

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	Computer Science
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	20/11/2023 16:00	MS Teams	Hugh Shanahan (Head of Student Experience) Li Zhang (Acting PGT Director) Stuart Hollister (Student & Programme Administrator) Sripaad Srinivasan (Course Rep) Ankit Mahto (Chair)
December Meeting (optional)			
February Meeting (compulsory)	06/03/2024 10:30 (Rescheduled)	Bedford 1-17	Yuri Kalnishkan (Student Experience Representative) Matteo Sammartino (EDI Representative) Eva Garcia Grau (Library Representative) Stuart Hollister (Secretary) Shivam Vegad (Course Rep) Ankit Mahto (Acting Chair)
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.	Action: Check with CIM Team about the usage and extent of CS PGT Discord server. Could be used to advertise conferences and industry events.	30/11/2023	Hugh Shanahan	Before next meeting.	23/01/2024	Channel set up on Discord under Computer Science
2.	Action: Project Allocation	06/03/2024	Yuri Kalnishkan	12 th March		Completed
3.	Action: Look into introduction of a separate module on image and pattern recognition in addition to existing Deep Learning.	06/03/2024	Yuri Kalnishkan			Completed
4.	Action: lecturers to be asked to check audio problem in lecture recordings – they will likely have to speak with I.T.	06/03/2024	Student reps			
5.	Action: Supply progression information for placement year eligibility.	06/03/2024	Yuri Kalnishkan	Before end of term		Completed
6.	Action: For Egham campus students who struggle to get to London for EE5010 lectures – discuss opportunities for participation with lecturer, can involve Yuri or Khuong.	06/03/2024	Student reps			Completed
7.	Action: Clarify identity of course reps to the rest of cohort	06/03/2024	Administration	18/03/2024		Completed
8.	Action: Send comms on careers centre	06/03/2024	Administration	18/03/2024		Completed
9.	Action: Send comms to advertise Matteo as EDI to cohort	06/03/2024	Administration	18/03/2024		Completed
10.	Action: Brainstorm how to encourage student reps to attend meetings.	26/03/2024	Student Reps/Admin			
11.	Action: Speak with Student Voice about quality of SSAM training.	26/03/2024	Admin			

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	
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	