

Staff-Student Action Log 2024/25



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| 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 | Department of English - Undergraduate |
| Regular meetings per year | 3-6 |
| Quorum | 5 |

Attendance Monitoring

| | Date and Time | Location | Attendance |
|-------------------------------|---------------------------------------|----------|--|
| November Meeting (compulsory) | 25 th November 2024 (10am) | MS Teams | Paul Gomm, Amy Green, Sophie Sessions, Elizabeth Wheatley, Jessica Garment (Chair), Ruby Peresso, Emma Burnett, Harry Newman, Apologies: Kushi Shah, Mia Cavanaugh, Richard Hawley, Camille Pebbles, Anna Whitwham, Maya Rose Williams |
| December Meeting (optional) | NA | NA | NA |
| February Meeting (compulsory) | 12 th March 2025 | MS Teams | Paul Gomm (Admin), Dr Anna Whitwham (C&I Lead), Professor Adam Roberts (HoD), Emma Burnett (Humanities Librarian), Camille Peebles (Rep), Sophie Sessions (Rep), Jessica Garment (Rep), Elizabeth Wheatley (Rep), Dallas-Leigh Payne (Rep). Apologies: Dr Harry Newman, Dr Richard Hawley, Kushi Shah (Rep), Amy Green (Rep), Edie Hamilton Shanks (Rep), Maya Williams (Senior Course Rep), Mia Cavanaugh (School Rep). |
| March Meeting (optional) | | | |

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| 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 | Increasing Rep engagement through discussion with current reps, Richard Hawley and Anna Whitwham (action from prior Log) | 25/11/24 | Richard Hawley | Ongoing | Ongoing | |
| 2 | Harry Newman to pass on concerns about potential lack of clarity to tasks and readings on EN1011 to Bob Eaglestone. | 25/11/24 | Harry Newman | Before end of Term 1 2024/25 | Completed - December | |
| 3 | Harry Newman to pass on concern about post date release for EN1107 and how to gain feedback. | 25/11/24 | Harry Newman | Before end of Term 1 2024/25 | Completed - December | |
| 4 | Reps to promote school co-working sessions to support neurodivergent students on dates advertised. | 25/11/24 | Reps | As soon as possible | Anna W to follow up | |
| 5 | Reps to promote chance to hear from Classics Dept Alumnus, Guy Doza. | 25/11/24 | Reps | As soon as possible | Anna W to follow up | |
| 6 | Department to arrange more one-on-one feedback sessions | 12/03/25 | Adam Roberts | For Term 2/3 | | |
| 7 | Feedback to be passed onto UGEL regarding way options process is presented (e.g. having multiple documents) plus issues with Wednesday options talk for commuting students | 12/03/25 | Anna Whitwham | As soon as possible | | |
| 8 | Issues with EN1112 (assessment/readings/diversity) to be passed onto convenor/tutors | 12/03/25 | Adam Roberts | As soon as possible | | |
| 9 | Issues regarding assessment deadline bunching to be raised with UGEL/Chair of Exams for review | 12/03/25 | Adam Roberts | As soon as possible | | |

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.

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| Meeting 1 | <p>2023/24 action log: Library Hours discussed by Emma Burnett. Reminder of Christmas closure. Use of money left to Department by Alumnus outlined by HN. Ongoing actions rolled over to 24/25.</p> <p>Notes from academic update: Module feedback has been sorted and staff have responded in class. End of term module questionnaires will be circulated. Reminder to complete SS1000. SS1001 Academic Integrity module available on Moodle – how to avoid plagiarism with advice on how to reference and use Turnitin. Teaching observations in Spring Term in English Department. Staff members sit in on each other's classes to advise on best pedagogical practice. Students are not being scrutinised during these observations. Looking for student to take on paid digital role in social media. Role is to be shared between English and LLC Departments. Emphasis placed on need to read general feedback and marginal notations on essay feedback. Encouraged to book in with seminar tutors to discuss feedback. PT's will be inviting students to review feedback too in a meeting. Reminder that Tony White is a writing tutor within the school available on Mondays and Tuesdays in Room IN003. Recommended to book in and discuss how to improve your writing. Concerns noted about use of AI in essays. Students should know the use of AI to produce material for any kind is prohibited. Potential exceptions but this would be explicitly stated. Consequences very severe. WhatsApp groups – can be useful and supportive but do be careful that incorrect information can be shared – for correct info check Moodle, speak with seminar leaders and tutors and use consultation hours.</p> <p>Notes from academic reps: RP - Students worried about accidental plagiarism (worried they aren't citing correctly). Concern in cohort (in group chats) around use of Moodle pages. Students don't know how to use them or open them. Recommendation by HN for students to check style guide and how to reference guides on Dept pages. AG – concerns about Turnitin, students worry if they submit on day, it might go wrong. HN advised on submitting early in case events occur that mean you can't submit on the due date. Additional concern about citation style and ensuring consistency. SS – concern about relevancy of readings and tasks being set on EN1011. Students don't think some tasks are relevant to them. Students discouraged from thinking as a critic reading as feel it doesn't come up in seminars. HN encouraged students to bring up readings in class. HN to pass on concerns about potential lack of clarity to tasks and readings. EW – midterm feedback helpful but only two of the modules [taken by Elizabeth Wheatley] did it – not sure why there was a discrepancy. Possibility to add more words for elaboration would be useful. Harvey Wiltshire offered continuous anonymous feedback on EN2012 (helpful) and Jenny Neville did a "getting to know you" form which was also helpful – asked what students have concerns about, excited about, need more time on, commuting, issues that students wished to share. JG – similar issues seen about relevancy on EN1011 – might be dependent on seminar tutor. Issue in EN1007 – post date says December 11th – doesn't leave much time to ask for feedback. HN addressed issues regarding need for parity on marking feedback. Recommendation to book in time to discuss. HN to pass on to convenor.</p> <p>Library update: EB: reminder of how to report concerns. Drop in on referencing support on Tuesday 3rd December but librarians available at other times. In the Minute photography display in the exhibition room. Bitesize training sessions being run with PDA school - please do sign up. HN reminded Reps on the recorded session on Library Skills available on Dept Moodle page.</p> |
| Meeting 2 | See action log for agreed actions from meeting on 12/03/2025. |

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| | <p>Apologies were noted. Emma Burnett (EB) provided an update on the library services. Focus group taking place on 27th March for Library Teaching for Humanities – 10 spaces available. Adam Roberts (AR) asked about the inaccessibility of some stacks on the top floor. EB noted that this was ongoing and there is no timeframe for repairs.</p> <p>Feedback provided by Camille Peebles (CP) that one on one feedback sessions were helpful. AR noted so that more can be arranged for future. AR reiterated that Tony White (Royal Literary Fund fellow) is available for writing tutorials as final assessments approach.</p> <p>Regarding options process – feedback from Jessica Garment (JG) that students find the number of documents confusing (too many module documents/guides) and it would be useful to have this consolidated. Elizabeth Wheatley (EW) provided feedback that commuting students found the timing of the compulsory options talk difficult to attend (as it was on a Wednesday).</p> <p>Feedback on EN1112: Sophie Sessions (SS) noted there was confusion regarding the assessment. Poems didn't seem to link to the readings completed and this meant students didn't see the benefit in attending seminar session. JG concurred with SS. Also noted a lack of diversity in the poems (white male dominated from specific period). More support needed to students. AR to feedback to convenor.</p> <p>EW also noted concerns about assessment deadline bunching. AR to raise with UGEL and Chair of Exams in Department.</p> <p>EDI update was provided on behalf of Dr Richard Hawley.</p> |
| Meeting 3 | |
| Meeting 4 | |
| Meeting 5 | |

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| Meeting 6 | |
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