

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	
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
October Meeting	31/10/24, 1pm	Online	<p>Staff – Tim Summers (Undergraduate Education), Stephen Rose (Head of Department), Shzr Ee Tan (EDI Lead), Tom Parkinson (Course Lead for Music and Sound Design), Mary Berry (PGT), James Mark (Music Performance Administrator)</p> <p>Student Representatives – Oskar Warren (First Year), Delilah Ferry-Swainson (MMus), Asna Kandeepan (Music and Sound Design, First Year), Jianan Shi (PGT), Anjali Pramod (Second year, Music and Sound Design), Harvey Lok (Third Year, joint), Ruby Wallace (PGT)</p> <p>Apologies: Ruby Dodd (Foundation Year), Jasmine Chauhan (Music and Sound Design, Year 1), Mary Dullea (Director of Performance), Nathan James Dearden (Composition, Performance Manager)</p> <p>Chair: Sequoia Ralph (3rd Year BMus)</p>
November Meeting	20/11/24, 2pm	WT001	“Town Hall” style
February Meeting (compulsory)	6/2/25, 1pm	Online	<p>Staff – Tim Summers (Undergraduate Education), Stephen Rose (Head of Department), Shzr Ee Tan (EDI Lead, PGT tutor), Mark Berry (PGT), James Mark (Music Performance Administrator)</p> <p>Student Representatives – Oskar Warren (First Year, music and theatre), Oliver Hicks (First Year, Joint), Anjali Pramod (Second year, Music and Sound Design), Harvey Lok (Third Year, joint), Delilah Ferry-Swainson (MMus), Ruby Wallace (PGT)</p> <p>Chair: Sequoia Ralph (3rd Year BMus, SRa)</p> <p>Minutes: Tim Summers</p> <p>Apologies: Tom Parkinson (Course Lead for Music and Sound Design)</p>
March Meeting (optional)	11/3/25, 1pm	WT001	“Town Hall” style

April Meeting (compulsory)			
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed
	SR to ask Dan Elphick to update website with list of modules	31/10/24	SR/TS	ASAP	In progress
	TS to speak to James Ellis to confirm sessions planned about theory, assignment briefs, and more practical sessions	31/10/24	TS	ASAP	Done 15/11/24
	TS to ask TW to clarify requirements for ensembles	31/10/24	TS	ASAP	Done 1/11/24
	TS to remind staff to put rubric for presentation reflections on Moodle pages	31/10/24	TS	ASAP	Done 18/11/24
	TS to remind staff about creative options when developing Term 2 assessment briefs	31/10/24	TS	ASAP	Scheduled for Department Forum 11/12/24
	SR to ask staff to supply TS with office hours for listing, with central list displayed	31/10/24	TS	ASAP	Done 1/11/24
	Reps to canvas feedback on pizza Tuesdays	31/10/24	Student reps	ASAP	In progress
	SR to include Jo Edmondson's links about placement information in student update email	31/10/24	SR	ASAP	Done 1/11/24
	Check condition of Wetton's ground floor drainage	20/11/24	SR	ASAP	Done and fixed by 20/11/24
	Restock period supplies for Woodlands and Wetttons bathrooms	20/11/24	TS	ASAP	Requested 20/11/24

	Wetton's Annexe B secondary screen not functioning	20/11/24	TS	ASAP	Fixed 20/11/24
	Common room chair requiring repair	25/11/24	TS	ASAP	Requested from maintenance, chased 10/12/24
	Fix issue with attendance system registration for specific modules	20/11/24	TS	ASAP	Done 20/11/24
	Remind students about care with studio space – esp. eating and drinking and possible consequences of not observing these rules	20/11/24	SR	ASAP	Done 21/11/24
	Next year, timetable additional teaching space for studio-based sessions	20/11/24	SR	Next year	Next year
	Swap some 'Pizza Tuesdays' days to reach greater number of students	20/11/24	SR	Next year	Next year
	Check access to 'Music Department General Information' moodle page	20/11/24	TS	ASAP	Personal tutors reminded 11/12/24
	Ask personal tutors to review scheduling of first-year delivery so that it matches student assignments. Review support in second and third year, too.	20/11/24 20/11/24	TS	ASAP	Personal tutors reminded 11/12/24
	Check repair status of Wetton's bathrooms	20/11/24	SR	ASAP	SR emailed maintenance c.21/11/24
	Reps to remind students about attendance.	6/2/25	Reps	Next meeting	
	SR/TS to remind staff to remind students about attendance in lectures.	6/2/25	SR/TS	DONE	DONE

	Reps to remind students about pizza events.	6/2/25	Reps	Next meeting	
	Reps and staff to promote to 3 rd years in particular, but also everyone currently undergrad.	6/2/25	Reps	Next meeting	
	Reps to forward any feedback from students on problems in toilets.	6/2/25	Reps	Next meeting	
	Third year reps, please promote NSS.	6/2/25	Reps	Next meeting	
	TS and SR to discuss with Mary Dullea, esp. proposal of reduction of recital time.	6/2/25	TS	Term 3 (when MD back from sabbatical)	
	TS and SR to find out how to request different items for vending machine.	6/2/25	SR/TS	ASAP	
	TS to put survey up in Common Room for change of days.	6/2/25	TS	DONE	DONE
	SR/TS to find out how to alter pizza order.	6/2/25	TS/SR	ASAP	
	TS to ask staff to discuss [analysis instructions] with students when giving assessment guidance.	6/2/25	TS	DONE	DONE
	TS and SR to ask PDA-School to liaise with EPMS as early as possible for options.	6/2/25	TS	When options scheduled	
	SR will ask TW about parameters for contemporary piece this year, and for assignment guidelines	6/2/25	SR	ASAP	
	TS to talk to MD about how it will overlap with contemporary music performance next year.	6/2/25	TS	Term 3 (when MD back from sabbatical)	

	TS to tell staff about these options [attendance tracking] and encourage take-up.	6/2/25	TS	DONE	DONE
	ST/MB: Schedule CeDAS session early next year.	6/2/25	ST/MB	Next year	
	ST/MB: Ensure that visiting speakers briefed to focus on skills/method as part of talk.	6/2/25	ST/MB	Ongoing and next year	
	ST/MB: Look at assignments for next year, especially freer choice in essay and applying skills to specific area of interest.	6/2/25	ST/MB	Next year	
	ST/MB: Include 'how to' audit information in welcome session for next year.	6/2/25	ST/MB	Next year	
	TS to provide guidance when options released	6/2/25	TS	When options scheduled	
	Reps to canvas opinion on Term 1 only reading week. Would that be confusing? Or welcomed?	6/2/25	Reps	Next meeting	

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	