

PG PT Tutor Liaison Committee – Meeting Minutes

Date: Wednesday 21st April 2021 10.15 – 11am

Room: Microsoft Teams

Present

Lucy Grig – LG

Anna Gibbons - AG

Vicky Swann – VS

Ismael Casas - IC

Manuel Fernandez-Gotz – MFG

Tim Penn -- TP

Ewen Cameron – EC

Claire Aubin - CA

David Ritchie – DR

Eilein Fraser - EF

Monique De Pace – MP

Kerry Penman - KP

Catriona Pickard - CP

Daniel Heathcote - DH

Philip Harrison - PH

Apologies

Anna McGauley

Kelli Conley

Wendy Ugolini

Eilein Fraser

Emily Rose Hay

1. Welcome, Introductions and Apologies
CP welcomed the committee and each member introduced themselves.
2. Approve minutes from last meeting
Minutes from last meeting approved.
3. Teaching Plans for the next academic year
MP asked for any further information for teaching next academic year. CP explained advice received was to follow the '1 metre plus rule', one metre social distancing plus face masks, hand washing, and other rules. As much in person teaching possible allowed by the room and students were expected in campus with some exceptions. VS was preparing allocations with available rooms and timetable still to be finalised by end of May.
4. Insufficient preparation time with the hybrid teaching model

MP raised the increase of workload for the different courses as result of the hybrid teaching model delivered during the academic year.

CP mentioned that this issue could be discussed at undergraduate teaching group and was discussed in the last meeting and how workload could be addressed.

DH wanted to echo this point and the increase of queries from students with academic and personal questions.

CA also wanted to echo this issue.

5. Issues with marks being returned to students within the 15 day timeframe

MP wanted to mention this issue in Archaeology about a delay with the marks returned to students, generating frustration and impacting in office hours.

CP mentioned that, because of the workload during the semester 2, an extension of up to 10 days was implemented for markers experiencing particular issues. As future action, a clear message to students should be sent with the delay information.

6. Student engagement with online teaching

MP raised an issue about a decrease in engagement after learning week, including attendance at tutorials.

CA wanted to echo this issue with a poor attendance with only 3-4 students, making difficult any discussion or debate.

MFG shared their concerns, suggesting the way of recording the attendance should be reviewed and empathising to students the importance of attending the tutorials.

CP: increase of students with mental health issues have impacted also in their attendance and any change should be considered very carefully.

AG: process for tracking attendance for students changed because of the pandemic and tutors and academic staff delivering tutorials do not need to log the attendance any more.

7. Teaching engagement for upper year students

CA wanted to ask about the allocation of tutoring hours for 4th year PhD students and the necessity of apply or send the availability form.

AG explained those hours were usually allocated to 2nd and 3rd year PhD students however sometimes and in special circumstances, were allocated to 4th year with College and supervisor approval.

8. AOB

No AOB raised

Date of next meeting: Monday 25th October 12.30 – 1.30pm