

## 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
November Meeting (compulsory)			
December Meeting (optional)			
February Meeting (compulsory)	2/02/2024 (UG)	Moore Building	Professor Christos Tsinopoulos- Executive Dean Dr. Lucy Gill-Simmen-Vice-Dean for Education & Student Experience Dr. Nesrine Eltawy- Director of Student Experience & Engagement Georgina Lindsay- Careers Consultant Leanne Workman- Head of Academic Liaison and Information Consultant Dr Zohreh Moghimi- Centre for the Development of Academic Skills Fayo Wright (Oluwafayokemi) – Course rep Aliya Iqbal – Course Rep Wang Hoi (Andrew) Lam- Senior Course Rep Martin Kapusta – School Rep
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

**Commented [WL1]:** Leanne Workman, Library and Georgina Lindsay, Careers, attended online.



**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.**

To make CeDAS more visible for students in the School of Business and Management, Zohreh organised highly focused workshops with more module leaders/teachers to reach out to more students:

MN3755- done

MN3525 - done

MN1705- done

MN3345- done

MN3205 - done

MN2165 - this will be delivered on 22 April).

In addition, Zohreh is continuing her communication to see if a workshop can be delivered before the end of April for MN3525 students.

	Notes
Meeting 1	<p><b>Assessment Futures wants to make sure that assessments are 100% authentic (should be applicable in the real world)</b></p> <p><b>UG First Year</b> Encourage students to attend sessions and come to one-to-one sessions. Start the group/community of writers. Community of writers by CEDAS</p> <p><b>UG Second Year</b> Assessments should cover what is learnt in the lectures/workshops. Encourage students to ask themselves questions 'why am I doing this?', when given assignments. Outcome of the assignment: maybe 3 bullet points to state what students get out of doing the assignment. Let students know the emails for CEDAS members of staff.</p> <p><b>Final Years</b></p>
Meeting 2	<p>2/02/2024 –</p> <p><b>UG First Year</b></p> <p><b>Assignment:</b> Not enough materials for the assignments – students want clear set of instructions. Moving forward with assessment future (going on with the new degrees launching September). Standardised/ Generic approach to rubric, standardised assessment briefs. Ideal if every assignment comes with a consistent set of resources.</p> <p><b>Sequencing</b> Sequencing should happen in the new degree. Workshops should teach how to use excel for first report (While still having recordings on Moodle for reinforcement).</p> <p><b>Interactive Lectures</b> More interactive lectures, online and in-person activities. Post comments on Padlet – type out answers to question to be more inclusive of others.</p> <p><b>Further Notes:</b></p>

	<p>Online MCTs will not continue moving forward.  Group of active learners for specific tasks. Check if there's appetite for study groups for specific courses in the evening. Making efforts to study together.  Try to find out why students are not attending lectures/workshops.</p> <p><b>UG Final Years</b>  Higher attendance in optional modules compared to mandatory modules for third years.  Some of the feedback is copy and paste. It should be personalised. Feedback should be addressed personally to the individual. When there is a substantial difference in grades, the feedback shouldn't be the same.  Remember that students can book a one-to-one tutorial with CEDAS.</p>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	