

Staff-Student Action Log



Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Department	Classics
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	8/11/2023 1pm-3pm	IN245	Emilio Zucchetti – C&I Inclusion Lead Ellie Lofthouse – Admin Christos Kremmydas – Head of Department Erica Rowan – UG Education Lead Emma Burnett – Library Leopold Haswell – Course Rep Eleanor Wooller – Senior Course Rep Abigail Fostekew – Senior Course Rep CJ White – Senior Course Rep (Chair) Linnie Serstobojeva – Senior Course Rep Kevin Xu – Course Rep
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1.	ask for an update on health and safety situation in library (monthly)		Library/EZ?			
2.	relay information to the student body about options of retrieving books		Library			
3.	ask for feasibility of opening hours for autumn term for few weeks		Library/EZ			
4.	students to send feedback and agenda points a week in advance of next meeting		Student reps			
5.	make sure all years are represented in meetings		EZ?			
6.	CK asks students to keep information coming for newsletter		Student reps/ student body			
7.	16 th May – Dabis Lecture		CK			
8.	student reps to reassure year 1 students that workload is okay and not to stress		Student reps			
9.	communication between departments for deadlines for term 2 – especially Ancient History		CK/ER			
10.	CL2194 – count as Ancient History for Degree Classical Archaeology and Ancient History		CK/ER			
11.	Add to UG Academic Support Page for students to communicate students can		ER/LG			

	<p>11. speak with PT in regard to any questions about modules and degree path.</p>					
12.	<p>ask colleagues to add deadlines to all module Moodle pages at the top of the page to make visible – Emilio will action</p>		CK/ER			
13.	<p>timetabling – speak to departments with complex degrees to make sure there are no clashes</p>		CK/EL/ER			

Notes:

Feel free to use this space to make note of anything of importance, in addition to the actions above, that don't require an action.

	Notes
Meeting 1	<p>Library update:</p> <ul style="list-style-type: none"> - Feedback for open hours for term 1 – data from previous years suggest library is not occupied during evenings, expensive 24/7 - Founders’ readers room – open 24 hours - Follow on Instagram and twitter/x - Floor plans for activities – how to use the library this week - Email – rolling stacks on 2nd floor not available - Referencing drop in for Tuesday 14th November 10-12 (library entrance) - Event: Gale Resources– visiting library 20th November – road show (lunch time period) <p>Feedback from students:</p> <ul style="list-style-type: none"> - CJ asked about data – how was it collected. EB head counts by security - Lennie and CJ – packed during the day and not accessible and is affecting humanities students more than others as they have term 1 deadlines. EB will feedback. - Ell – week after reading week and week before end of term would be helpful as this is when deadlines fall - CK – update on library health and safety situation. Timeline on it – EB is unable to give timeline as she hasn’t had an update. EB will ask for information if possible. ER emphasis on urgency for students to be able to access books
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	