

## Staff Student Action Meeting – Example 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	Earth Sciences - PGT
Regular meetings per year	3
Quorum	5

**Attendance Monitoring**

	Date and Time	Location	Attendance
Meeting 1	06-DEC-2023 – 1-2pm	Teams	Chair – Sam Bordesseule Departmental SSAM Lead for PGT – Dave Lowry Course Leads – Nathalie Grassineau, Jonny Paul, Nicola Scarselli Course Representatives – Helina Alemayehu, Olivia Barnett-King, Sam Bordesseule School Representative – Karen Harding
Meeting 2			
Meeting 3			
Meeting 4			
Meeting 5			
Meeting 6			
Meeting 7			

## **Actions**

SCRs collect feedback from course reps and pass it on to department staff AHEAD of the SSAM.

At the SSAM, the department staff bring solutions to the feedback raised and students can discuss, and everyone agrees on the next point of action which is recorded below.

The Outcome column can be updated after the SSAM by the person responsible, no need to wait for the next meeting to update this section. This document should be saved as a live word document and not a pdf, which allows the same document to be updated after each meeting, rather than creating a new document for every meeting.

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1.1 (Meeting 1, point 1)	<b>Remind students to mark attendance (particularly on free study days) and to begin the visa application process (contact with Ian regarding this).</b>  Low recorded attendance	6-DEC-23	All	N/A		
1.2	<b>Ask students which specific lectures they felt were rushed</b>  This was not specified in student feedback	6-DEC-23	Respective course reps	8-JAN-24		
1.3	<b>Contact Nicola about modelling programs for EGH students</b>  Based on feedback saying that EGH students would like to learn how to use software that it was more linked to their studies and relevant in industry	6-DEC-23	Samuel B	8-JAN-24		
1.4	<b>EGH had shorter deadline for integration exercise than EnGeo students due to a rescheduled fieldtrip</b>  Was mentioned that the trip timing in relation to the exercise deadline could be looked at for next year	6-DEC-23	EGH and EnGeo course leads	1-SEP-24		
1.5	<b>Remind students to complete SS1001 module quiz and provide feedback on it.</b>	6-DEC-23	All	8-DEC-23		

	Some students have not completed the quiz. Some concerns over the compulsory nature of the quiz for continuing students					
1.6	<p><b>Affinity Designer rolled out and introduced to students at the Start of Term 2</b></p> <p>Could be very beneficial when making poster presentations, and for project and case study maps and figures, etc.</p>	6-DEC-23	Dave L to liaise with Frank Lehane	15-JAN-24		
1.7	<p><b>Overseas students attending the Spain and Greece field courses next May should begin the visa application process soon</b></p> <p>Students were very late applying last year and had to pay premium rates to get visa in time. Students should contact Ian Watkinson to find out the correct procedure to follow.</p>	6-DEC-23	EGH and EnGeo course leads	15-JAN-24		

Notes Section:

Feel free to make notes of any important information that is not necessarily actionable here.