Contact LCCDigitalLearning@lcc.arts.ac.uk or join the Teaching @ LCC Microsoft Team.

Author
Prepared by Matt Lingard
Digital Learning Director
October 2020

Progression & Attainment

Progression & Attainment

Academic Progression Tool

The Academic Progression Tool (APT) is an aide for prioritising support to students in most need. It provides relevant LCC staff with essential information about students in their cohorts in a secure online workbook, and is designed to help keep track of student engagement, submissions, and any extenuating circumstances, as well as communications with students and actions taken to support them. Through 2019-20 the number of undergraduate courses using APT to support their students increased from nine to fourteen. For 2020-21, all undergraduate and postgraduate course teams are being encouraged to use APT to help support new students to progress in their studies on-line and on-site. Find out more from the latest APT update on the LCC Teaching Hub: https://lccteaching.myblog.arts.ac.uk/tracking-and-supporting-students-this-term/

Changemakers

LCC now employ current students and recent alumni to play a sustained partnership role in curriculum and pedagogic development through the lenses of liberation and decolonisation. A total of nine Changemakers have been recruited to work with LCC's nine programme areas on a weekly basis through 2020-21. Since completing their initial training, Changemakers have been working with staff to decolonise curricula across our undergraduate and postgraduate courses through staff-student collaboration projects and also through course validation and reapproval processes, acting as consultants for effective and meaningful decolonisation of curricula from the moment it's designed. Read more on the Teaching Hub: https://lccteaching.myblog.arts.ac.uk/changemakers-update/

Liberating the curriculum

In May 2020, Design School Changemakers worked with year 1 students, course librarians and lecturers to critically review and reimagine the Contextual & Theoretical Studies year 1 programme through the lenses of liberation and decolonisation. The initiative highlighted some areas of excellent existing practice within the CTS1 programme, looking not just at reading lists but at assignment themes and session content. It also produced a range of recommendations which are now informing changes being made to the programme for new CTS1 students.

Wikipedia

Through May-June 2020 Changemakers collaborated with course tutors and librarians for LCC's first Wikipedia Editathon, aimed at increasing the visibility and credibility of under-represented practitioners within LCC's subject disciplines. As part of this work, Changemakers identified lots of practitioners in need of having their visibility and credibility improved on Wikipedia and the collaboration resulted in a total of 13 Wikipedia articles being edited, demonstrating the possibility of change through working together. Changemakers will be leading on the development of a new Decolonising Wikipedia Network, in collaboration with staff from LCC and Wikimedia UK.

Author
Prepared by Lucy Panesar
Progression and Attainment Project Manager
October 2020

Development & Quality

Development and Quality

Annual Course Monitoring (ACM)

At the beginning of the calendar year, the University moved to ACM rather than the existing programme level monitoring.

The programme annual monitoring events usually held in July no longer take place,and each course is now asked to produce a short annual monitoring report in December/ January (maximum of 2 sides), which is supported by an enhancement plan.

The report responds to key data , including student feedback and External Examiner reports, with particular focus on the retention and attainment gaps. The ACM process will support the University in reflecting on progress in meeting targets that were set as part of the Access and Participation Plan. The University has produced a toolkit for staff and the Quality Team at LCC will support teams .

No detriment regulations

The University put in place temporary regulations in the summer term 19/20 to mitigate the impact of the coronavirus pandemic. These regulations have been reviewed for 20/21 and the following decisions have been made.

A pass/fail grade regulation for all level 4 (UG year 1) units.

- Students would still be required to demonstrate they have met the learning outcomes by achieving a pass and would receive full feedback on their assessments but not a grade judgement on their performance.

Simplified late submission.

- There is now one 24 hour late submission window. The penalty has been reduced to a single increment (B+ to B). The one-hour late deadline has been suspended.

Removal of penalty for resubmission after failure at the first attempt.

- Students who fail at the first attempt will be reassessed without penalty for units undertaken.
- The penalty would remain in place where a student has committed academic misconduct.

Extenuating Circumstances will be accepted without the requirement to support claims with evidence.

- In addition issues in relation to IT/ equipment issues will be maintained as a valid reason for an EC.
- The EC Policy should no longer provide an additional increment following a valid claim. Additional time and a resubmission without penalty is sufficient.

Incomplete unit regulation

- The incomplete unit regulation would not be continued in the 2020/21 academic year.

Pre-boards and Exam boards

- Pre-boards were introduced across all examination boards in 19/20 , It was agreed they would continue in the 20/21.
- Data modelling through a bespoke dashboard informed Exam Boards in the role of overseeing the fair operation of assessment. This has been approved to continue in the 20/21 academic year.

The No Detriment Grade

- The no detriment grade regulation will not be continued in the 2020/21 academic year with the exception of PG courses where work done last term counts towards a final assessment.

Author
Prepared by James Goulds
LCC Quality Manager
October 2020

International

International

UAL International Mobility Working Group (IMWG)

- LCC International is participating in this cross-University group determining how the University plans international mobility activities for the future – particularly in the context of Covid, Brexit and the climate crisis. IMWG will report to University Executive Board before the end of term

- IMWG is looking at current practice and provision of student international mobility, how UAL could more effectively record, monitor and report international mobility (including course led international study trips), evaluating the range of UAL's international mobility opportunities and their funding sources, and addressing some of the financial, logistical, administrative and academic barriers to international mobility

- Possible recommendations include: increasing the number and diversity of mobility opportunities within and across Colleges; creating opportunities that do not automatically default to require physical travel; diversifying from 'classic' term/semester long exchanges to include more short-term and virtual/blended options; breaking the default linkage to individual courses and creating mobility opportunities that can be thematic or transdisciplinary; capitalising on university networks and collaborations (eg Shared Campus, Bilbao)

Universities UK projects

LCC International is working with UUK's International unit this term to highlight two College projects on internationalisation of the student experience:

- Short term mobility: profiling BA Design for Branded Spaces' student trip to the Malta National Museum of Art, which engaged museum staff and people from the local community on designing and implementing participatory activities, critically researching future scenarios that explored the role of an art museum as an institution through which to address societal challenges faced by local and global communities

- Internationalisation at home: profiling the CertHE's online and blended project with students at University of Espirito Santo in Brazil. LCC students shared films made in the first weeks of their course, with students in Brazil then editing into a final film. Students interacted online and with some shared lectures, with LCC students being able to offer input on the production and editing process in Brazil and then evaluate outcomes. Students in both locations then included the work in public facing exhibitions, developing their intercultural and critical thinking skills, independent learning processes and promoted interdisciplinarity.

These two LCC projects will be used as examples of good practice in new, sector-wide guidance on internationalisation of the student experience that UUK is producing. LCC students will also be taking part in surveys and virtual focus groups over the next few months – the data from which will also be used in the new guidance.

Author
Prepared by Tom Webb
International Development Manager
October 2020

→

Placements

Placements

New Placements Manager

LCC welcomes Mandip Takhar as the new Placements Manager - many of you will know Mandip from Artstemps. Mandip will start on Monday 26th October.

m.takhar@arts.ac.uk

Placement learning

UAL Placement Review Group has produced guidance for students who will be undertaking placements in academic year 2020/21 in response to the covid-19 pandemic. Students are advised they can plan and secure placements that will take place 'in-person' in the work place providing a full risk assessment is carried out and we are assured that the work place has been made covid-safe. However, we also advise that contingency plans are put in place so that the placement can move to an online, remote working situation should local, national or international public health guidance change and new restrictions are imposed about home working, making non essential journeys and avoiding public transport etc. in the particular location the student is based. Placement agreement forms have been amended to reflect this new level of contingency planning.

As you will appreciate this is a fast evolving public health situation and UAL guidance might change in light of the above in year. Please check with Mandip Takhar for the latest updated guidance from the UAL Placement Review Group.

The Digital Grid Partnership

The Digital Grid Partnership focuses on London-based businesses in the creative and tech community, supported by the Greater London Authority and funded through the European Social Fund (ESF). It provides Small-to-Medium-Enterprises (SMEs) with a package of support to help them grow their business, build their profile and source new customers while training them in relevant digital skills.

LCC is one of the South London partners, together with LSBU and Goldsmiths. We are helping businesses through professional training, offering them the opportunity to host work placements, which will, in exchange, help LCC students gain relevant industry experience and skills.

The Digital Grid Partnership supports SMEs by helping them scale and grow though skills training – this is done in two ways, through a free digital marketing workshop and a paid-for placement student.

Workshop

Our second workshop is on Tuesday 10th November – SMEs can sign up here: https://www.eventbrite.co.uk/e/back-to-the-future-digital-marketing-for-smes-tickets-125596078251?aff=bw

Placements

Students who are in their Third Year and enrolled on the Diploma in Professional Studies in LCC's Design School, can apply. The Digital Grid Partnership will pay the salary of the student for up to 105 hours. The student will work for the business remotely throughout the placement. Students can view and apply for current placement vacancies via Moodle here: https://moodle.arts.ac.uk/mod/folder/view.php?id=504369

Course leaders or students that are interested in learning more about the project, please contact Ben Walter b.walter@lcc.arts.ac.uk

Author
Prepared by Evi Kontova
Work based Learning Curriculum Development Project Manager
October 2020

Equality, Diversity & Inclusion

Equality, Diversity & Inclusion

Anti-Racism Community of Practice Teams site

The LCC Anti-Racism Staff Development Teams site was set up to support the July staff development programme. Another Teaching Hub post was made to encourage staff to keep engaging with anti-racism staff development via this Teams site over the summer. The Teams site now has over 250 staff members, mainly from LCC but also a good number of colleagues from across UAL, and there are signs of frequent engagement with new content posted by Lucy, Zey and other members. environments, whilst also ensuring the physical and emotional safety of students in relation to selected texts.

A Centre for Race and Practice Based Social Justice

Shades of Noir (SoN) is now formally part of UAL. Aisha Richards, founder of SoN, has been appointed Director for the newly developed Centre for Race and Practice Based Social Justice - a knowledge exchange centre at UAL reporting directly to Simon Ofield-Kerr, Deputy Vice Chancellor (Academic). Aisha will also join the Academic Development Services' senior management team. The first phase of embedding SoN's work across the university will see its acclaimed anti-racism training programme becoming compulsory for all UAL staff.

Staff focused activity

July staff development month

A wide range of synchronous and asynchronous anti-racism activities were programmed for staff through the July 2020 and attendance to the synchronous sessions was high and included colleagues from other colleges. You can find all activities listed on the LCC Teaching Hub. An additional anti-racism workshop was organised for LCC's College Executive group led by Visiting Professor in Race and Education Dr Gurnam Singh and co-facilitated by Zey and Lucy.

September staff development

A synchronous version of the Safety and Freedom reading group was run by Lucy Panesar and Pratap Rughani in September and another is scheduled for November. This is the session makes space to explore the challenges academic staff face in creating intellectually stimulating environments, whilst also ensuring the physical and emotional safety of students in relation to selected texts.

Author
Prepared by Lucy Panesar
Progression and Attainment Project Manager
October 2020

→