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	Mathematics
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	20th November – 3pm	Moore 0-06	Matthew Jenkins (Chair-Senior Rep_Yr3), Hodan Richter (Senior Rep_Yr3), Jeslene Bal (Yr1), Mio Hirakawa (Yr1), Jens Bolte (UG Education Lead), Iain Moffatt (HoD), Francisca Mota-Furtado (Student Experience Lead), Pat O'Mahony (Yr3 & Yr4 Lead), Teo Sharia (Yr & Yr2 Lead), Eva Garcia Grau (Library Liaison).
December Meeting (optional)	N/A	N/A	
February Meeting (compulsory)	14th February- 3pm	Bedford 1-17	Matthew Jenkins (Chair-Senior Rep_Yr3), Hodan Richter (Senior Rep_Yr3), Jeslene Bal (Yr1), Chloe Butler (Yr2) , Iain Moffatt (HoD), Vadim Shcherbakov (UG Education Lead), Iain Moffatt (HoD), Francisca Mota-Furtado (Student Experience Lead), Martin Widmer (Yr3 & Yr4 Lead), Greg Leurs (Library Liaison), Victoria Gilyatt (Secretary)
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	Review student feedback on MT1810 and work with Module Leader towards a resolution for the issues	20.11.2023	Prof Iain Moffatt	Term 1	21.11.2023	All raised issues discussed and actions put in motion to address them. These include additional resources, lecture recording, moodle layout and communication improvements, distribution of solutions, assurances on timely completion of marking.
2	Request department academics to place activities within the side blocks on Moodle following the Moodle update in the summer.	20.11.2023	Prof Iain Moffatt	As soon as possible	21.11.2023	Guidance distributed to staff. The block is being added to moodle pages.
3	Check with Module leader for MT3050 that they are on track to return the marked assessment within the 5 week college policy timeframe.	20.11.2023	Prof Iain Moffatt	As soon as possible	21.11.2023	Module Leader has confirmed and is to reassure class.
4	Advertise "The Pigeonhole" via moodle forums	14.2.2024	Prof Iain Moffatt	As soon as possible	15.2.2024	Announcement sent. Additonal regular reminders will be sent.
5	Moodle Department page to be updated with Maths Society link to SU page and Whatsapp group. A	14.2.2024	Matthew Jenkins to coordinate with Iain Moffatt	Term 2		

	message to also be sent out to all students advertising the society.					
6	Check group work marks for MT2300 are available	14.2.2024	Prof Iain Moffatt	As soon as possible	15.2.2024	Marks are now available
7	Request department academics to place activities within the side blocks on Moodle Term 2 modules following the Moodle update in the summer.	14.2.2024	Prof Iain Moffatt to email module Leaders.	As soon as possible	15.2.2024	Guidance distributed to staff. The block is being added to moodle pages.
8	For modules; MT3360 Markov Chains & MT3690 Game Theory. Not received the marks back for the first three Problem Sheets	14.02.2024	Prof Iain Moffatt to check with the Module Leader	As soon as possible	28.2.2024	Lecturer contacted to ensure all work is returned within the two week window.
9	For those students that should have had a group work session on Friday 29th March they will now be assessed as the best 7 out of 9 rather that the best 8 out of 10 quizzes-This needs to be communicated to those affected students as soon as possible.	14.02.2024	Iain Moffatt	As soon as possible	28.2.2024	Lecturers advised to post information to relevant cohorts via the relevant moodle pages.

	Notes

Meeting 1	**HoD Update**
	
	➢ Thanks to all reps for taking the time to feed into the department. We greatly value student feedback and use it to shape our activities.
	➢ My door is open, so please do always feel welcome to come and chat with me – your input does not have to be restricted to formal meetings such as this one.
	➢ I'm very excited to see MathSoc restarting.
	➢ Prof Mark Wildon and Dr Yiftach Barnea have recently left.
	➢ Two new postdoctoral researchers, not involved with teaching but you may see them about the dept.
	➢ A staff member has been on sick leave but will be returning this term. This impacted those taking topology this term and MT1940 will be part taught by me, and part by Prof Nucinkis next term.
	➢ Pizza with Profs: event scheduled for Tuesday,16th January 2023 at noon. Ground floor of Bedford Building.
	➢ Student Voice:
	    o New online suggestions box (with thanks to MJ),
	    o Bookable meet with HoD slots,
	    o New Moodle section about how to feed into the Department,
	    o More updates to students from HoD.
	➢ Attendance: Please be aware of the importance of recording attendance in lectures as not doing so will trigger formal warning letters.
	
	EDI Update
	
	1. The college has set up an EDI hub. Google 'EDI Hub RHUL', or see here:
	
	https://intranet.royalholloway.ac.uk/students/campus-life/equality-diversity-and-inclusion/equality-diversity-and-inclusion.aspx
	
	2. Simon Blackburn is the new EDI contact for Maths. Please let him know (email is best) if there are any issues that he needs to be aware of and can help with. (You can always let the HoD know if you prefer.)
	
	3. We have been attempting to increase accessibility of our lecture materials by either providing html versions, or by recording video/audio. Does anyone have comments on areas where this can be improved? Any comments are much appreciated.

	Library Update We have had feedback around our opening hours in the Library. The Library will be 24/7 in the Spring term. We have Founders reading Room available 24/7 on swipe access. There are 2 reasons behind not being open this term 24/7: 1) we have occupancy data that shows the library is not utilised as much in this term at night 2) we do not have 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. ➢ 26th November 5:30-6:15 pm "Can AI help you with your research?" by Eva Garcia Grau, EPMS Library Information Consultant will take place at the Moore Auditorium.

Meeting 2	**Academic Staff Update**
	
	• HoD thanked all reps and everyone who shared ideas with him outside of the SSAM.
	• Thanks, given to Vicky from EPMS Admin & Greg from library for giving up their time to come along to the meeting to provide an admin and library team perspective.
	• NSS & student survey – thanks. Ideas for increasing engagement?
	 o As of Monday:
	  ▪ NSS 74% completion for 3rd Years (next best physics 65%, Classics 64%)
	  ▪ Undergraduate survey (1st &2nd Yrs.): 18% next best social work at 11%
	 o Greatly appreciate everyone who took time to do this.
	 o What worked well to help people engage?
	• Last week of term we are missing the Friday 29th March (Good Friday) there will be no classes: As a result, the number of assessed group work will be reduced by one for those students that should have had a group work session on that day. Making it the best 7 out of 9 rather than the best 8 of 10.
	• Feedback was received from students both through the 'Pigeonhole' and through email which were resolved then and there by Prof Iain Moffatt.
	• Notifications of events – following on suggestions, been a lot more active.
	• Matthew's idea of a research day – PhD student talks.
	
	EDI Update

- o Simon Blackburn the EDI contact for Maths. Please let him know (email is best) if there are any issues he need a to be aware of.

- o The college has set up an EDI hub. Google 'EDI Hub RHUL', or see here:

  https://intranet.royalholloway.ac.uk/students/campus-life/equality-diversity-and-inclusion/equality-diversity-and-inclusion.aspx

- o One outstanding point is that the flyers (provided by Chair) have been printed and are ready to go on the wall.

Library Update

- Advertised in the Staff and student newsletters the new 'Get it for me' service was launched at the start of term. It has replaced 'Books to you' which was launched during lock down. Any resource that the library does not currently hold that you feel that it could add value to their collection for research or academic assignments then you can complete a form to suggest it. Where funds allow and is deemed useful then this will be purchased. It is not for academics requesting additions to their reading list this should be done in the normal way.

- The second floor in the library is currently suffering from a water leak from the ceiling, which has been addressed and is in the process of being fixed.

- If you find any recommended texts that are running short in the library, then please let someone know in the Maths academic team.

Academic Rep Update

- Actions noted on the Actions table above.

Maths Society

	• This society is now up and running with regular events. • An event is being run on the 28th of February with the Maths and Private Equity societies with be a training simulator. A request for this to be advertised in the Finance Maths lecture to students by the Chair or Society rep was approved and 2nd Year Statistical Methods lecture the 2nd Year rep Chloe offered to advertise. A Pie Day event will also be coming up.
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	