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	Information Security
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
Nov 23 Meeting (compulsory)	20/11/2023 16:00	MS Teams	Saqib Kakvi (EPMS Director of PGT Education) Lizzie Coles-Kemp (Professor in Information Security/EDI Representative) Fauzia Idrees (Director of Cyber Security DL Programme) Eva Garcia Grau (Library Representative) Stuart Hollister (Administrative Representative) Kedar Kumta (Chair) Uday Meda (Course Rep)
Dec 23 Meeting (optional)			
Feb 24 Meeting (compulsory)	26 February 2024 3.30-4.30pm	Bedford 1-17	
March Meeting (optional)			
Apr 24 Meeting (compulsory)	11 April 2024 10am-11am	Bedford 1-17 / Teams hybrid	Saqib Kakvi (EPMS Director of PGT Education) Lizzie Coles-Kemp (Professor in Information Security/EDI Representative) Fauzia Idrees (Director of Cyber Security DL Programme) Greg Leurs (Library Representative) Kedar Kumta (Chair) Harriet Milligan (Administrative Representative)
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1.	Action: Discuss possibility of alternative assessments with module leaders. Reason: Desire for more varied suite of assessments.	20 Nov 2023	Academic Team	1 Apr 2024		This will be discussed within the department and an update given at the April Meeting.
2.	Action: Work towards the reintroduction of speaker seminars to hear from prospective employers. Reason: Students wish to understand the nature and extent of alumni employment.	20 Nov 2023	Academic Team	1 Feb 2024		This will be discussed within the department and an update given at February's meeting.
3.	Action: Check if there is a current equivalent to the RHUL passport scheme. Reason: Creating incentives for participating in extracurricular activities i.e., Cyber Pathways	20 Nov 2023	Administration Representative	21 Nov 2023		26/2 EPMS Network is considering the possibility of a similar system.
4.	Action: Provide Chair with details of EPMS Network. Reason: Introduction to EPMS Network.	20 Nov 2023	Administration Representative	21 Nov 2023		Done (SH).
5.	Action: EPMS admin to check with Student Union about whether new recruits can be taken on mid-year. Update Student Rep KK.	26 Feb 2024	Admin rep	8 March		
6.	Action: Seminars – Student Rep (KK) to ask student cohort for suggestions on how else to communicate the seminar speaker schedule to them,	26 Feb 2024	Student Rep KK			

	for the purposes of improving attendance.					
7.	Seminars: LCK is keen to meet (next term) with students to discuss engagement and communications. Student Rep (KK) to liaise with cohort.	26 Feb 2024	LCK and KK			
8.	Further to action 6 & 7 – discuss with students over the summer regarding a symposium to start the year. How best to better engage with students. Also an opportunity to get feedback from students of their experience of the year	11 April 2024	LCK, FI, KK	August 2024		
9.	Share information with students about Library referencing drop-in sessions which will be from 7th May then first Tuesday of month. LCK to add to newsletter. GL to send digital poster	11 April 2024	LCK,	30th April 2024		

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 2	26 Feb meeting: Continuation of Action point 1: Assessments: LCK: Under the College-wide Assessment Futures, it is unlikely that exams will be removed from the ISG MSc course.
Meeting 2	26 Feb: noting that a number of YINI students are changing to the non-YINI course.
Meeting 2	26 Feb: Note on use of Moodle: Some students find it "confusing and challenging", especially with assignment notifications which are not necessarily for all students.
Meeting 3	11 Apr: Discussions around why students were not attending the Wednesday sessions organised. Student rep reported students found it extra effort that wouldn't add value. LC-K noted that it was interesting something mandatory was not deemed useful. Suggestions about symposium brought up – see Actions
Meeting 3	11 Apr: later in the meeting there was consideration of the cost of living and students taking up part-time jobs thus reducing time possible for extra engagement of course. KK noted that students could only work 20 hours therefore this wasn't an excuse.
Meeting 3	11 Apr: students are happy with the exam revision timetable as of 11/04/2024
Meeting 3	11 Apr: Greg highlighted the "get it for me" service and "library @" service. Referencing drop-in sessions through summer term Library will be open 24/7 from 29th April