Staff-Student Action Log

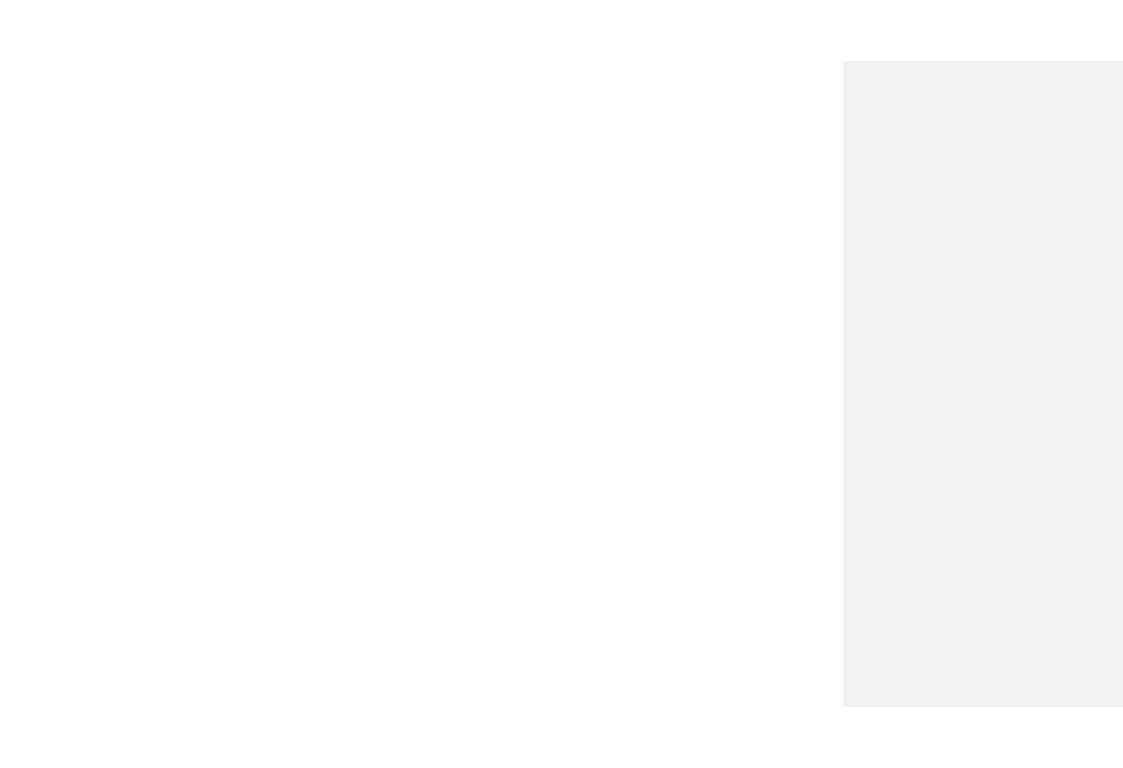| Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Department	Computer Science Undergraduate
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	Wednesday 8th November – 14:00-15:30	International 0-28	Tris Mudaliar, William Coote, Kieran Munn, Hugh Shanahan, Matt Hague, Chris Watkins, Narinder Sehra, Matteo Sammartino, Elaine Marshall
December Meeting (optional)	24th January 2024-14:00-15:00	Windsor 0-02	William Coote (Chair-2nd Year), Karan Alreja (2nd Year), Kieran Munn (2nd Year), Allotey, Joshua (1st Year), Zainab Shaikh (1st Year), Hugh Shanahan (Senior Personal Tutor), Matt Hague (UG Education Lead), Matteo Sammartino (EDI Lead), Narinder Sehra (Technical Lead-CIM Team), Eva Garcia Grau (Library Liaison), Victoria Gilyatt (Secretary).
February Meeting (compulsory)	28th February 2024-14:00-15:00	TBC	
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	Election of Chair	08/11/2023			Y	Tris Mudaliar elected
2	Yr 1 Students allowed a work from home day in Term 1. Feedback needed from students	08/11/2023	Course Reps	Ongoing		Feedback: Works well for commuting students. Generally good Feedback received from students. However, Term 2 is difficult as in everyday.
3	Talk to Maths regarding the module selection deadline as is very different to Computer Science	08/11/2023			Y	Deadlines will be matched (pprox..) with the Maths Department
4	Students to be asked if they would like revision sessions online	08/11/2023	Course Reps	28th February 2024		
5	Students to be asked on their thoughts of how revision sessions would be run, eg. Just Q&A, go through past paper, etc.	08/11/2023	Course Reps	ASAP		
6	CS2800 Software Engineering CW2. Unclear instructions. The Moodle Submission asked for a comprehensive report but in the mark scheme, the report is just the UML.	24/01/2024	Matt Hague to speak with the Module Leader	Term 2		Module leaders will improve clarity next year.
7	CS2800 Software Engineering CW2. It was unclear if taking an extension would affect both the Project and report. – EPMS Admin resolved the issue with the extension team and	24/01/2024	Victoria to email the issue to Matt Hague for reference	Term 2	Y	Emailed Matt Hague the issue with CS2800 Extensions.

	communicated to the students affected					<mark>Have asked module leaders to clarify this in guidance next year.</mark>
8	CS2850 Operating Systems the brief changed 2-3 times at the end of Term 1. Changes to the PDF and the sudo code were made.	24/01/2024	Matt Hague to report back to the Module Leader	Term 2		<mark>Discussed with module leaders. Changes were well discussed on the module forum in advance of the deadline. However, as some students may not have seen these discussions, marking was carried out so as not to punish students working with the outdated specification.</mark>
9	IY3612: Critical Infrastructure Security: every year students struggle to enrol themselves into the Module	24/01/2024	Admin Team resolved with the help of IT Support when the issue was raised	Term 2	Y	IT support were emailed to re-name the IY5612 Moodle page (which all students were enrolled on) with: 23-24 Critical Infrastructure Security (IY5612/IY4612/IY3612)
10	In Moodle, it will be easier to access lecture recording if linked in the module course content.	24/01/2024	Hugh to provide guidance to staff to be provided to ensure all Panopto files are available in the same place	Term 2		Panopto recordings are on the right-hand side of the page.
11	All reps to circulate and EDI Awarding gap survey around their respective cohort and feedback at the next SSAM.	24/01/2024	Course Reps	28th February 2024		

	Notes:
Meeting 1	To lessen email traffic, Matt has set up some forms in Moodle for announcements and Q&A's. The department announcements will be on teaching and welfare. Yr1 students have had a 'work from home' day with all online teaching. This was planned for both Term 1 and Term 2 but there have been timetabling difficulties and this will not run in Term 2. However, we would like feedback from students as to how this has been received, has it been useful, should this be continued? There will be a mid-term survey to all students, ends 10th November. It is very short and will only take about 2 mins to complete. Office hours are published on the Computer Science website but do not seem to be used. Feedback from all years was received from Tish Mudaliar prior to the meeting and the feedback and responses can be seen on the attachment. IT Update A new Discord server has been set up; it does not replace the Comp Soc Discord. It is for students to ask questions in a less formal surrounding. It is EPMS based and also used for announcements and department chat. This is not the only source for questions, students should also take advantage of the EPMS Helpdesk. There are currently no issues in the Bedford labs. If students have any concerns, they should not wait for the next SSAM meeting. Any concerns should be notified to the CIM team either in-person to 0-03 in Bedford or by email to CIMHelpDesk@rhul.ac.uk Library Update Eva Gracia Grau was unable to attend the meeting but sent the report below

Commented [SH1]: Please copy and paste into her.

Written report from Eva Garcia Grau

We have had feedback around opening hours in the library. We are going to be open 24/7 from Spring term but the two main reasons why we are not opening 24/7 this term are:

- We have occupancy data that shows the library is not utilised as much in this term at night.
- We are not given the budget to support 24/7 opening all year round, so we have aligned when we are open 24/7 with when it is most needed.

Just a reminder that the Founder's Reading Room is open 24/7 and it is not usually full when the library is closed.

- Follow the library @RHUL_Library on X and Instagram to find out what we are doing.
- There are user experience activities next week (w/b 6th Nov) to find out how students are using the library. The main activity is asking student to write/draw on floor plans to show us how they use the library – this will run all throughout the week. They will be able to pick up plans for each floor.
- On the23rd November from 5.30 to 6.30, I (Eva) am running a session about AI for research organised by Tracey Berry from Physics and open to all students. The talk will take place at the Moore Auditorium and will be followed by a panel discussion. I believe snacks will be provided.

As usual, please let me know of any feedback from the students about the library or any needs they have around finding materials for their research, referencing and referencing tools.

EDI Update

Gave a more detailed EDI description during the Welcome Week induction to let them know what is available. Would like to use the Course reps as communication channel with the students, for feedback.
Peer Guides, don't know too much about this scheme which is only for Yr1 students. Working toward an enhanced scheme to cover Yr2 and Yr3, as a School scheme, not departmental.

	Mentors are Yr2 and Yr3 students. Last year an online form was set up to gather information from reps and will do the same this year. Working on improving accessibility. Peer guide scheme is run and controlled by the Student Union. Will send out to course reps asking for information. Next meeting booked for 24th January 2024- 14:00-15:00, agreed would be 60 minutes.
Meeting 2	<u>Library Update</u> - Library is open 24/7 - Founders Reading Room, The Recharge space in the Windsor Building and PC Lab 1 in the Computer Centre are also open overnight providing further 24/7 study spaces and IT resources. - <u>Get it for me</u> - New exhibition – <u>Words from the wild: the nature of poetry</u> <u>CIM Update</u> - The system is running fine there is no reports of issues. - There was an out-hour's restriction implemented by central university, whereby students could not access Linux without using the multi-factor authenticator. It has been tested and is now up and running and can be accessed using the RHUL VPN. - Looking to refresh Bedford Labs this year 0-06 a few machines are coming out of warranty and will be replaced by the same spec of PC's. - Looking at ways to guide students to IT books to advance their skills. <u>Academic Staff Update</u> - Assessment futures are looking into the feeling that too many assessments are being set across the university. - There is a model showing 1 assignment and 1 exam across the year, however this is not deemed too paired down. So, there is still negotiation going on with the School and University.

	- An example of these changes could be bundling whereby 4 Quizzes could be changed to the best 3 quizzes for the academic year. Planned Module Changes - Machine Learning & AI are continuing to grow and need to be imbedded in curriculum. - Too much programme related training in year 1, more emphasis needs to be made on explaining of concepts. - Year 1 in 2025/26- One of the programming modules will be removed and will introduce a Foundation of Maths for Machine Learning in Term 2 - Year 2- There will be a new module introducing Machine Learning. - Year 3- There will be a module on Quantum Computing starting in 2024/25 Academic Rep Update Advanced feedback was given over email which was addressed in the meeting please see Action Log for outstanding points. EDI Update - Looking at Awarding Gaps- The performance of students belonging to different groups - Different groups have different performances so I will be circulating a form to the reps which they will be able to forward to the respective groups. - This will collate feedback on things that students feel are negatively impacting their performance and will be looked at the next meeting. AOB - It was raised that different modules seem to have different grade systems, whereby some provide a numerical grade and others don't. It was explained that there are guidelines for staff that any assignment less than 10% then you receive a numerical grade and anything above 10% you don't receive a numerical grade. There is also a guideline for students explaining this. The next Meeting is planned for the 28th February 2024 to discuss validations

Meeting 3	Library Update
	Library Update (underlined)
	• Library is open 24/7
	• Founders Reading Room is also open overnight providing a further 24/7 study space.
	• Get it for me
	• New exhibition – Words from the wild: the nature of poetry
	• Work on 2nd floor: The 2nd floor book area is now open, apart from where the leak is. Some books have been taken off-site for professional cleaning. We expect them to be returned by May. For the time being, staff and students should contact us before travelling in if they need something from that floor so we can check if it's available.
	• Drop-in referencing support: Tuesday 5th March, 10:00 – 12:00, in the entrance to the library.
	CIM Update (underlined)
	• Ongoing stability maintenance is being carried out and system is running fine with no reports of any issues.
	• HS suggested testing Linux server capacity for up to 150 notebook user log-ins due to the increase in student notebooks being used in labs. NS confirmed plenty of resource was available if required.
	• Reps were asked to remind finalist peers to complete NSS
	Academic Staff Update (underlined)
	• Module options selection process is being coordinated with Maths
	• EDI feedback is currently being collected
	• The module changes for 2024/25 have been emailed out
	• New Quantum module will be run as a stand-alone topic next year, but will build on 2nd year and then 1st and 2nd year content in future years.

- CS4950 Deep Learning will be running as a 3rd year module from 2025/26 (as both 3rd and 4th year in 2024/25)
- CS2800 Software Engineering is getting an updated structure following the allocation of new module leaders (going to 2hrs of lectures and 2 hours of labs)
- CS3490 Computer Optimisation would no longer offered to Maths Joint students who would instead take MT3680 Introduction to Optimisation.
- CS3870 Advanced Algorithms and Complexity would now be available to Maths Joint students following withdrawal of the MT equivalent module.
- CS2900 was cited as an example of the preferred teaching format- new module structures were being rolled out in 2-3 years so this would be considered.

Academic Rep Update

Advanced feedback was given over email which was addressed in the meeting please see Action Log for outstanding points.

EDI Update

- No new matters to note.

AOB

- CS2850 Operating Systems module specifications had changed, though markers had kept to original marking parameters to avoid penalising any students who were unaware.

The next Meeting was proposed for the last week of Spring Term.

Meeting 4	
Meeting 5	
Meeting 6	