

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	Biological Sciences
Regular meetings per year	3-6
Quorum	5

List of Department Reps:

<p>Year 1 Reps:</p> <ul style="list-style-type: none"> • Casey Cooper • Yasmina Debieche Del Rio • Harneet Dhillon • Xinyao Qu 	<p>Year 2 Reps:</p> <ul style="list-style-type: none"> • Naema Abdi • Nabiha Atlas • Claudia Carter • Daria Chernovolenko • Noorsath Chowdhury • Holly Clark • Elysia Dent • Michelle Doa Duque • Andre Joseph • Safa Khan • Anna Laricheva • Emily Robnik • Suha Sultana 	<p>Year 3 Reps:</p> <ul style="list-style-type: none"> • Eva-Mae Hart • Safy Irwin (Senior Course Rep) • Allison Pizzo (Senior Course Rep) • Ceylin Surmeli • Isabelle Talbot • Amy Webb (Senior Course Rep)
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Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	13 November 2024 2-4pm	Wolfson 130A	Attendees: Naema Abdi, Claudia Carter, Lucy Davidson, Lydia Hanna, Brett Harmony, Eva-Mae Hart, Jenny Murdoch, Debbie Phillips, Allison Pizzo, Noorsath Chowdhury, Safa Khan, Elysia Dent, Yasmina Debieche Del Rio, Michelle Doa Duque, Emily Robnik, Claudia Carter Apologies received from: Dominika Biel, Harneet Dhillon, Safy Irwin, Andre Joseph, James McEvoy, Ceylin Surmeli, Isabelle Talbot, Elaine Turton, Anna Laricheva, Amy Webb.
December Meeting (optional)	11 December 2024 2-4pm	Wolfson 130A	
February Meeting (compulsory)	5 February 2025 2-4pm	Wolfson 130A	
March Meeting (optional)	12 March 2025 2-4pm	Wolfson 130A	
April Meeting (compulsory)	8 May 2025 2-4pm	Wolfson 130A	
May Meeting (optional)	13 June 2025 2-4pm	Wolfson 130A	

Actions

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	<ul style="list-style-type: none"> -Reminded more students about CEDAS resulting in more students attending -Best response for Mid-term survey from first year students- year 2 and 3 course-reps to advertise more -Student handbook has extension information now -2 ecology/biology/zoology course reps (1 first, 1 second year) -Reminded of graduation ceremony -Study spaces in the library for students with varying accessibility needs -CEDAS member of staff for statistics- bookable through Moodle hub either in-person or online -CEDAS brochure for past work (for staff- could be adapted for students as well) -CEDAS trialling sessions specifically for lab report support- can offer individual feedback as well as group feedback. Dates not yet available. -Annual review available on Teams -Not too many changes for next year -1st year students- 17 responses in survey: majority feel they made good choices for modules, 50% feel satisfied with tutorials, some feel workload is manageable, resources satisfiable, challenge to balance academic commitment with other commitments, difficult to receive feedback on lab reports and assignments, generally happy with professor relationships, learning new content, community, negatives include workload -Year 1: not enough guidance for lab report for BS1021, Becoming a Bioscientist- more tutorial sessions to discuss the project, not enough information for housing (could tutors remind students about this?- direct this to SU), more students would like more optional quizzes -Year 2: majority of feedback according to BS2570 Physical Biochemistry- write-up instructions are vague as specific formatting is needed yet guidance is brief (there is a detailed template on Moodle as well as marking criteria available under general information- this can be shared with second year students) -Year 2: Timetabled additional session for BS2570 -Year 2: Ecology module to do a podcast as a high percentage of the grade, module over the summer suggested as having a higher workload than expected -Suggested to make amount of hours expected for modules clearer? -Year 2: some modules follow one another on the timetable- a lot of content to take in in one day (receive timetables in advance?) -Year 2's not received feedback on the haematology lab from year 1 (Fundamental Biochemistry) -Year 2 Protein Structure and Function- slides very word-heavy, students asking for pre-lecture recordings/ quizzes, Vevox/ live questions to be used during lectures?

	<ul style="list-style-type: none"> -Re-opening of past quizzes for revision purposes -Pre-lecture recordings for Developmental Biology? -Human Physiology- connect reminders through timeline on Moodle? -Genetics module- no follow-up quizzes post lecture -3rd year: exam-preparation and essay-writing, BS3530: confusion over content, module selection for 3rd years not as interesting, examination structure (closed book) too based on memory- cheat sheets suggested -Mid-term quizzes -Variety of assessment types between modules -Other lecturers offer term 3 projects? Indication of when they run could be added into the handbook -Information could be passed on through the General Teams channel
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	