Enhancing Student Support – Senior Tutor Network

Meeting from 13.00 – 14.30 on Monday 15 October 2012
Raeburn Room, Old College

Action Notes

Convenor
Professor Alan Murray, Dean of Students, CSE

CHSS
Dr John Glen, Business School
Dr Colin Roberts, Economics
Mr Arno Verhoeven, Edinburgh College of Art
Professor Tonks Fawcett, Health in Social Science
Dr Dominic Berry, History, Classics and Archaeology
Dr Arianna Andreangeli, Law
Dr Julian Ward, Literature, Languages and Cultures
Dr Matthew Chrismar, Philosophy, Psychology and Language Science
Mr Ross Bond, Social and Political Science

MVM
Dr Philip Larkman, Biomedical Sciences
Dr Margaret Cullen, MBChB
Dr Joanne MacLeod, Oral Health Sciences

CSE
Dr Donald Macleod, Biological Sciences
Dr Martin Reekie, Engineering
Dr Neil Stewart, GeoSciences
Dr Paul Jackson, Informatics
Dr Maximilian Ruffert, Mathematics
Dr Judy Hardy, Physics and Astronomy

EUSA
Katie Scott, Peer Support Development Officer

Institute for Academic Development (IAD)
Dr Jon Turner, Director

IT Tools
Ms Sheila Fraser, Project Services Team Manager, IS Applications Division
Ms Karen Osterberg, Student Admissions and Curricula Systems
Ms Liz Elsby, Student Admissions and Curricula Systems

Project Team
Ms Nichola Kett, Academic Services
Professor Ian Pirie, Assistant Principal

Observing
Irene Bruce, Head of Academic Services

1. Apologies

Apologies received were noted by the Convenor.
2. **Note from the last meeting**

The notes from the last meeting were approved.

3. **Matter Arising**

The following matters will be noted for the forward agenda and discussed at an appropriate meeting: guidance for students on the consequences of not engaging with the Personal Tutor system (item 3); attendance of staff from relevant support services (item 4); further discussion on practical matters to be dealt with at the start of semester (item 5.1); further discussion on confidentiality guidance – development of scenarios (item 5.2); exploring the possibility of testing of the Personal Tutor IT Tools (item 5.4).

**Action:** Nichola Kett to add to the forward agenda.

3.1 Confidentiality guidance

Members noted that the confidentiality guidance had been developed and circulated. Discussion took place regarding the Level 4 information (issues that the student does not wish disclosed further or recorded online) where the student does not wish any record of the discussion to be made. In terms of practical guidance, it was noted that students should be informed as early as possible within a discussion of such matters of the procedure. It was also agreed that information on the procedures should be available to students in advance in documents such as course handbooks. The Chair confirmed that further guidance would be sought on this aspect of Level 4 information.

In relation to the protocol for access to information in the absence of the Personal Tutor, it was agreed to explore the possibility of developing a proforma for use next academic session.

3.2 Start of semester matters

This discussion will take place at a future meeting.

4. **Monitoring, Evaluation and Enhancement**

Ian Pirie outlined the development to date of the approach to monitoring, evaluation and enhancement. It was noted that key performance indicators had been attached to the project in the form of a weighted average between the National Student Survey, the Postgraduate Taught Experience Survey, and the Postgraduate Research Experience Survey results. The importance of being able to consistently measure success using a robust but non-bureaucratic process was noted. It was confirmed that the monitoring, evaluation and enhancement process would operate separately from other quality assurance and enhancement processes in the early phases of the project but would ultimately be integrated. Members were assured that processes would not be duplicated.

Members were asked to discuss how success could be measured and worked within groups to brainstorm ideas.

5. **Resource Materials Briefing and Training**

Jon Turner outlined the tabled paper which detailed central arrangements for briefing training and resources – Phase 2 preparations and Phase 1 report. Feedback is sought on the contents of the paper, particularly on the identified priorities. The paper will be discussed at the next Student Support Implementation Group on 22 October 2012, therefore, it would be useful to receive comments beforehand.
**Action:** Members to provide feedback on the paper to Jon Turner (email J.D.Turner@ed.ac.uk)

6. **Peer Support Update**

Katie Scott discussed the tabled paper which outlined the consultation carried out to date and the pilot projects that have been initiated. A matrix is being developed which shows current activity across the University and a report on the consultation will be available at the end of semester 1.

**Action:** Members to provide feedback or comments on the paper to Katie Scott (email katie.scott@eus.a.ed.ac.uk)

7. **IT Tools for Personal Tutor Support**
   7.1 Prioritisation of suggested enhancements - update

   An exercise to prioritise the suggested enhancements of the IT Tools was carried out.

8. **AOCB**

   None.

9. **Date of Next Meeting**

   Tuesday 13 November 2012, 1-2.30pm, Boardroom (Main Building), Edinburgh College of Art.

Nichola Kett
16 October 2012