

PG PT Tutor Liaison Committee – Meeting Minutes

Date: Monday, 27th January 2020, 2.30 – 3.30pm

Room: G.203 Meeting Room

Present

Esther Mijers – EM

Lucy Grig – LG

Anna Gibbons – AG

Anna McGauley – AM

Vicky Swann – VS

David Ritchie – DR

Ismael Casas –IC

Manuel Fernandez-Gotz – MFG

Ewen Cameron – EC

Kerry Penman – KP

Roxanne Guildford – RG

Hugo Zetterberg – HZ

Manos Tsakiris – MT

Apologies

Claire Aubin

Linsey McMillan

Fabian Hilfrich

Eilein Fraser

Stephan McDowall

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 point was the learn site for staff which now is available and they can find plenty of information related to inductions and teaching. EM also mentioned the possibility of updating the website in case of they need it. She apologised for the delay.

3. Course meetings and CO support

EM mentioned that induction are in places with different topics and asked to the student representation if there are any matter to raise in relation with. MT said it is fine. RG, who is demonstrator, thinks that the course is more for tutors rather than demonstrators. MFG confirmed that they will check if they can improve it.

HZ affirmed that in History is very different and well organised. People are quite happy with the courses. But also exists a disparity between courses and their load of work. Historians Toolkit was raised as an example, not all tutors get the same information, some only get a reading list (same as students) and have to make their own notes, others have more information for other topics. Risk that not every student on the same course will get the same experience.

EM mentioned that provide a clear guide for tutors about their necessities.

DR confirmed it has all necessary information in the course.

Actions:

MFG will check demonstrator course in Archaeology to see if they can improve it.

4. AOB

EM asked issues to raise. From Archaeology, RG and MFG, no issues.

In relation with the allocation of the courses, MT mentioned that, for example, in Latin Language course they are not very happy with allocation and do not get the course that they asked or specialised in.

LG said it is needed a balance between what they teach and what they need. VS confirmed that it is her first year supporting classics and they are many different things to know.

AM confirmed, from the HR side, they are working in the allocations at that moment.

From History, HZ raised that they need more training on how to conduct a tutorial and also in relation with allocation of courses and moving to next year, he was wondering the availability of groups for the course 20/21.

VS confirmed that they will need many tutors for next year but it is hard to predict but will be similar to the current year.

AG mentioned that the requirement for tutors doesn't vary greatly year on year.

EM confirmed that they are a lot of information of how to conduct a tutorial and is available on the LEARN site 'Teaching in HCA'.

DR suggested a meeting with tutors after training. However, EM mentioned that they did it but not everyone could attend it. DR asked about a way of networking and they can speak each other sharing their experiences.

AG suggested providing them with coffee and tea to the tutors. EC confirmed that is fine.

RG also mentioned that most of the focus of training and induction is not related with demonstrator tasks and is a different environment and way of teaching.

EM mentioned that the School induction is more generic than subject area induction. MFG confirmed Archaeology area is working in that.

AM said that they are working in 20/21, they are updating the website and will send to academics and tutors the advert soon.

Actions:

Look into networking/meeting for tutors with tea and coffee

Support with adjustments; give the material available 24 hours before; refresh course in advance.

Meeting after training with tutors.

Date of next meeting: Monday 23rd March 2020 2.30-3.30pm (Cancelled Covid-19)