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	
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	1 November, 2023	MS Teams	María Estrada-Fuentes, Louise Mackay, Carmen Anderson, Thomas Vallely, Adrian Goldman, Sophie Nield, Mike Masters
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.	PDA Admin to contact D&N services to get a better sense of the support MA students are receiving, and how it can be improved	1 November, 2023	Louise Mackay	N/A		
2.	PDA Admin to enquire about the possibility to release MA timetable earlier.	1 November	Louise Mackay	N/A		
3.	MEF to identify who will liaise with student services to improve support MA students receive at the beginning of their studies	1 November	María Estrada-Fuentes	N/A		
4.	DSE to raise MA Course Reps feedback with HoD	1 November	María Estrada-Fuentes	N/A	3 November, 2023	Feedback shared with MA Course Lead and Vice Dean for Education and Student Experience.
5.	Schedule a meeting for December	1 November	MEF	N/A		
6.	Invite Course Reps who were absent to book individual meetings with DSE to discuss role and raise feedback	1 November	MEF	N/A	2 November, 2023	MEF held individual meetings with Ewan Strangeways and with Jemma Felts.
7.	MEF to raise Strangeways' suggestions with Shüller, McCutcheon and LaVirgne.	10 November	MEF	N/A	22 November, 2023	

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	