

## 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)	05/12/2024 UG	Moore 016	<p>Professor Christos Tsinopoulos- Executive Dean  Dr. Lucy Gill-Simmen-Vice-Dean for Education &amp; Student Experience  Dr. Anica Zeyen- Vice Dean Equality, Diversity and Inclusion  Dr. Nesrine Eltawy- Director of Student Experience &amp; Engagement  Georgina Lindsay- Careers Consultant  Leanne Workman- Head of Academic Liaison and Information Consultant  Fayo Wright - chair- senior course rep.  Leo Jennings- course rep.  Elise Erikson- school rep.  Moksha Shah- course rep.  Aliya Iqbal- senior course rep.  Nur Triki- course rep.  Nicole Nikolova- course rep.  Andrea Holmes De Abreu- course rep.  Dina Yaneva- course rep.  Alishba Siddique- course rep.  Ahad Mir- course rep.  Harry Archard- course rep.</p>
December Meeting (optional)			
February Meeting (compulsory)			
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)	First year- Quantitate Skills module is too advanced.	05/12/24	Module leader and Lucy			Lucy will talk to the module leader to make changes to the course.
2)	First year- Exams during May	05/12/24	Reduced number of rooms available			More support sessions
3)	First year- Employability module not engaging enough, no feedback is given on the portfolio.	05/12/24	Georgina			More simulations to come, students can stay back for more feedback, videos are available online. Employers will be integrated in the module.
4)	Second year- Students want more informal meetings with the lecturers	05/12/24	CD/ Module leaders			More informal 1-1 sessions will be provided.
5)	Second year- Standardised Moodle	05/12/24	Lucy			Lucy is working on this.
6)	Second Year- Operation Management and Human Resource lectures are not engaging enough.	05/12/24	Module leaders/ Christos			Christos will insist on the lectures to be more engaging by asking questions and playing games.
7)	Third Year- Some students want deadline before Christmas, so that students have time to apply for graduate schemes and master programs. However, other students want the deadline to be more spread apart.	05/12/24	Admin/Lucy			More thought will be given to when deadlines are decided.
8)	Third Year- Students are unhappy with the amount of group work especially during 3 <sup>rd</sup> Year.	05/12/ 24	Lucy			Ongoing new assessment strategy, where a maximum of only 20% of the grade will be group project.

9)	Third Year- Students want workshops related to future career skills/guidance because of graduate schemes etc.	05/12/24	Georgina			Georgina can take a lead on that.

**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	<p><b>First Year</b>  Georgina is planning on increasing the number of simulations and case studies to make the employability module more interesting and engaging. It is the first time the Employability module is introduced so many more modifications will be made. Students gave feedback that they want a career related module. More engagement in lectures will be ensured and insisted.  Collaborative creation- students are free to give feedback on the employability module. Students will find the career related module important later in the course.</p> <p><b>Second Year:</b>  1)More opportunities for informal meetings with the lecturers  2) Deadlines are too close  3)Marketing poster is 70% of the grade, it would be beneficial if the grade was divided up  4) Moodle page could be standardised.</p> <p>HR and operation management- lectures are not interactive and lecturers just read from the slides managerial accounting is very engaging lecturer asks frequent questions; more students attend the managerial accounting.  Workshop structure is nice for the operation management.  Engagement is hard to do in lectures because of the number of students. Lectures can be interactive by playing games (OM). More questions can be asked in the lectures.  A lot of slides in operation management module, hard to keep up with the lecturer.</p> <p><b>Third year:</b>  Students prefer if assignments are bunched together so they can apply for internships, jobs and master programs after Christmas. Some other students want assignments to be more spread apart and not in the same week, 2 opposing views.  Students are tired of group work as there are different levels of engagement, 70% of the grade is group work in 3<sup>rd</sup> year, which students don't want. Students are feeling anxious especially when they are not allowed to pick their teammates. Lucy is becoming increasingly aware of the fear of group work. There is a new assessment strategy, maximum 20% only for group projects. So, this will be rectified going further.  More workshops to help with future career, to advice students about jobs, master programs- Georgina can take a lead on that</p>

	<p><b>Other Feedback:</b></p> <p><b>EDI updates:</b> More training is being provided for colleagues, and they are making sure everything is more inclusive.</p> <p><b>Career updates:</b> A lot of students attended the Business and Finance week back in October time. Marketing simulation- very popular, LinkedIn day is also very popular, so more events are being arranged. More international events are being arranged with more international employers. The students in the London campus are not given as much opportunities as Egham campus, they are sending people to the London campus to rectify this issue. Georgina would like a file to be uploaded on Moodle so course reps can promote these events.</p> <p>A lot of students came in for the alumni panel. Feedback welcomed for marketing events so it can be modified to include what is important.</p> <p>More effort to give students jobs on campus, a lot more employers are being invited.</p> <p>Inclusive education- Anica is beginning a strategy on how to make everything more inclusive including the curriculum framework it will take a year and a half before it takes effect.</p> <p>Assignments briefs are being standardised- so things are easier and students know where to go for support. Lucy is working on making Moodle pages, language and rubric more standardised. More input is always welcome.</p> <p><b>Library updates:</b> It is mentioned in the student newsletter that the Emily Davison building opening times will be from 8 am to midnight in the last week of summer term and spring term 24/7. Founders is an alternate study space There is an issue regarding sustainability (heating of the building). Students are free to come forward if the closing of study spaces and SU is a huge problem.</p> <p><b>Cedas-</b> Referencing clinics and drop ins are available in the library. Emails are a preferred promotion tool for the promotion of these events.</p> <p>Reading list and how the readings tie in the course are being discussed by Lucy and Leanne so students have a better idea.</p> <p><b>Everyone is happy with the structure and process of these course rep meetings. Feedback is welcomed for any channel at any given time.</b></p>
Meeting 2	

Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	

### Detailed Library updates: first term meeting

#### 1. Give the library your feedback!

Please always contact the library with your feedback—we are here to help! Whether it is about the study spaces, accessing ebooks, finding information, any library services, referencing support, etc., we want to know! We take feedback seriously—it is important that the library supports you as best it can in your studies! There are lots of ways to get in touch with us:

- Email us: [library@royalholloway.ac.uk](mailto:library@royalholloway.ac.uk)
- LiveChat: Found on [LibrarySearch](#) or on [the Management library help page](#)
- Email me your librarian: [Leanne.Workman@royalholloway.ac.uk](mailto:Leanne.Workman@royalholloway.ac.uk)

#### 2. Emily Wilding Davison building opening times

The library will be closed from 23rd December to 1st January for the Christmas vacation. We reopen on 2nd January and will repeat the same hours as this term: 8 am to midnight. We will then have 24/7 opening for the last week of the spring term and the summer term to ensure ample study space during the assessment period. Feedback is encouraged on the opening times, particularly how being unable to access the library from midnight to 8 am affects you in the Spring term. The library and the SU will review the opening times and student experience in the summer, so we must know what your experience has been like.

When the library/Davison building is closed, alternative 24/7 study space is provided. The Founders reading room is open 24/7 all year round, and PC lab 1 is open overnight for students who need to access PCs.



[Full information on opening times can be found on the library webpages.](#)

3. For UGs only: feedback about reading lists and why they need to read what is listed

I would really like students to let me know more about this. Lucy and I have discussed this before, and I know there is a broader discussion about what a reading list should be and how it should support student learning on the module.