

## 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)	22 <sup>nd</sup> November 2024	MSTeams	Ioana Reay chair and MSc Past Climate and Environmental Change rep; Elliot May MSc Past Climate and Environmental Change rep; Bushra Khalfan MSc Global Futures rep; Deepka Deepka MSc Sustainability and Management rep; Rachel Myers MRes rep. Staff side: David Gilbert Student Voice lead; Innes Keighren PGT lead; Mike Dolton MSc Sustainability and Management Lead; Oli Mould Global Futures and MRes lead; Celia Martin Puertas Acting MSc Past Climate and Environmental Change lead.
December Meeting (optional)			
February Meeting (compulsory)	26 <sup>th</sup> Feb 9am.	MSTeams	IR; RM; DG; IK; OM, Ian Matthews Past Climate and Environmental Change lead; Debbie Phillips, Library. Written submissions from BK and DD.
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	BK – Can timetable app reflect teachers on team taught modules	26 Feb 25	OM to check with KW	spring term	1 <sup>st</sup> March 25	OM checked and not possible with current timetabling app.
2	BK – Will degree titles reflect Global Futures pathways	26 Feb 25	OM to check with AQPO, but pathways are reflected in transcript	ASAP.		
3	BK – clash of deadlines for some students.	26 Feb 25	OM to discuss with student group at next session.	Next GF sessions		
4.	IR – Slow computers in Earth Sciences Lab. Need for alternative spaces., and replacements for future years.	26 Feb 25	IM	ASAP and for next year.	27 <sup>th</sup> Feb 25	Access to high spec computers provided in Department.
5.	IR – Concern about Past Climate deadline co-inciding with Scotland fieldtrip.	26 Feb 25	IM	Before trip	Response 27 <sup>th</sup> Feb 25	Discussion to move back after the trip returns.
6.	IR – bunching of deadlines in January	26 Feb 25	IM	Sept 25		To review for next cohort, although strong reasons to retain assessment in this slot.
7.	Debbie Phillips – Library to offer 1 to 1 slots with MRes students	26 Feb 25	DP – IK/DG to communicate this.	10 March 25	10 March 25	DG emailed to students.
8	RM possibility of more activity in term 2	26 Feb 25	OM -	To review for 25-26		OM stressed the possibility of auditing GF sessions and also highlighted Landscape Surgery as regular event for MRes students.

9	IK Action update from 24-25	26 Feb 25	IK			More employability activities introduced for Masters students.

**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	<p>Very positive session – strong support from student reps. Briefing from HoD, Simon Blockley about potential merger with Earth Science Department and its impact on current Masters students (none), and potential future Masters provision. IR appointed as chair.</p> <p>Agenda: Royal Holloway Department of Geography</p> <p>Student Staff Action Meeting (SSAM)</p> <p>Friday 22<sup>nd</sup> November 2024 11am Via MSTeams link (circulated) or in person in Queens 154 (David Gilbert's office.)</p> <ol style="list-style-type: none"> <li>1. Welcome and apologies for absence (DG)</li> <li>2. Discussion of format and role of the SSAM, the need for a student chair or chairs, and the Action Log system (DG)</li> <li>3. Verbal report from Departmental PGT programmes lead (Professor Keighren). Includes discussion of attendance recording (IK)</li> <li>4. Verbal reports from course reps on first 2 months of degree programmes and any other issues raised by students. Programme Directors will respond to these comments. <ol style="list-style-type: none"> <li>a. MSc Past Climate and Environmental Change.</li> <li>b. MSc in Global Futures pathways.</li> <li>c. MSc Sustainability and Management</li> <li>d. MRes programmes</li> </ol> </li> <li>5. Update on wider Departmental issues and potential restructure within the School. (DG)</li> <li>6. Agreement of actions for Action Log.</li> <li>7. Chair(s) and action log secretary for next meeting.</li> <li>8. Any Other Business</li> </ol>

Meeting 2	<p>PGT Student Staff Action Meeting (SSAM)</p> <p>Wednesday 26<sup>th</sup> February 2025 12 noon Via MSTeams link (circulated)</p> <p>Chair: Iona Reay</p> <p>Agenda</p> <ol style="list-style-type: none"> <li>1. Welcome and apologies for absence (IR)</li> <li>2. Library Matters (DP)</li> <li>3. Written report on MSc Global Futures degree from Bushra Khalfan (DG, circulated)</li> <li>4. Verbal reports from course reps. Programme Directors will respond to these comments. <ol style="list-style-type: none"> <li>a. MSc Past Climate and Environmental Change. (IR)</li> <li>b. MSc Sustainability and Management (DD)</li> <li>c. MRes programmes (RM)</li> </ol> </li> <li>5. Verbal report from Departmental PGT programmes lead (IK).</li> <li>6. Agreement of actions for Action Log.</li> <li>7. Chair and action log secretary for next meeting.</li> <li>8. Any Other Business</li> </ol>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	