

## 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)	28/10/24 2:00pm – 3:00pm	Queens 174	Pugh Kalin, Godfrey Hannah, Spraggan Seb, Picket Ellie, Meridith Emily, Cook Cameron, Simeon Lok, Judele Ana-Maria, Farman Toby, Olinger Paulin, Klien Antonia, Butt Sakeenah, Chalut Aurora, Lewis Natalie, Richard Benjamin, Sophia Wheeler, Hale-Brown Isadora David Gilbert, Katie Willis, Simon Blockley.
December Meeting (optional)	02/12/24 2:00pm- 3pm	Queens 174	Joint chair: Emily Meredith and Ellie Pickett. Action log secretary Seb Spraggan  Katie Willis, Simeon Lok, Lam Ching, Pauline Olinger, Aurora Chalut, Jessica Marlow, Natalie Lewis, Catherine Dudley, Ellie Picket, Emily Meredith, Ben Richards, Toby Farman, Hannah Godfrey, Kalin Pugh, Ana-maria Judele, Cleema, Gonsalves, Mae Morris, Benjamin Coles.  Apologies: David Gilbert, Varyl Thorndycraft (staff-side)
February Meeting (compulsory)	20 <sup>th</sup> Feb 2025	Queens 174	Aurora Chalut: Chair  Staff side David Gilbert, Katie Willis, Deborah Phillips (Library) Simeon Lok, Lam Ching, Pauline Olinger, Antonia Klein, Aurora Chalut, Jessica Marlow, Natalie Lewis, Catherine Dudley, Ellie Picket, Emily Meredith, Ben Richards, Toby Farman, Hannah Godfrey, Ana-maria Judele, Cleema Gonsalves, Mae Morris, Benjamin Coles.
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)	2 <sup>nd</sup> June 2025		

**Actions**

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	<ul style="list-style-type: none"> <li>(GG2013) presentation mark scheme clarity issues during lecture / Hannah Godfrey</li> <li>Katie Willis will talk to Laurie about mentioning presentation mark scheme in greater detail</li> </ul>	28 <sup>th</sup> October	Katie Willis	Coming weeks	15 <sup>th</sup> November	The marking scheme to be used for the slides is stated on the coursework information sheet (as it is for all assessments). For 2025-26, KW will remind all colleagues that information about the marking scheme should be clearly stated in the intro lecture, as well as on the coursework information sheet.
2	<ul style="list-style-type: none"> <li>Late timetable release 6 days before freshers, issues with organisation for students</li> <li>Kalin Pugh will contact Dominica about timetable release dates</li> </ul>	28 <sup>th</sup> October	Kalin Pugh	Coming weeks		
3	<ul style="list-style-type: none"> <li>(GG2001) Techniques human geography - not clear, 'seems pointless', lack of connection/applicability with assessment / Sophia Wheeler</li> <li>Katie Willis will talk to Laurie about the applicability of practical work.</li> </ul>	28 <sup>th</sup> October	Katie Willis	Coming weeks	15 <sup>th</sup> November	Assessment focused session in week 6 of the module, including Q&A session. Nature of practical work and comparability with Physical geography assessment to be discussed for 2025-26

4	<ul style="list-style-type: none"> <li>Undergraduate handbook, issues with outdated version on student intranet / Toby Farman</li> <li>Katie Willis will talk to school admin team / Katie</li> </ul>	28 <sup>th</sup> October	Katie Willis	Coming weeks	15 <sup>th</sup> November	School Office checked and it was correct. There may have been some issues around the upgrading of the university website which caused some issues. KW checked again 26/11 and both Geography and E&SC handbooks are correct.
5	<ul style="list-style-type: none"> <li>Modules, Issue with clarity with Biological science module timing &amp; info / Anna maria</li> <li>Katie Willis will check with BioScience undergraduate education lead to find out more details prior to registration</li> </ul>	28 <sup>th</sup> October	Katie Willis	For registration in Term 3 24-25		
6	<ul style="list-style-type: none"> <li>(GG2021) Reading list, confusion with importance, too long, issues with timing, no reading priority / Anna-Maria</li> <li>Katie Willis will talk to Don - Talis reading priority needs to be set</li> </ul>	28 <sup>th</sup> october	Katie willis	Coming weeks	15 <sup>th</sup> November	GG2021 Talis Aspire reading list was already on Moodle and did have priorities indicated. Students should use this list, rather than Word documents.
7	<ul style="list-style-type: none"> <li>(GG2052) no Talis reading list / Ben Richards</li> </ul>	28 <sup>th</sup> october	Katie willis	Coming weeks	15 <sup>th</sup> November	Rachael has had problems with Talis log on. She

	<ul style="list-style-type: none"> <li>Katie Willis will talk to Rachel Squire about Talis Aspire</li> </ul>					emailed all students on 30 <sup>th</sup> October with a work around to access the reading. Now all resolved and GG2052 TALIS reading list available.
8	<ul style="list-style-type: none"> <li>(GG3019) layout everyone likes, course for an activity relates to material, assessment is good, content is good, policy brief is good for seminar/ Ellie Picket</li> </ul>	28 <sup>th</sup> october	No issue	No issue		
9	<ul style="list-style-type: none"> <li>(GG3111) formative presentation - dislike, most physical modules are due in one week of each other, so overwhelmed by formative/summative presentations / Emily Meredith</li> <li>Katie Willis will take note of student concerns (2025/26)</li> </ul>	28 <sup>th</sup> October	Katie Willis	2025-2026		
10.	Campaign to recruit year one reps	28 <sup>th</sup> October	David Gilbert	ASAP		4 reps in place for December meeting.
	<b>Second meeting</b>					

11	Location change for the GIS classes since the computers are too slow/ not up to date with the ArcGIS software	09/11/23	IT/ LSE School Rep	2025-26	09/12/2024	Alternative computers available in Queens, issue will be addressed for 2025-26 (Although GIS also moving to second year.)
12	GG1011 section A – library doesn't have updated version of QGIS	02/12/2024	Katie Willis	2025-26	09/12/2024	Matter reported to Library/IT.
13	Founders Lecture Hall – Faulty Lights, Speakers and Microphones	02/12/2024	Katie Willis	ASAP	09/12/2024	Reported and fixed for term 2
14	GG2001 Human Techniques – Limited transcript and practical data, lack of clarification from staff member	02/12/2024	Katie Willis	ASAP	09/12/2024	Staff member briefed for action in 2025-26
15	GG2001 Physical Techniques – communication issues with module leader, slow or no email responses.	02/12/2024	Katie Willis	ASAP	09/12/2024	Staff member briefed on issue, and reminded of importance of responses.
16	GG3168 - cancelled module – long-term staff sickness - meeting this week to inform people of alternative choices in modules.	02/12/2024	Katie Willis	ASAP	09/12/2024	Meeting held in week of SSAM. Students briefed and offered alternative modules.
17	Dissertation advisor issue with communication, organisation and overall concerns with help.	02/12/2024	Katie Willis	ASAP	09/12/2024	Member of staff briefed, and additional support offered.
18.	Geography curriculum review – to ensure that there is modelling of assessment loads across the year and pathways through different areas of the discipline.	20/02/2025	KW	For validation paperwork spring term.		
19.	Referencing guidance in student handbook to include how to reference material that is in a language other than English.	20/02/2025	KW	For 2026 start of year		

20.	Issue raised about Term 3 deadlines for Environmental Change & Environmental Systems. Timing issue and more support required	20/02/2025	KW	ASAP	28/02/25	Staff team emailed for action.
21.	More info on Moodle required for Year 2 feldtrips	20/02/2025	KW and trip leaders	ASAP	28/02/25	Actioned
22.	GG1002 reading list issue	20/02/2025	KW and PF		28/02/25	Addressed
23.	More training needed for field sketches after Spain trip experience	20/02/2025	GG1011 and GG1032 leaders			To be enhanced in research and fieldtrip training for 2025-6
24.	GG3013 – lack of assessment info until later in module	20/02/2025	KW to liaise with PF			For 2025-26
25.	Concern about deadline bunching around dissertation hand-in	20/02/2025	KW			KW to present models at June SSAM. Issue complicated by extensions.
26.	Students requested more info about graduate schemes	20/02/2025	KW to liaise with AW			Possible session to link to Year 2 into year 3 registration.
27.	Promotion of Model UN in Department	20/02/2025	KW and students			Start of term sessions 2025.
28.	GG3111 Global Conservation Challenges – suggestion of policy brief.	20/02/2025	KW to ask module leader to consider.		28/02/25	To be discussed further and reviewed in the light of overall assessment package for 2025-26.

#### 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	<p>Meeting 1 agenda: Geography Student Staff Action Meeting (SSAM)</p> <p>Monday 28<sup>th</sup> October – Room Queens 174</p> <p><b>Agenda</b></p> <ol style="list-style-type: none"> <li><b>1. Welcome and Apologies.</b></li> <li><b>2. Request for Any Other Business (AOB) items not covered by agenda</b></li> <li><b>3. Verbal reports and comments from Year groups on start of year</b> <ol style="list-style-type: none"> <li><b>a. Year One on transition and induction</b></li> <li><b>b. Year Two</b></li> <li><b>c. Year Three/Four.</b></li> </ol> </li> <li><b>4. Departmental Educational Lead – Annual Report for 2024-25 (Attached)</b></li> <li><b>5. Departmental Educational Lead – Curriculum Review proposals (Attached)</b></li> <li><b>6. Date of next meeting and student chair for next meeting. Recording and reporting of meetings and Action Log.</b></li> <li><b>7. AOB</b></li> </ol> <p>Notes</p> <p>AP: Sort out Talis reading lists / Katie, Gilbert</p> <p>Summer support, Inaki amazing person, helpful and good at his job</p>

	<p>AP: put annual report on next SSAM meeting / Gilbert DONE</p> <p>AP: Produce feedback on assessments in term 3, what other potential graded material could be put forward instead? / Katie</p> <p>AP: a bigger push for career support programs and awareness / Katie Willis</p> <p>AP: thank seb / Everyone <b>THANK YOU SEB</b> DG!</p>
Meeting 2	<p>Meeting 2 Agenda</p> <p><b>Geography Student Staff Action Meeting (SSAM)</b></p> <p>Monday 2nd December – Room Queens 174</p> <p>Agenda:</p> <p>2pm to 2:50pm <b>Formal business</b></p> <ol style="list-style-type: none"> <li>1. Welcome and Apologies.</li> <li>2. Proposed Merger between Geography and Earth Sciences – Simon Blockley HoD</li> <li>3. Action Log – response to action points. (DG/KW)</li> <li>4. Verbal reports and comments from Year groups on this term <ol style="list-style-type: none"> <li>a. Year One - on transition and induction, support with first deadlines</li> <li>b. Year Two</li> <li>c. Year Three/Four.</li> </ol> </li> <li>5. Departmental Educational Lead – verbal report and Annual Report for 2024-25 (Attached) (KW)</li> </ol>

	<p>6. Equality, Diversity and Inclusion issues (DG)</p> <p>7. Date of next meeting and student chair for next meeting. (EM/EP) Recording and reporting of meetings and Action Log.</p> <p><b>2:50pm Allow people to leave for lectures, meetings etc.</b></p> <p><b>3pm onwards</b></p> <p>8. AOB/further discussion</p>
Meeting 3	<p>Geography Student Staff Action Meeting (SSAM)</p> <p>Thursday 20 Feb – Room Queens 174 1pm to 2:30pm</p> <p>Agenda</p> <ol style="list-style-type: none"> <li>1. Welcome and Apologies.</li> <li>2. Request for Any Other Business (AOB) items not covered by agenda + Action Log</li> <li>3. Departmental Educational Lead (KW) – Curriculum Review proposals (Paper attached)</li> <li>4. Library support and issues (DP)</li> <li>5. Equality, Diversity and Inclusion issues <ol style="list-style-type: none"> <li>a. Student EDI Survey February 2025 (KW)</li> <li>b. Draft Inclusive Fieldwork checklist (KW)</li> <li>c. EDI committee and representatives (DG)</li> </ol> </li> </ol>

	<p>6. Verbal reports and comments from Year groups</p> <ul style="list-style-type: none"> <li>a. Year Two</li> <li>b. Year Three/Four – particularly feedback on dissertation process</li> <li>c. Year One – particularly on Spain experience</li> </ul> <p>7. Date of next meeting and student chair for next meeting. Recording and reporting of meetings and Action Log.</p> <p>8. AOB</p>
Meeting 4	
Meeting 5	
Meeting 6	