

## 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)	24/10/23	WT003 and Hybrid	Harvey Lok (Senior, UG2), Sequoia Ralph (Senior, UG2), Anjali Pramod (UG1), Friyan Bajan (PGT), Julianna Hinton (MMus) Apologies: Joseph Morris (MMus senior, material submitted in advance) Monique Smithers (Senior, UG3),
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

**Actions/Issues**

Action/Issue No.	Action/Issues (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	MU1111 students requested more one-to-one sessions with the lecturer.	24/10/2023	Dan Elphick	24/10/2023	24/10/2023	Additional sessions scheduled
2	Request for Turnitin visibility report to be visible to students (UG and PG) TS to ask for School/Department steer.	24/10/2023	Tim Summers	24/10/2023	05/11/2023	Asked Will Shüler for advice
3	Request for Common Room to be open for access at weekends.	24/10/2023	Stephen Rose	Next meeting		SR to investigate when overall decisions about access to WT is finalized.
4	Requests to ensure spaces are returned to original layout after use. SR to brief other Departments who are using WT spaces, NJD to create signage	24/10/2023	Stephen Rose, Nathan James Dearden	ASAP		SR has contacted other Department users.
5	Request for room booking system to have fewer incremental slots to avoid auto-generating emails. This is not technically possible at the moment, but NJD has flagged with relevant IT team. NJD suggests setting up email rule to avoid email overload, and can brief students.	24/10/2023	Nathan James Dearden	ASAP		NJD has flagged with IT team.

6	Music score area of library quite disorganized. Is there a reorganization scheduled? And can there be clarity on 'social study' policy?	24/10/2023	Tim Summers/ Rachel White	24/10/2023	05/11/2023	TS contacted Rachel White.
7	Request for sugar for common room.	24/10/2023	Tim Summers	24/10/2023	24/10/2023	Sugar supplied (cubic)
8	Request for milk for common room. Organizing fresh milk is challenging, and UHT capsules are not environmentally friendly, but powdered can be easier.	24/10/2023	Tim Summers	24/10/2023	6/11/2023	"Coffee Mate" supplied
9	Vending machine out of order	24/10/2023	Tim Summers	24/10/2023	2/11/2023	PDA contacted and engineer called.
10	Request to investigate if MU5500 deadlines should be so close together.	24/10/2023	Shzr Ee Tan	24/10/2023	Before the module runs again	These deadlines were set to enable each to happen either side of the Christmas break. They cannot be moved earlier, but ST will talk to JB for next year's plan.
11	Radiators in Woodlands malfunctioning.	24/10/2023	Nathan James Dearden	24/10/2023	24/10/2023	Fixed
12	Request for students to be reminded about respect for Woodlands room spaces	24/10/2023	Student reps	24/10/2023		

13	Students consulted about second and third year, jointly-taught modules.	24/10/2023	Student reps	24/10/2023	24/10/2023	Student reps reported that students expressed strong preference for shared second/third year units, especially for joint-honours students. It increases student choice, allows 2 <sup>nd</sup> -3 <sup>rd</sup> year coworking, helps to bring year groups together, builds networks and contacts, and allows more choice outside special studies for 3 <sup>rd</sup> year students.
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**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	