

## 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	Languages, Literatures and Cultures (LLC).
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	22/11/2024	MS Teams	Staff: Richard Hawley, Jon Hughes, Sarah Wright, Ann Hobbs, Odile Rimbert, Victoria Falcomer,  Students: Chelsea Allen (Senior Course Rep.), Eliza Burns, Lillian Simpson.
December Meeting (optional)			
February Meeting (compulsory)			
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	There is a high number of students who do not visit their Personal Tutor or understand their importance. A feature in the newsletter about the importance of Personal Tutors.	22/11/2024	Sarah Wright, Chelsea Allen.		29/11/2024	Ongoing
2	There is a worry that students do not know about the career's services sessions. A feature in the newsletter to inform students on the Careers service drop ins.	22/11/2024	Sarah Wright.		29/11/2024	Ongoing
3	There is a worry that lectures are too reliant on textbooks for their teaching of languages, specifically Spanish, noted in the feedback form for T1. Odile Rimbert has agreed to speak to the head of SN.	22/11/2024	Odile Rimbert	Spring term 2025.		Ongoing
4	There was a concern that Moodle layouts have changed, and students find it harder to use. Jon Hughes has agreed to speak to course leaders and conduct a Moodle workshop.	22/11/2024	Jon Hughes	Spring term 2025.		Ongoing
5	There was a worry that there is little community within the Liberal Arts students. Chelsea Allen, Eliza Burns and Alero Omishore had agreed to create a form to understand how this can be improved, with contribution from Vasco Shenderovich.	22/11/2024	Chelsea Allen, Eliza Burns, Alero Omishore and Vasco Shenderovich.	December 2024.	Form created 04/12/2024. To be sent out 11/12/2024.	Ongoing

6	There was also a concern about bunching of exams and dissertation deadlines. Jon Hughes has agreed to review timings for dis. and to remind course leaders to release essay titles earlier.	22/11/2024	Jon Hughes	Spring term 2025.		Ongoing

**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	