

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	Geography
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	4/11/25	Q146	Ana-Maria Judele (Chair and senior course rep), David Gilbert (Staff student voice lead), Katie Willis (Education Lead), CJ White (SU), Debbie Phillips (Library). Year 3 course reps: Sophia Wheeler; Isadora Hale-Brown; Ani Georgieva; Bo Belton; Hannah Godfrey, Molly Gallagher, Ben Richards, Sakeenah Butt, Judy Tam. Year 2 course reps: Cleema Gonsalves, Mae Morris, Maisie Chan, Benjamin Coles. Year 1 course reps: Erika Toca, Angelo Allen, Lili Peyto. Sophie Meakins (apology)
December Meeting (optional)	2/12/25	Q136	Ana-Maria Judele (Chair and senior course rep), Katie Willis (UG Education Lead). Year 3 course reps: Judy Tam, Kalin Bailey Ben Richards, Ani Georgieva. Year 2 reps: Sophie Meakins, Maisie Chan, Ben Coles. Year 1 reps: Angelo Allen, Lili Peyto Apologies: David Gilbert (Staff Student Voice Lead), Debbie Phillips (Library)
February Meeting (compulsory)	17/2/26	Q146	Ana-Maria Judele (Chair and senior course rep), Katie Willis (UG Education Lead). Simon Blockley (HoD). Year 3 course reps: Sakeenah Butt, Molly Gallagher, Isadora Hale-Brown, Bo Belton, Hannah Godfrey, Judy Tam, Kalin Bailey, Ben Richards, Ani Georgieva. Year 2 reps: Sophie Meakins, Maisie Chan, Ben Coles, Cleema Gonsalves, Mae Morris, Ash Zaffar. Year 1 reps: Angelo Allen, Lili Peyto, Erika Toca Apologies: David Gilbert, Sophie Meakins
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	Issues around cancelled GG1017 session on Library resources. Katie and Debbie to liaise about providing students with that information	4/11/25	Katie Willis	By end of term	11/12/25	Debie had provided slides and videos the week after the lecture was cancelled & students were informed. Optional online drop-in session run by Debbie on 11/12/25
2	Issues around timetabling of GG1011 classes. KW to follow up with Adrian to ensure class timings are clear.	4/11/25	Katie Willis	ASAP	4/11/25	Adrian emailed all students to confirm arrangements & timetable was updated.
3	Year 2 fieldcourse information – timings and costs – need to be provided so students can plan.	4/11/25	Katie Willis	7/11/25	7/11/25	Fieldcourse arrangements included in important information email sent to all Year 2 students.
4	Review timing of release of assessment guidance & coursework support sessions so that students can get on with the work	4/11/25	Katie Willis	By end of term for Term 2	5/1/26	KW has liaised with module leaders for this term to ensure that this is happening.
5	Make lecture recordings available (missing for GG2013; GG2016; GG3019; GG2021)	4/11/25	Katie Willis	ASAP	7/11/25	All recordings made visible. This had been done at start of term, but Moodle updating had hidden some modules.
6	Timing and cost of Year 3 urban field trips to be reviewed as GG3053 and GG3060 were on consecutive days and there were issues about travel at peak hours.	4/11/25	Katie Willis	Next academic year		
7	Issues about audibility of some lecturers	4/11/25	Katie Willis	ASAP	7/11/25	KW followed up with the named lecturers so ensure

						they raise their voices and/or use microphone [Positive feedback from students after this at 2/12/25 SSAM]
8	Clarification about who will be supporting GG3111 exam preparation and marking exam	4/11/25	Katie Willis (and Simon Blockley)	Start of Term 2	16/2/26	Confirmed that Amy will be doing the exam revision and marking for GG3111. Message sent on GG3111 Moodle to all students on this module.
9	Ensure student drop-in hour information available on Moodle and on staff doors	4/11/25	Katie Willis	ASAP	7/11/25	Drop-in hour information was already available for all teaching staff on the Geography UG Moodle page & on noticeboard. KW followed up with individuals who didn't have information on their doors.
10	Some Moodle pages have invalid links or are difficult to navigate. KW to follow up with relevant staff	4/11/25	Katie Willis	ASAP	28/11/25	KW has emailed the staff whose modules were mentioned in the meeting. Will also remind all staff teaching next term about need for clarity of Moodle pages.
11	Greater guidance for policy briefs in Physical geography in year 3 as had not done them before. KW to discuss this with GG3019 module leader, but also consider building into Year 2 training.	2/12/25	Katie Willis	Start of next academic year		
12	Some lectures are not recorded, but not clear to students why this is. KW	2/12/25	Katie Willis	Start of next term for	6/1/26	KW reminded all lecturers about this. Students to

	confirmed the departmental policy which is that lectures should be recorded and made available to students unless there are specific reasons given by the lecturer at the start of module/ lecture. KW will remind colleagues about this.			term 2 modules		contact module leader in first instance, if recordings not available as sometimes this is due to quirks in Moodle.
13	Human Geography GIS content in GG2001 seems repetitious from Year 1. KW to feedback to staff member leading this.	2/12/25	Katie Willis	Start of next academic year	6/1/26	KW fed this back, but given this module will change significantly for next year, this should not be an issue.
14	Coursework information sheet not available for GG1011. KW to follow up with module leader	2/12/25	Katie Willis	ASAP	2/12/25	KW alerted the module leader to this and it was made available. There had been detailed information about the coursework report in lectures and practicals, but the coursework information sheet was invisible.
15	More GIS map support for GG1011	2/12/25	Katie Willis	Start of next academic year	3/12/25	KW fed back to module leader. There were significant additional optional sessions which many students did not attend. Should these be made compulsory next year?
16	Number and timing of assessment deadlines for year 1 in term 1. KW to discuss options with Year 1 reps at the end of the year to inform next year's plans.	2/12/25	Katie Willis	By end of term 3		

17	Longer word limit for GG3028 portfolio	17/2/26	Katie Willis & Varyl Thorndycraft	ASAP	23/2/26	Following discussions with VT as module leader & the Academic Quality team, a proposal to increase the word limit to 3,000 words was submitted for approval
18	Review content of Year 3 modules (GG3081 & GG3013) to ensure pitched at right level	17/2/26	Katie Willis	By start of next academic year		
19	Clarification about GG3061 exam	17/2/26	Katie Willis	ASAP	2/3/26	Module leader SN met with KW to discuss this & delivered slides on exam info at next lecture
20	Greater clarification needed about Year 2 fieldcourses as differences between trips	17/2/26	Katie Willis	By start of next academic year		
21	Greater geopolitics content in Year 1	17/2/26	Katie Willis	By start of next academic year		
22	Too much content in some Year 1 lectures	17/2/26	Katie Willis	ASAP	18/2/26	KW followed up with relevant staff members. They were already aware of the issues & are addressing them.
23	Slides are not always posted in sufficient time ahead of lectures	17/2/26	Katie Willis	ASAP	18/2/26	KW reminded all staff about the importance of this. If not available it may be because of a Moodle issue – students should let staff member know.

24	Limited PG options in Term 2 of Year 3	17/2/26	Katie Willis	Term 3 ahead of registration		
----	--	---------	--------------	------------------------------	--	--

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	