



Minutes of the Postgraduate and part-time tutor liaison committee

Monday 7th 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)
Dr Catriona Pickard (CP), deputising for Professor Emma Hunter, Head of School
Dr Jon Henderson, Head of Archaeology (JH)
Dr Benedikt Eckhardt, Head of Classics (BE)
Dr Richard Oosterhoff, Director of Teaching, History pre-honours (RO)
Jess Nutt, Archaeology representative (JN)
Katie Comper, History representative (KC)
Lisa Cowan, History representative (LC)
Abigail Fletcher, History representative (AF)
Bo van Broekhoven, History representative (BvB)
Kerry Penman, HR (KP)
Anne Brockington, Tutor and Demonstrator Co-ordinator (AB)

Apologies

Professor Emma Hunter, Head of School
Dr Caroline Proctor, Director of Professional Services
Dr Ben Russell, Director of Postgraduate Research
Professor Diana Paton, Head of History
Dr Guillaume Robin, Director of Teaching, Archaeology
Dr Sandra Bingham, Director of Teaching, Classics
Richard Kendall, Classics representative

1. Welcome and Apologies
AR welcomed everyone to the meeting and they introduced themselves. The apologies were noted.
2. Approve of the minutes from last meeting
The minutes of the last meeting on 4 th April 2022 were approved.
3. Matters Arising
CP reported that the Archaeology Skills Passport was being supplied to all students on all programmes that included the compulsory Archaeological Fieldwork course.
4. Reports from Subject Area representatives
Archaeology

JN had been asked where queries about adjustment schedules should be addressed and about first aider information. It was confirmed that for adjustment tutors should contact the Student Support and Experience Team or course organisers. Lists of first aiders are posted by the lift in the William Robertson Wing. If they are not available university security should be contacted, 2222 from a university phone or 0131 650 2257.

JN had also had reports and had experienced themselves some students confronting other students and demanding they justify their presence in rooms or in using disabled toilets. CP confirmed that the Head of School was aware of this issue and information was being gathered so that the issue could be tackled.

Classics

The Classics rep was not able to attend meeting. BE had heard anything from any the Classics tutors that needed to be raised.

History

The History reps reported that they attendance in their tutorials was good and students were a lot better at notifying them if they weren't to come than last year.

The reps had not had any feedback from their fellow tutors and ways to encourage this were discussed. The reps will look into scheduling a session in the McMillan Room for tutors to come and meet them and discuss their experience of tutoring. The History reps will liaise with the Archaeology and Classics reps about a possible joint session and contact AB about sending an email out to the tutor list.

5. GH Feedback hours

AR asked the Subject area reps about Feedback hours allocated to GH tutors and how these are used.

AF books a room to hold these in, but arranges them flexibly for when students need them. JN organises sessions if lots of emails about same thing come in. She also arranged these around the release of marks, but stressed for queries related to that but also any other queries.

BvB advised that this is an area that more clarity on how tutors should use this time would be beneficial and that should be better communicated when they begin.

CP advised that to maximise student take-up of this time it is better to arrange a time and invite students rather than waiting for them to ask. It is also helpful to keep explaining to undergraduates what feedback is and its purpose.

6. Supporting students' exam preparation

AR made the committee aware that pre-honours students are more concerned about the upcoming in person exams in December than they were pre-pandemic. In order to help with this he advised that they should be reminded about the exam hall regulations, which may vary across university. IAD hold preparation courses and the HCA student advisors will be holding an exam briefing session and an exam practice session at the end of semester. They should also be encouraged to look at the past papers on the library website.

It was confirmed that there are no December exams on pre-honours History courses. Archaeology 1A has an end of semester online class test.

AB will send on AR's email to staff about this to the Tutor and Demonstrator mailing list.

7. People and Money and claiming hours
AB asked the reps if they had received any feedback on how the implementation of People and Money had affected the tutors and demonstrators. BvB had found the onboarding process difficult. KP asked that further details of this could be send through so we can investigate and adjust the information we give. In using the Time Cards the reps had found the information in the IT and Systems training session useful and the drop-in session had also helped a lot. A further drop-in session will be arranged for the start of semester 2 and similar sessions arranged for next year.
8. AOB
There was nothing further to be raised.

Date of next meeting:

Week 11 – Monday 28th November – 10.00 to 11.00 am, Room G.10, William Robertson Wing