

PGPT Tutor Liaison Committee

Date: 18th April 2019

Minutes Approved

Actions

Esther: IT –Reminder for data protection will be resent soon.

Training for tutors – E+D, Intimate relationships and code of conduct.

Anna: HR Central pull out only tutor data from staff survey.

Intimate relationships policy sent out to tutors.

HR to send handbooks to tutors.

Anna will speak to timetabling with Vicky.

- What's required ahead off time.
- What room will this be in.

Esther: Minutes

- Course conveners not providing tutors with enough information on tutorials.
- There are problems with the new staff inductions as well as training issues.
- Gavin: Classics have a lot of guidance however often tutors under prepare with their own handouts.
- Teaching Circle: Is a good practice seminar on technology and learning.
- Course specific training doesn't seem to be working.
- Esther putting a paper together on actions, will propose at SMC.
- Tutors need to be supported as well as new staff.

What would be helpful for induction training ?

- School E+D, SA, course specific.
- Follow up meetings and refresh after 3 weeks.
- Tutor handbook needs to be revised.
- Learn is a good system that is empowering PC and tutors.
- Teaching observations
- Mentoring more widely. This needs to be taught.

Course organisers need more training .

- Expectations towards tutors.
- JD'S need to be updated.
- Handbooks need to be updated and distributed.

There should be one place for all information.

SM: Agreed on a lot of info

Where is the core place to access al this information.

Not everyone is aware of JD'S.

EM: Agrees SharePoint isn't too friendly. Dedicated learn site

LI: All links should be in the one place.

- There should be a welcome email.

EM: Easy to forget about information a follow up is needed.

FH: Everyone should feedback of what we know.

- Learn page is good.
- Colleagues need to be aware of course organisers
- What else exists that needs updating.

KM – Introduction session for Arch tutors, covering marking etc.

EM – Training did happen but not as well as it could've.

AC - Introduction materials should go to learn.

-SharePoint has changed and is now more user friendly.

-For tutor purpose, Learn is a good idea.

- Scholarship, teaching requirement.

-More resources and teaching need to be looked at more.

EM- Is important to make sure that nothing else goes missing.

- Letters explaining responsibility should be included in contract packs
- Send out information for meeting and inductions.

Next Meeting: 28 October 2019