

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	LLC
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	X		
December Meeting (optional)	3/12/25, 2-3.30	MS Teams	Joe Harris, Freddie Hudson, Rachel White (Library), Jon Hughes, Richard Hawley, Molly Bjorklund, Eliza Burns
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Accessibility of library e-books: students to be encouraged to email Rachel White or to use the library's livechat function to get immediate help and answers when certain e-books can only be accessed a limited number of times at once. Reason: disseminating student awareness of the library system	03/12/25	Ruth Hemus, via newsletter	Next newsletter		
2	Year Abroad timelines: Students to be reminded of the different timelines for YA applications over Y2, via Eric Robertson in YA meetings and on YA Moodle page. Personal Tutors to be reminded to remind students that they are contactable during the vacations, and to alert students in advance to their annual leave (providing contact details of Eric Robertson or Hums Office for urgent queries). Reason: disseminating awareness of the system and support available to students	03/12/25	Eric Robertson, Joe Harris			

3	Lack of postcolonial material in Y2 CLC: Feedback to student that SSAM is not ideal for raising questions of class content; discussion with tutors or end of term module surveys are more applicable. Informal talk with to CLC director Reason: not a matter that falls within SSAM remit	03/12/25	Freddie Hudson Joe Harris			
4	Lack of audio recordings of lectures: workshop to be held encouraging LLC lecturers to reflect on good practice given LLC's tendency to use seminar teaching methods because of small groups (methods which are not conducive to recording). Staff to consider greater use of non-audio materials: handouts, PowerPoints, collaborative student-written Google Docs notes... Reason: encouraging teaching staff to rethink their teaching methods in light of student expectations	03/12/25	Jon Hughes and Joe Harris			
5	Heavy reading during assignment deadline weeks: Lecturers to be reminded of this problem, and possible solutions (deadlines set in Study Week/vacations; less reading in deadline week or reading-light essay skills session in previous week; encouraging students to get	03/12/25	Jon Hughes, Joe Harris			

	started on their essays weeks before the deadline). Possibly to fold in to workshop for item 4 above. Reason: as above, inviting staff to reconsider teaching methods in light of student expectations					
6	Essay questions and reading lists kept up to date: Lecturers to be reminded to ensure all materials and questions available from the start of the term (ideally the year); important changes to key reading to be implemented by end of previous year in module 'flyers' for coming year. Reason: need to ensure material accurate and up to date	03/12/25	Jon Hughes			

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	