



Minutes of the Postgraduate and part-time tutor liaison committee

Monday 25th October 2021

12.30 – 1.30 pm

Microsoft Teams

Present

Dr Catriona Pickard, Director of Undergraduate Studies – Chair (CP)

Professor Ewen Cameron, Head of School (EC)

Ian Chard, acting Director of Professional Services (IC)

Dr Benedikt Eckhardt, Graduate School Deputy Director, PGR (BE)

Dr Manuel Fernandez-Gotz, Head of Archaeology (MFG)

Dr Lucy Grig, Head of Classics (LG)

Dr Fabian Hilfrich, Head of History (FH)

Dr Guillaume Robin, Director of Teaching, Archaeology (GR)

Dr Richard Oosterhoff, Director of Teaching, History pre-honours (RO)

Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)

Ismael Casas, HR (IC)

Monique De Pace, Archaeology representative (MDP)

Richard Kendall, Classics representative (RK)

Kelli Conley, History representative (KC)

Daniel Heathcote, History representative (DH)

Apologies

Dr Calum Maciver, Director of Teaching, Classics

David Ritchie, History representative

1. Welcome, Introductions and Apologies
CP welcomed the committee and each member introduced themselves.
2. Approve minutes from last meeting
The minutes of the last meeting on 21 st April 2021 were approved.
3. Matters Arising
CP advised that there were no matters arising to discuss as the last meeting mainly focussed on issues with digital teaching that were not currently relevant.
4. Tutors and Demonstrators digest

AB had asked subject area representatives for feedback on the new Tutors and Demonstrators digest.

The representatives had not received any responses to their call for information but gave their own views. MDP had found it useful, for example the information about the Teaching Circle. She asked about the timing for sending out. AB confirmed it would be sent Friday where possible and information to distribute. KC had found the compilation of information with links helpful. DH suggested that it could be incorporated into the staff digest. RK suggested that different digests should have a consistent format.

5. AOB

MDP queried access to the McMillan Room as some tutors and demonstrators had not been able to access the room. EC confirmed that tutors and demonstrators should have access to the room and AB will follow up with reception and if there are issues with accessing on their staff card, tutors and demonstrators should speak to reception. EC advised that access to spaces within the building is being closely monitored and will be considered in light of number of cases.

AB noted that one more representative was still being sought for each of the subject areas and members of the committee were asked to encourage anyone who would be interested in joining the committee to get in touch.

DH asked for the position with regard to student illness to be clarified, especially with regard to students to students who have coughs etc. but have tested negative for Covid. CP confirmed that students should be following the university testing protocol and if they test negative they can attend if they feel well enough. A Covid PowerPoint slide has recently been produced which can be shown in lectures and tutorials and will be added to Learn. RO noted that it may be helpful to remind students that if they are unwell, whether due to Covid or not, they should make sure they take time to recover when needed. EC supplied the link to the university's [Coronavirus \(Covid-19\) Updates for Staff and Students](#) webpage which is updated very regularly.

CP asked that any agenda points be sent to CP and AB for inclusion in the agenda for future meetings.

CP noted that the tutors and demonstrators that she had spoken are all happy to be back to in-person classes and that first indications from students in the mid-semester feedback was that they were happy with tutorials. CP thanked all the tutors and demonstrators for all their hard work to achieve this.

Date of next meeting: Week 11 - Monday 29th November - 12.30 to 1.30 pm