

## PG PT Tutor Liaison Committee – Meeting Minutes

**Date:** Tuesday, 15<sup>th</sup> December 2020, 1 – 2pm

**Room:** Microsoft Teams

### Present

Esther Mijers – EM

Lucy Grig – LG

Vicky Swann – VS

Manuel Fernandez-Gotz – MFG

Ewen Cameron – EC

David Ritchie – DR

Monique De Pace – MP

Kelli Conley – KC

Catriona Pickard -- CP

Philip Harrison -- PH

Anna McGauley -- AMG

Anna Gibbons -- AG

Emily Rose Hay – ERH

Ismael Casas –IC

Tim Penn -- TP

Claire Aubin -- CA

Fabian Hilfrich -- FH

Eilein Fraser -- EF

Kerry Penman -- KP

### Apologies

Stephen McDowall

Wendy Ugolini

<b>1. Welcome, Introductions and Apologies</b>
EM welcomed the committee and each member introduced themselves.
<b>2. Approve minutes from last meeting</b>
Minutes of last meeting were agreed.  About the actions: FH has raised with the course organiser.

### 3. Feedback from Hybrid Teaching

#### History

DH: Face to face meetings, as they were not seated around a table, felt more like a classroom and this made it more difficult to have conversations.

CA mentioned extra training for Semester 2 and EM confirmed that point with more details coming soon.

FH planned to take this to the first departmental meeting in early January, as training was more focused on online teaching, assuming that on-campus teaching would be the same as in a normal year, but it was definitely not.

CA added that, in History, the course organiser, Megan Hunt, will organise a weekly meeting where the lecturers will be available to take questions from students.

ERH wanted to raise a specific matter about forums being used for online teaching and the fact that administrative tasks such as moderating the forum and replying to questions was quite time consuming. ERH thought there was not a great amount of pay back for the amount of time expended, it was a bit redundant in class, students were unsure about how to use it and how to administrate it, and also there should be additional time for this specific task included in the contract.

EC mentioned that David Kaufman has developed good tools for moderating discussion forums and they could use the information.

KC: the feedback received from other tutors also indicated that there was an increased workload and the additional logistical and emotional expectations should be reflected in additional hours in their contracts. Also, any guidance on best practice relating to where tutors responsibilities begin and end would be appreciated.

#### Classics

TP raised the issue that some students had their cameras off, which made the online sessions strange. EM mentioned there was no final word about trying to encourage students to switch their cameras on. LG suggested using emoji's during the sessions to see how students feel.

TP also mentioned that it took longer to cover the same course digitally than in person and suggested some training about how to keep things to time.

#### Archaeology

MdP: most of the comments were covered by other reps, but wanted to mention that tutors have done more hours per tutorial group than originally expected. Another issue was the lack of student engagement during the sessions.

EM reiterated that she had met with teaching directors to discuss issues that they were already aware of, were taking them on board and preparing an action plan but, in the meantime, if tutors had any issues, EM encouraged them to contact HR.

No other comments from Head of subjects.

### 4. Tutor marking Workload

TP mentioned that concerns were raised by Classic tutors about how the workload allocation model was rolled out, particularly in communications about this issue by the School.

Tutors were asked to do more marking but offered only one extra hour of paid time. Although the problem was partially resolved, with lecturers undertaking some of the marking, TP wanted to

highlight that communication had been managed very badly and wanted to make sure that it did not happen again.

LG clarified that the issue was the difference of the amount of marking expected at the beginning of the Semester and changes later on. The communication to tutors was late and this was an issue that they would learn from.

AG apologised for the problems caused.

EC apologised for the issue and the communication and took responsibility as Head of School and suggested to use the incoming College workload model, which will be implemented from next year. EC mentioned that if anyone wanted to talk offline about this, he would be happy to do so.

TP: Thanked everyone for their comments and wanted to make sure that the situation will not happen again as it was a waste of time for everyone and could have been more efficient.

#### **5. Rooms available to book in HCA (ground floor)**

MdP wanted to raise that, after booking a room and come to it, they found it lock and needed to walk around the building back to reception and ask for it to be opened. Also, MdP mentioned that sometimes, the sign for clean/used was not moved.

AG will mention this to Estates department and follow up with the clean team.

CA wanted to ask if during semester 2, as more tutorial face to face are expected, the availability of rooms for tutorials would be guaranteed.

AG confirmed that every tutor should be able to deliver the tutorial in the room where they usually deliver and no additional booking was needed.

FH wanted to raise that he could not deliver a meeting in one of the rooms because Microsoft Teams was not available on the computer.

AG confirmed that she will send an email to the IT team, copying Fabian in, so that they can check that the room's computers have all software available.

DH wanted to mention that he also had problems in a teaching room where only the big screen was working and suggested that rooms outside WRW may need to be checked.

DH also raised the deadline for submitting claims on eTime given was 18<sup>th</sup> December. However they still had essays to mark and was not sure if he would be able to submit the claim by that date.

AMcG clarified that the deadline is 5<sup>th</sup> January 2021. However, submitting claims by 18<sup>th</sup> December would be ideal.

CA asked for clarification on the workload allocation model for the course Historian's Toolkit.

VS confirmed that it was one hour preparation per one hour tutorial.

#### **Actions**

AG will contact Estates department and check cleaning procedure.

AG will contact HCA-IT about the software available in all room computers.

#### **6. Virtual Office Hours**

MdP wanted to raise the way the virtual office hours were organised as there were some scheduled 'office' times where students could call in. However, some students did not show up at the time scheduled and tried to reschedule those office hours. MdP asked for any suggestions or feedback about this situation.

TP also experienced the issue raised by MdP and suggested a clear communication from Course Organisers to students telling them that if they did not attend their slot, they could not get a new one.

FH suggested that advertising an 'office' time when tutors would be available on Teams for whoever called worked very well.

EC agreed with TP that a message needed to be sent to students by teaching directors and course organisers.

#### **7. AOB**

EM wanted to raise a point from the teaching directors and asked the tutor reps if student attendance in online tutorials had dropped off over semester and whether any change in engagement could be related to a lack of exams.

CA only taught one online tutorial. However, from other tutors feedback, the attendance through the semester was good but at the end, almost no one showed to a class. CA also mentioned that even in person, some students did not show in any tutorials.

MdP did not do any online tutorials. However, other tutors' experiences suggested that attendance was good, although students turned off their cameras and it was not possible to determine whether they were engaging with the class. In terms of in-person tutorials, attendance was acceptable but, at the end, was very limited.

TP had a drop-off in the number of students until in the last online tutorial only one student attended. However, in-person attendance was pretty strong most weeks.

EM thanked everyone for their hard work during the first semester and said goodbye as she was stepping down as Undergraduate Studies Director.

**Date of next meeting:** Tuesday 16<sup>th</sup> February 2021 2-3pm