

## 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	Earth Sciences
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)			
December Meeting (optional)	10 December 2025; 14:30	Wolfson 128	Hockley, Joseph; Scarselli, Nicola; Sharma, Trishan; Watkinson, Ian; Manning, Christina; Norkute, Evita; Rahman, Amani;
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1	GL2905: Revise GIS software instructions which are outdated. Consider recording GIS computer sessions. In-class support for the python lectures.	10 December 2025	Module coordinator		19 December 2025	Issue communicated to relevant academics
2	For Yr 2 fieldtrips, particularly Slapton, to provide specific information well ahead of the start of the field course.	10 December 2025	Field course leaders		19 December 2025	Issue communicated to relevant academics
3	GL2200: Avoid deadlines are moved else this catches students unprepared and causes bunching assignments together.	10 December 2025	Module coordinator		19 December 2025	Issue communicated to relevant academics
4	More departmental events, like the Glossop Awards, for students to be involved in.	10 December 2025	Lyell Society		19 December 2025	Issue communicated to Lyell Society
5	Yr 1 assessment feedback – more detailed feedback, including Moodle quizzes. Highlight areas of improvement.	10 December 2025	All Yr1 Module coordinators		19 December 2025	Issue communicated to relevant academics
6	GL1101 field course. Provide more specific information about the structure and content of the report.	10 December 2025	Field course leader		19 December 2025	Issue communicated to relevant academics

**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	Very productive SSAM meeting. Students satisfied with the actions proposed. Y3 students particularly happy with the progress of the year so far.
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	