

PG PT Tutor Liaison Committee – Meeting Minutes

Date: Monday, 28th October 2019, 10.30 – 11.10am

Room: G.204 Meeting Room

Present

Esther Mijers – EM

Eilein Fraser – EF

Lucy Grig – LG

Ewen Cameron – EC

Anna Gibbons – AG

Fabian Hilfrich – FH

Anna McGauley – AM

Claire Aubin – CA

Vicky Swann – VS

Linsey McMillan – LM

Manuel Fernandez-Gotz – MFG

Rebecca Lamb - RL

Apologies

Wendy Ugolini

Stephan McDowall

Roxanne Guildford

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| 1. Welcome, Introductions and Apologies |
| EM welcomed the committee and each member introduced themselves. |
| 2. Approve minutes from last meeting |
| Minutes of last meeting were agreed. EM stated that the main points from the last meeting were the Induction and the Learn site. The Learn page is still being worked on, but there is information there already and more to come, and to be hopefully completed before Christmas. |
| 3. Feedback on induction |
| EM asked for feedback on the induction process this year. CA felt the induction was thorough, and that the follow up session was particularly useful as issues often arise once teaching begins. EM agreed and suggested this may happen in teaching week 4 of 2019/20. CA suggested that course organisers should attend as there are some inconsistencies between information from Administration and Course Organisers, in particular on the Historian's Toolkit. There was also an inconsistent message on the Turnitin training. LM also suggested that marking training within subject areas could be centralised. EM said that the intention of this was indeed to be at subject area level. |

CA also raised that in Historians Toolkit there are marking guidelines but no information on expectations. EM confirmed that a marking meeting takes place once the first piece of marking comes in.

Actions:

HoSAs to look into subject area training for areas such as marking.

4. AOB

LM raised the issue of tutoring availability of 3rd year students as there is a high influx of new students. AG informed that allocations had already started for next year and that there will be a better idea of availability after Christmas.

FH agreed that we did not know course numbers at the moment and that there have been few second years turning down tutorials, and that all second years must have done Historian's toolkit previously.

VS mentioned that priority for tutoring hours goes to Scholarship students and continuing students first, as opposed to new tutors. The area of expertise needed for certain courses is also a factor in the allocation process. AG confirmed that second year student numbers were down this year, but the first year numbers had increased. VS said that it was hard to predict numbers as although there were less students, there was an increase in Historian's Toolkit numbers.

LM raised the issue of marking hour allocation, and that one Tutor with 36 students has the same marking allocation as Tutors with less students in their classes.

VS confirmed this is normal, as class sizes can vary and last minute switches to different classes often occurs. AG requested that the particular student email HR directly. VS mentioned that a review of marking hours will be happening in courses where there is coursework only.

LM said that one hour preparation per tutorial often is not enough, especially if that course is out with the tutor's speciality. AG explained that the intention is that by the second time delivering that class that the preparation hour will not fully be needed, and that these hours should average out.

CA mentioned that this is true, but if there are multiple groups of different courses it can be difficult. VS confirmed that as far as possible, tutors are allocated groups in the same subjects.

CA asked if there was a way on eTime that Tutors could enter training hours and for them not to be linked to a course. AM confirmed that once the pay claims come through they are all mapped to the same budget, and not to specific courses as such.

Actions:

RL to ensure that if representatives cannot make a meeting, that a reserve attends in their place.

RL to email to find out if there were any issues to be raised from the Classics and Archaeology subject areas.

Date of next meeting: Tuesday, 26th November 2019, 2-3pm