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)	30/11/23	Founders Lecture Theatre	Fayo Wright (Oluwafayokemi) – Course rep Ricardo Barlika- Course rep Martin Kapusta – School Rep Dr. Lucy Gill-Simmen- Vice-Dean for Education & Student Experience Dr Nesrine Eltawy -Director of Student Experience & Engagement Georgina Lindsay - Careers Consultant Dr Zohreh Moghimi - Lead Learning Developer Leanne Workman - Head of Academic Liaison and Information Consultant
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.	Issue with the link to core text for MN2405 - For Leanne to follow up and sort it out.	30/11/23	Leanne			
2.	Community of learners/writers	30/11/23	Zohrer/ Nesrine			
3.	Vice Dean to speak to module leaders	30/11/23	Lucy			
4.	Let students know the emails for CEDAS members of staff	30/11/23	Nesrine/Course Reps			

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	**Assessment Futures wants to make sure that assessments are 100% authentic (should be applicable in the real world)** **UG First Year** Encourage students to attend sessions and come to one-to-one sessions. Start the group/community of writers. Community of writers by CEDAS **UG Second Year** Assessments should cover what is learnt in the lectures/workshops. Encourage students to ask themselves questions 'why am I doing this?', when given assignments. Outcome of the assignment: maybe 3 bullet points to state what students get out of doing the assignment. Let students know the emails for CEDAS members of staff. **Final Years**
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	