



Minutes of the Postgraduate and part-time tutor liaison committee

Monday 28th November 2022

10.00 to 11.00 am

Room G.10, William Robertson Wing and Microsoft Teams

Present

Dr Alasdair Raffe, Director of Teaching – Chair (AR)
Professor Emma Hunter, Head of School (EH)
Dr Ben Russell, Director of Postgraduate Research (BR)
Professor Diana Paton, Head of History (DP)
Dr Guillaume Robin, Director of Teaching, Archaeology (GR)
Dr Sandra Bingham, Director of Teaching, Classics (SB)
Dr Richard Oosterhoff, Director of Teaching, History pre-honours (RO)
Jess Nutt, Archaeology representative (JN)
Richard Kendall, Classics representative (RK)
Katie Comper, History representative (KC)
Bo van Broekhoven, History representative (BvB)
Kerry Penman, HR (KP)
Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)

Apologies

Dr Caroline Proctor, Director of Professional Services
Dr Jon Henderson, Head of Archaeology
Dr Benedikt Eckhardt, Head of Classics (BE)
Abigail Fletcher, History representative
Lisa Cowan, History representative (LC)

1. Welcome and Apologies
AR welcomed everyone to the meeting and they introduced themselves. The apologies were noted.
2. Approval of the minutes from last meeting
The minutes of the last meeting on 7 th November 2022 were approved.
3. Matters Arising
Questions about adjustment schedules should be addressed to course organisers. The issues with micro-aggressions was investigated by the Head of School and Director of Postgraduate Research. After an email to all PGR students this problem should be resolved but any further issues that arise should be reported to BR. EH reiterated the reported micro-aggressions occurred between PhD students. An event for all PhD students is also planned for 9 th December to help with integration between the different PhD years.

The GH reps invited all the tutors and demonstrators to a coffee hour on 17th November in the McMillan Room to introduce themselves and chat about the PGPT. 15 people came and there was a good discussion.

AR updated the committee that the Student Advisors had held the first of the exam preparation sessions with another to follow on 5th December.

4. Reports from Subject Area representatives

Classics

No Classics tutors were identified as having been present at the session in the McMillan Room. RK and SB had nothing to report, everything appears to be well with the Classics tutors.

Archaeology

JN felt the meeting was successful with most people saying they enjoyed tutoring. There was one comment about the length of time it took to input hours to People and Money.

People and Money will now be a standing item on the agenda.

There was also discussion about the different styles of teaching across the subject areas. This is around marking, feedback for students and approaches to using the rubric on Turnitin. RO noted that differences are due to individual course organisers and course structures. Any uncertainty should be referred to the course organiser.

History

History also felt the meeting in the McMillan Room had gone well. There had been discussion of the varying helpfulness of the course meetings.

RO asked for examples of good courses to be highlighted to him so he can follow this up. Medieval Worlds is one that caters well in particular for new tutors.

In general it was felt that the first course meeting was the most useful and vital for GH staff.

It was also suggested that setting up a course Teams channel where tutors could ask questions of the other members of the course team would be useful.

It was noted that attendance in class is still generally good.

5. AOB

EH enquired about the Edinburgh Teaching Awards. RO confirmed that there had been a large number lot of people signing up. It was noted there is still some lack of knowledge and confusion with the EUSA Teaching Awards.

Date of next meeting:

Semester 2, Week 6 – details to follow