

## 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	Economics
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	4 December 2024	MS Teams	<b>Staff:</b> Hui Shing, Petar Stankov, Andrew Seltzer, Greg Leurs <b>Students: YR2:</b> Nicole Phan (Chair), Sabeer Ahluwalia, Lyon Chea, Ana Da Silva Pinto Da Costa, Emilija Herca Seicane, Aastha Mutreja, Shubham Shah, Diya Suri. <b>YR1:</b> Anais Dhadda Apologies: Dan Anderberg (HoD), Joshua Walker (YR2)
December Meeting (optional)			
February Meeting (compulsory)			<b>Staff:</b> Hui Shing, Petar Stankov, Andrew Seltzer, Greg Leurs <b>Students: YR2:</b> Sabeer Ahluwalia (Chair), Nicole Phan, Emilija Herca Seicane, Aastha Mutreja, Shubham Shah, Diya Suri. <b>YR1:</b> Anais Dhadda, Madeleine Lewis. Apologies: Dan Anderberg (HoD), Ana Da Silva Pinto Da Costa (YR2)
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
2425-1	Feed back to students support relating maths, R and identify support gaps.	4 Dec '24	NP	Next Meeting	Spring '24	Email sent out by AS, and NP mentioned it in the notifications group chat for the second year students requesting the support.
2425-2	Remind students about support available to them, esp. mental health and wellbeing.	4 Dec '24	HS	Before Vacation	Dec '24	Email sent out before the end of term.
2425-3	Look into better ways of keeping track of employability module progress.	4 Dec '24	NP	Next Meeting		Suggestion of email confirmation through automation tool; combine with physical sign-up sheet or laptop that students can add their details onto upon arrival (spreadsheet on laptop) for Employability lectures or Econ@Work (for online lectures, doing the same thing as now with checking attendance).
2425-4	Look into the process of checking in on YIB students who are currently in the second year.	12 Mar '25	HS	Next meeting	Mar '25	Coordinator to do more checks on students.
2425-5	Contact EC2209 staff regarding conditions the tests are sat in, informing them of the discussions held.	12 Mar '25	HS	Next meeting	Mar '25	Discussion on booking second room and 25/26.


**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	PS led discussion into three proposed changes related to the curriculum: 1) Replicating new EC1101 assessment, 2) Economics of AI module and 3) bringing back and changing assessment of EC3322 module. These were generally met with positively. GL reminded students of library opening hours, load periods and Bloomberg sessions.
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	