



PG Tutor Liaison Committee, Tuesday 5th March 3.30pm – 4.00 pm

Doorway 4, Room 3.07

Minutes

In attendance:

- Esther Mijers, Director of Undergraduate Studies (Chair)
- Anna Gibbons, Director of Professional Services
- Ulf Schoop, Head of Archaeology
- Fabian Hilfrich, Head of History
- Kathleen McSweeney, Senior Lecturer in Archaeology
- Steve Boardman, Professor of Medieval Scottish History
- Amanda Campbell, Grad school Manager
- Krysten Blackstone, History
- Lauren Ide, Archaeology
- Anna McGauley, Resources Manager
- Calum Morton, Modern Apprentice

Apologies:

- Ewen Cameron, Head of School
- Gavin Kelly, Head of Classics
- Rosie Filipiak, Undergraduate Manager
- Wendy Ugolini, Senior Lecturer
- Stephen McDowall, Senior Lecturer in History
- Vicky Swann, Curriculum and QA Officer
- Aristotelis Nayfa
- Alicia Nunez-Garcia
- Alley Jordan, Classics
- Rebecca Lamb, HR Assistant
- Kim Forrest

Approve minutes from last meeting

Minutes approved.

Actions arising from previous meeting:

- The results form staff to be circulated by the next meeting on 5th March 2019. Anna Gibbons will now distribute these.

Provision of tutorial information by course organisers

EM Issues with provision of guidance on preparation for tutorials between subjects area. No one in attendance at this meeting from Classics.

EM Classics, tutors are required to do much of their own preparation.

AC There is provision and policy in place. At the discretion of the course organiser to use. Some follow these, others do not.

EM to Raise with Gavin.

KB History there are some course that are less good then others. 'Making of the Modern World' sited as a course where tutor notes may need updating. Sometimes down to changes in the courses or new staff with less documentation.

LI Archaeology follow the process.

KM There are a number of Archaeology training sessions.

EM A requirement to for organisers review all courses with tutors on a yearly basis.

Challenging student behaviour

EM A situation between a student and a tutor highlighted that training is required for tutors to support them in their role.

AG The relevant policy that is related is the 'Student Code of Conduct'. This is being revised for August 19. This policy takes the reader though what is and is not appropriate behaviour. Anna will circulate.

AG Academic Services have agreed to come and run over the policy with tutors.

KB. Inappropriate behaviour is not common, but more training will ensure tutors are better equipped to deal with situations. Having spoken to a new tutor recently, they suggested a number of training sessions that would be useful:

- Content – Tutor notes
- Admin – Access to reading lists, email via 'learn'
- Pedagogy - How to teach, what are the expectations
- E&D – teaching diverse students, inclusive classrooms

LI Beneficial to those tutors not from the UK or those who have not studied at UOE.

Policy on disclosure of intimate relationships

EM – New policy issued. Expect a number of questions and so plan to run a session to run over the policy and address any questions. The E&D Director Lucy Grigg, will be present.

Deputy E&D Director, Talet Ahmed, organising a session, date TBC.

AG Plan for the 'Student Code of Conduct' will be discussed at same session.

AOB

AG Data protection & Information Security training to be completed by all tutors.

Email being sent by IT & HR out to tutors who have not completed the courses yet. Each course is one hour long, for which the tutor will be paid when completed.

FH Revisit the minutes from last meeting. Space allocation issues for feedback hours. Feedback often being given in Chrystal McMillan café. Issues with privacy and it's hard to book rooms.

KB mentioned that 'drop in's' do not work well. Student with lower marks or anxiety do not open up in an open environment. Has booked rooms months in advance to try and resolve the issue, but this is not an viable solution.

EM Suggested having one week specifically for feedback, may encourage students to show up.

AG Will speak to local timetabling see if they can do anything.

Actions arising

- **AG** to circulate the staff survey to tutors
- **EM** and **HOSA** to ask course organisers to speak to their tutors and review the tutorial preparation process on a yearly basis.
- **AG** to circulate the current 'Student Code of Conduct' to tutors
- **AG** Will speak to local timetabling see if they can do anything to help feedback sessions.

Next meeting

- 18th April 2019 3.00pm – 4.30 Room 1.42 Doorway 3