



Minutes of the Postgraduate and part-time tutor liaison committee

Thursday 6th April 2023

11.00 am to 12.00 noon

Room 2M.24, William Robertson Wing and Microsoft Teams

Present

Dr Alasdair Raffe, Director of Teaching – Chair (AR)
Professor Emma Hunter, Head of School (EH)
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)
Beatrice Bersani, Classics representative (BB)
Joseph Dax, Classics representative (JD)
Katie Comper, History representative (KC)
Lisa Cowan, History representative (LC)
Richard Kendall, Writing Centre representative (RK)
Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)
Daniel Gaines (DG), deputising for Kerry Penman, HR

Apologies

Dr Caroline Proctor, Director of Professional Services (CP)
Dr Ben Russell, Director of Postgraduate Research (BR)
Dr Jon Henderson, Head of Archaeology (JH)
Dr Benedikt Eckhardt, Head of Classics (BE)
Dr Louise Blanke, Writing Centre (LB)
Abigail Fletcher, History representative (AF)
Bo van Broekhoven, History representative (BvB)
Kerry Penman, HR (KP)

1. Welcome and Apologies
AR welcomed everyone to the meeting and the apologies were noted.
2. Approval of the minutes from last meeting
The minutes of the last meeting on 9 th March 2023 were approved.
3. Matters Arising

Course Admins had been reminded to make sure they are replying to tutors and demonstrators. It was asked that tutors and demonstrators reply to Course Admins, especially concerning marking deadlines, as soon as they can too.

JN had met with JH who had in turn spoken with the relevant Course Organisers to ensure responses to tutors and demonstrators.

RK reported that peer observations were continuing. AR noted that Classics had a well organised system and that other subject areas might consider a similar arrangement.

4. Convenor's updates

AR and the teaching directors have been revising the course organiser job description and have made sure it is up-to-date in the guidance about meetings with tutors and demonstrators.

5. Reports from Subject Area representatives

History

Neither LC nor KC had received much feedback.

Archaeology

JN noted that tutorial attendance was not good currently and students were not sending emails to notify of absences. Tutorials held in advance of the relevant lectures were also proving problematic. The possibility of tutorials including a museum visit or object handling was also raised.

RK had found the essay writing information given to students in tutorials useful.

GR advised that this information should be fed into the end of semester course meetings. These issues will be considered alongside other courses and years of programme but GR noted that lack of attendance was a recurring issue every year, probably related to coursework deadlines.

DP and RO confirmed a similar situation in History, especially noticeable this semester where the rhythm was upset by industrial action.

Classics

BB had been asked for job references by three students, where previously these requests would have gone to personal tutors. AR will feed this information into discussions about the new Student Support model.

JD noted there had been a drop in attendance and that students were mixing and matching of tutorials to suit their work commitments.

RK had nothing else to add but confirmed that in Week 11 attendance was often down to 1 or even no students. It was suggested that efforts be made to make the last tutorial one that students particularly want to attend, such as Archaeology object handling. DP noted that exam preparation can be included in final tutorials.

Writing Centre

RK reported that no concerns had been raised. The Writing Centre continues to end April with requests for sessions still coming in. There have been a lot of honours students participating but not so far any MSc.

6. People and Money Time Cards

No additional issues with People and Money Time Cards were raised.

7. Peer Observation

It was asked if the Classics list for staff of the peer observation could be shared with tutors. BE and SB will check what is possible.

It was noted that where tutors are tutoring across more than one subject area feedback from one subject area isn't always applicable to the other and it would be helpful to have input from both.

The subject area representatives felt that it was more helpful for peer observation to be undertaken by the course organiser or another academic member of staff than another GH tutor or demonstrator.

8. AOB

AB advised that future Tutor and Demonstrator Digests would include tutor and demonstrator FAQs reminders and asked that any suggestions for topics be sent on.

Date of next meeting:

2023/2024 Semester 1, Week 6 – Tuesday 31st October 2023, 1.00 to 2.00 pm, Room G.14