

## Student-Staff 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	Physics
Regular meetings per year	3-6
Quorum	5

**Physics SSAM – 14<sup>th</sup> February 2024**

	Date and Time	Location	Attendance
November Meeting (compulsory)	01/11/2023 1300h	T125	Wasil Bhatti, Thomas Catanach, Kieran Gale, Eleanor O'Callaghan, Paramveer Singh, Tiago Fernandes De Nobrega (Chair), Jon Goff, Ian Murray, Philipp Niklowitz, Giovanni Sordi, Pedro Teixeira-Dias, Tim Wilson-Soppitt. Apologies received from – Stephen Gibson, Pavel Karataev, Eva Garcia-Grau
December Meeting (optional)	n/a		
February Meeting (compulsory)	14/02/2024 1300h	T125	Wasil Bhatti, Thomas Catanach, Tiago Fernandes De Nobrega, Kieran Gale, Prof Stephen Gibson, Prof Jon Goff, Dr Asher Kaboth, Iman Khan, Ian Murray, Prof Philipp Niklowitz, Eleanor O'Callaghan, Paramveer Singh, Dr Giovanni Sordi, Prof Pedro Teixeira-Dias, Prof Stephen West, Timothy Wilson-Soppitt Apologies: Eva Garcia Grau, Dr Pavel Karataev
March Meeting (optional)	n/a		
April Meeting (compulsory)	In June with agreement of students 05/06/2024	T118	
May Meeting (optional)	n/a		

## Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Communicate departmental response to student feedback by email and on Moodle.	1/11/23	PGN	30/11/23		Resolved
2	The department will ask the DAB chair to review its moderation strategy.	1/11/23	PGN	End of Autumn Term		Resolved
3	Compile PH4610 issues list	14/02/24	TC/SG/PGN	End of Spring Term	27/02/24	Completed
4	3 <sup>rd</sup> year tutorial issues list	14/02/24	TGN/SG	asap		
5	PH3910- larger room required.	14/02/24	TWS	asap		Resolved
6	PH3930- larger room required.	14/02/24	TWS	asap		Resolved
7	PH2310 EWD room unsuitable for teaching.	14/02/24	TWS	asap		Resolved

**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 1 Nov. 2023 T125	<p>1 Welcome and apologies</p> <p>For apologies see meeting log.</p> <p>Tiago Fernandes De Nobrega was agreed as chair.</p> <p>2 Minutes of the previous meeting and matters arising</p> <p>Minutes were approved and no matters were arising.</p> <p>3 Academic Staff Update</p> <p>Report by PGN:</p> <p>There is no official Year 1 course representative at the moment. Students have expressed an interest and have been directed to the SU with regards to training.</p> <p>The UG Annual Review (UGAR) of teaching in the department has been published in the Student Voice section of the Physics Departmental page on Moodle.</p> <p>Engagement on Wednesday mornings for the Special Lectures and PH1320 Classical Mechanics classes needs to improve.</p> <p>Mid-term feedback response incl. SSAM response will be sent by email and published on Moodle. [action]</p> <p>Academic Integrity module SS1001 in Year 1 is mandatory non-condonable. Do it as soon as possible.</p> <p>In-class tests take place in the first week of January, there will be no teaching, just assessments.</p>

#### 4 Academic Rep Update

Feedback was received from all year groups prior to the meeting. A feedback report has been supplied to the department.

##### Year 4

There was not much to report from Year 4 students on modules, RHUL based study is going well, all issues are intercollegiate. There were issues integrating at the start of term, IDs and access were only received last week. There is a concern for next term for QMUL delays. Students are considering changing to non QMUL/KCL January starts. TWS said that processes for Spring Term should go more smoothly.

Concern with Atomic Physics module (exam grading, low mean score). It is a good module, enjoyable but the exam did not go well. Alternative, Stellar Astrophysics being chose for a better grade. The department will review its moderation strategy. [action]

Overall the year is going well, no feedback been given probably means it is good.

##### Year 3

PH3900 astronomy would benefit from increased interaction with students.

In PH3520 there appears to be a disconnect between lectures (history and concepts) and problem sheets (calculus). Problem sheets contained errors and were hard.

There was a clash between PH3150 and MT3280 for Spring Term, a combination taken by several students. PGN reported that the clash was resolved.

PH3450 was perceived to be a tough module for Year 3 students.

In CS3920, marking criteria are not clear. No constructive feedback was given.

## Year 2

Overall, more practise is requested.

For PH2130 more explanations should be given in slides. More steps in the derivations should be explained.

For PH3150 a faster marking speed is desired. Also, the weekly structure of having a lecture shortly before the problem sheet deadline is not ideal.

An issue in PH2420 is handwriting. Also, according to feedback prerequisites were not sufficiently explained. Availability of live recordings was requested. More practice questions and written solutions are requested as well.

## Year 1

For PH1110 more examples and more practice would be desirable. PGN pointed out that the possibilities for Maths practice have already been substantially increased this year.

PH1140 students would like to have a timetable in advance. PGN cautioned that this might be constrained by logistical challenges.

## 5 EDI Update

TSB has stepped down as EDI Lead. The department is currently in the process of reallocating this role.

Women in Physics group has been redefined as Women and Non-binary in Physics group.

A new group is set up, which is the Social Economic Equity and Inclusion Group.

## 6 Library and IT matters

A written report from Eva Garcia Grau regarding the library was received.

	<p>7 AOB and date of next meeting</p> <p>No AOB</p> <p>Next meeting 14 Feb 24 1pm T125</p>
<p>Meeting 2 14/02/2024 T125</p>	<p>1 Welcome and apologies</p> <p>For apologies see meeting log.</p> <p>Tom Catanach was agreed as chair.</p> <p>2 Minutes of the previous meeting and matters arising</p> <p>Minutes were approved and no matters were arising.</p> <p>3 Academic Staff Update</p> <p>Prof Stephen Gibson confirmed new staff appointments: Dr Justyn Maund teaching part of PH1920 Physics of the Universe Dr Alessio Spurio Mancini teaching PH4320 Advanced Astrophysics</p> <p>Dr Philipp Niklowitz advised a new feedback questionnaire was being released at end of day.</p> <p>Dr Asher Kaboth thanked all students who had participated with the Institute of Physics accreditation by meeting with the IoP Panel.</p> <p>It was noted that attendance rates in Years 1 and 2 had significantly dropped recently (observed and reported by lecturers rather than Campus Connect attendance logs) and PGN invited any feedback on the cause(s)..</p> <p>Reps were asked to encourage peers to attend as low attendance is a reliable indicator of lower grades at the end of the year.</p> <p>4 Academic Rep Update</p>



A student feedback report (Appended) had been supplied to the department.

#### Year 4

Prof Gibson apologised for Project feedback/mark delays and comms issues that were raised, giving assurance the problems were being treated as a priority and steps were already being taken to resolve issues.

PH4610 Prof Gibson confirmed Misconduct procedures had been followed but that the communications method/application would be reviewed for future.

A list of issues requiring attention (moodle materials etc) was requested to aid quick identification and correction of any errors [action point]

#### Year 3

Varied Tutorial styles and standards would be reviewed- a list of students' specific tutorial issues was requested [action point]

There was a limited supply of a required text for PH3040 at the library. Students would be able to request additional hard copy texts directly with the Library.

#### Year 2

See feedback report.

#### Year 1

See feedback report.

#### 5 EDI Update

Dan Bedingham had appointed as EDI Lead.

There was now a Women and Non-binary in Physics Instagram account, but it was unclear if this was the official account of the RHUL Society or independently run (and if so could it be adopted).

	<p>It was planned to restart the EDI Committee once the appointment process had been followed for members.</p> <p>6 Library and IT matters</p> <p>Requests for textbook stocks at the Library could be made to Dr Niklowitz,</p> <p>7 AOB and date of next meeting</p> <p>TFN requested feedback on the Student Feedback questionnaire results used for the Feedback Reports.</p> <p>It was agreed the Report was very useful with the additional comments.</p> <p>There was limited feedback available at modular level through the School/University questionnaires limiting the effectiveness of the main review process. Surveys were also now online resulting in low levels of participation.</p> <p>Reps used paper questionnaires providing much higher engagement levels.</p> <p>Suggestion of further Academic/Tutor feedback criteria in addition to current helpful/approachable.</p> <p>Next meeting proposed either 20<sup>th</sup> March or after Exams period, to include Exams feedback (last week of summer term possibly depending on post-exam activity timetable)</p>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	