



PG Tutor Liaison Committee, Thursday 29th November 3.30pm – 4.30 pm

Doorway 6, Room G.03

Minutes

In attendance:

- Esther Mijers, Director of Undergraduate Studies (Chair)
- Ewen Cameron, Head of School
- Anna Gibbons, Director of Professional Services
- Gavin Kelly, Head of Classics
- Steve Boardman, Head of History
- Ali Jordan, Classics
- Krysten Blackstone, History
- Kathleen McSweeney, Senior Lecturer in Archaeology
- Amanda Campbell, Grad school Manager
- Rosie Filipiak, Undergraduate Manager
- Rebecca Lamb, HR Assistant
- Anna McGauley, Resources Manager

Apologies:

- Lauren Ide, Archaeology
- Vicky Swann, Curriculum and QA Officer
- Stephen McDowall, Senior Lecturer in History

Approve minutes from last meeting

Actions arising from last meeting:

- KB to give SB feedback hours so he can look into issues as discussed at the last meeting.
- SB will get back to the group at the next meeting, with regards uploading of Rubric as discussed at previous PGPT committee meeting.
- VS currently collating information about Sharepoint committee structure.
- KB attended the Board of Studies meeting.

Tutors and Demonstrator updates:

Krysten Blackstone (History)

- Space allocation issues for feedback hours. Feedback often being given in Chrystal McMillan café. Issues with privacy and its hard to book rooms. AG suggested UGTO Annex Office but RF thought this was not feasible due to interruptions to staff and confidentiality issues. KB mentioned that 'drop in's' do not work well.
- The Pods booking system does not allow to book in advance. AG advised group, new electronic screens are going to be installed, which will enhance the booking system. An interim solution is to have the manual booking sheets to schedule the current week plus following week and updated weekly.
- EC acknowledged the issue with space and there is no real solution in the short-term but there may be possibility to use other areas e.g. David Hume Tower in the future, dependant on estates.

Results from the Staff survey

- Question to KB and AJ – were GH tutors asked to complete the survey and were they sent the results. KB & AJ do not remember completing the survey and confirmed they had not seen the been sent the results.
- EC said he was going to a meeting tomorrow and would find out more. The survey results highlighted concerns over communication, change management, visibility of Senior Managers and University dealing with poor performance and bad conduct. A positive result identified was good working relationships and collegiality. EC has not seen the free text. Question is what the meaning of the overall results is and are they something for local, Senior Team or can be dealt with by both.
- The results will be circulated by the next meeting on 28th Feb 2019.

Head of Subject Area updates

- No issues to raise

AOB

- All welcome to the Christmas party on 5th December and the tree is up in the McMillan room.
- Very positive feedback from the Classics Teaching Programme Review (TPR). The reviewers we particularly impressed by the GH tutors who attended.

Actions arising

- Actions from previous meeting on-going.
- Find out who did receive the staff survey and results to be circulated by next meeting

Next meeting

- 5th March 2019 3.30pm – 4.30 pm Room 3.07