



## **Minutes of the Postgraduate and part-time tutor liaison committee**

Tuesday 28<sup>th</sup> November 2023

1.00 to 2.00 pm

Room G.14, William Robertson Wing and Microsoft Teams

### **Present**

Dr Alasdair Raffae, Director of Teaching – Chair (AR)  
Professor Emma Hunter, Head of School (EH)  
Professor Ben Russell, Director of Postgraduate Research (BR)  
Professor Jon Henderson, Head of Archaeology (JH)  
Dr Benedikt Eckhardt, Head of Classics (BE)  
Professor Diana Paton, Head of History (DP)  
Dr Ulf Schoop, Director of Teaching, Archaeology (US)  
Dr Zubin Mistry, Director of Teaching, History pre-honours (ZM)  
Jess Nutt, Archaeology representative (JN)  
Beatrice Bersani, Classics representative (BB)  
Katie Comper, History representative (KC)  
Bo van Broekhoven, History representative (BvB)  
Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)  
Kerry Penman, HR (KP)

### **Apologies**

Dr Caroline Proctor, Director of Professional Services (CP)  
Dr Aaron Pelttari, Director of Teaching, Classics (AP)  
Dr Tereza Valny, Director of Writing Centre (TV)  
Clara Lazzoni, Classics representative (CL)  
Richard Kendall, Writing Centre representative (RK)

#### **1. Welcome and Apologies**

Everyone was welcomed and the apologies above were noted.

#### **2. Approval of the minutes from last meeting**

The minutes of the last meeting on 31<sup>st</sup> October 2023 were approved with errors to titles listed corrected.

#### **3. Matters Arising**

##### **Peer observation**

AR confirmed that he will be in contact with the Teaching Directors ahead of semester 2 concerning communications about peer observation.

#### **4. Convenor's updates**

EH on behalf also of CP thanked the tutors and the Teaching Directors for their help and flexibility in undertaking additional marking to enable marks for UG students to make the January exam boards. AR echoed these thanks.

AR confirmed that the College Strategy Management Committee have stressed the importance of the three-week turnaround for marking and that course organisers should prioritise this.

The school moderation policy is also being reviewed currently and it is hoped the revised moderation form should be used from semester 2. The form now includes a question about the feedback that is being given to students and ways and improvements that could be made.

The question of marking preparation at induction and in course meetings was discussed.

Whilst there is some generic marking information common across the school ZM felt that marking training is better done at subject area level due to differences such as grade descriptors.

Classics include language training in their initial subject area induction. AR will discuss with AP if anything else is required.

For History it is planned that an optional marking meeting will be held in semester 2 with the possibility that it will become compulsory in the future.

#### **5. Reports from Subject Area representatives**

##### **History**

BvB reported that she had not received any feedback from the History tutors. There is a lot of variation across the history courses with regard to preparation materials and marking meetings.

KC noted that marking meetings need to be arranged close to the deadline, otherwise tutors may end up remarking some essays they have already completed. DP agreed that ideally they should be arranged for before the majority of the marking is done. It would also be useful to arrange the dates of the meeting at the beginning of semester.

It was noted that the format used Medieval Worlds worked well where an essay from the previous year was used.

##### **Archaeology**

JN reported that attendance and engagement have been good although students, especially Year 1 have been switching tutorials and bringing friends to class. However, they haven't been good at looking at Learn, SharePoint or checking announcements and emails. AR will ask cohort leads to emphasise these points in next semester's meetings.

There have also been some issues with marking not all being released at same time and tutors not being aware of the situation. It was advised that any problems like this should be raised with the course organiser.

##### **Classics**

BB reported that tutors had been experiencing varied attendance within Classics tutorials. While some was good for others, especially for languages, it was not. This may be due assessment deadlines. Students are also not aware of where they should be finding out information. There have also been some issues with slow replies from the Teaching Office and tutors not being informed about room changes.

Tutors found marking difficult to manage with late submissions. AR confirmed that the three-week turnaround relates to each dropbox rather than the whole course.

Tutors had found that they didn't have guidance on dealing with challenging students with problematic behaviour or with serious conditions. AR confirmed that if a tutor was worried about an individual student they should alert their Student Advisor and issues of behaviour in class should be raised with the course organiser.

#### **PGR SSLC**

BR reported that it had been raised at the PGR SSLC that there the course notes available to tutors was variable and that they felt they had not been given much support with regard to MAB marking.

#### **Writing Centre**

RK and TV were not able to attend this meeting and nothing was raised.

#### **6. Dates of semester 2 meetings**

The meetings for semester 2 will be booked for Tuesday 12.00 – 1.00 in Weeks 7 and 11.

#### **7. AOB**

The tutor reps. reported that an HCA UG petition had been posted on social media, the content of which had been upsetting to some tutors. AR will investigate as the issues had not been raised through the available channels for feedback.

#### **Date of next meeting:**

Semester 2, Week 7 – details to be confirmed