Dear all

This is the fifth ESS Update on the progress of the Enhancing Student Support project. Further details can be found on the Enhancing Student Support wiki: https://www.wiki.ed.ac.uk/display/PESS/Home

Topics
1. School Guidance for ESS Phase One Implementation
2. College Deans of Students
3. Senior Tutors’ Network
4. Student Support Teams’ Network
5. IT Tools Update
6. Resources and Briefing Events

1. School Guidance for ESS Phase One Implementation

Schools are reminded that a wiki page has been created with key dates with guidance and recommended actions and contact email addresses for colleagues responsible for various tasks. We will continue to expand these - adding an ESS Communication strategy and timetable - and very much welcome your input to ensure the wiki is as comprehensive and helpful as possible. Please share information widely with all relevant staff in your College, School and Service. https://www.wiki.ed.ac.uk/display/PESS/School+Guidance+for+Enhancing+Student+Support+Implementation+-+Phase+1

2. College Deans of Students

Each College has appointed a Dean of Students for their College:
- College of Humanities and Social Science: Professor Peter Higgins
- College of Medicine and Veterinary Medicine: Professor Alan Cumming
- College of Science and Engineering: Professor Alan Murray.

The responsibilities of Deans of Students, along with those of other key roles are outlined in Roles and Responsibilities within the Personal Tutor System: www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Personal_Tutor_Roles.pdf

3. Senior Tutors’ Network

The Senior Tutors Network (STN) has met twice to discuss various aspects of the Enhancing Student Support project and, in particular: the development of IT tools and records management principles; feedback from the Student Support Implementation Group on participation of students and on School Personal Tutoring Statements; and the development of training and resource materials. The next STN meeting will take place from 3.00-4.30pm on Wednesday 22 August July in meeting room 1.07, Main Library.

The wiki has a list of School Senior Tutors: https://www.wiki.ed.ac.uk/display/PESS/Senior+Tutor+Network
4 Student Support Teams' Network

A Student Support Teams’ (SST) Network is being set up. This will include all members of School Student Support Teams. The network will aim to share practice and discuss common issues. It will also provide a route for SSTs to contribute to the development of the ESS project. An email will be sent out later this month but if you wish to be on the SST Network, please contact B.Connolly@ed.ac.uk.

5 IT Tools update

The initial IT tools are primarily to support meetings between a student and their Personal Tutor, and their wider student support team. In mid-July temporary functionality was released in EUCLID which allows support staff to quickly assign continuing students from their current Director of Studies to a Personal Tutor. Schools have successfully assigned over 10,000 students to date. New functions will be available from mid-August which will enable support staff, Personal Tutors and Senior Tutors, for example, to:

- record one to one meetings and add associated notes
- add general notes against the student’s record
- view a Personal Tutor's tutees
- identify students without a Semester 1 meeting
- identify students without a Personal Tutor
- assign Personal Tutors individually, and quickly assign multiple students from their current Personal Tutor to a new Personal Tutor.

Training in the use of these new tools will be incorporated into College and School sessions later in August/early September.

For more information please see: https://www.wiki.ed.ac.uk/display/SSG001/Initial+ESS+IT+Tools+Project+Summary

6 Resources and Briefing Events

A range of resources for staff and students in support of Personal Tutor meetings will be added to the IAD website next week. These will include a guide for students on "preparing for your personal tutor meeting" and resources for staff on "Preparing for 1:1 personal tutor meetings" and "Running group meetings".

The site will also include information and booking instructions for a series of central briefing and staff development events intended to complement local arrangements. These include:

- sessions from the Academic Registry (SACS) on the use of new Personal Tutor IT tools
- a session for Personal Tutors on running lively and useful group meetings
- a session from the Student Counselling and Student Disability Services on supporting students around mental health issues.

All sessions will be bookable via MyEd and advertised through School Senior Tutors Network and the Enhancing Student Support mailing list.

If you know of any colleagues who are not currently on the list to receive this update but may be interested in joining, please forward this message.

Regards,

The Enhancing Student Support Team