

## **Staff-Student Liaison Meeting Minutes**

### **Introduction to Medieval Europe 2A**

**16<sup>th</sup> November 2011 1pm-2pm G.09**

#### **Present:**

Dr. Tom Brown (Course Organiser)

Dr. Bill Aird

Mrs. Margaret Forrest (School Liaison Librarian)

Mr. Brian Wallace (Tutor)

Miss. Clare Guymer (Course Secretary)

Hilary Lagha

Dan Lemon

Jenny Pittams

Ashley Squire

Ed Thorn

Lucy Wai

#### 1. Introductions

TB asked that everybody introduce themselves and noted that issues concerning the library would be moved to the top of the agenda as MF would be leaving early.

#### 2. Library - books, HUB, electronic resources etc.

- TB spoke about the lack of e-reserve articles and book chapters on this course and asked would provision of these be useful. It was agreed that it would be helpful after positive experiences on other courses
- TB requested that students email either himself or MF with any suggestions of books in which one chapter would be good for e-reserve
- Student commented that JSTOR was easy to navigate
- BA mentioned the usefulness of the International Medieval Bibliography
- MF would be happy to provide a longer library session in the first few weeks of the course and also highlighted the library sessions that would be taking place during Innovative Learning Week and encouraged students to take part
- TB tried to gain a consensus whether books or articles were used more when writing essays/preparing for tutorials,
- Student stated that using "Intute" to search for articles is useful

#### 3. Lectures

- A suggestion was made that the lecture schedule should be more thematic, having more of an order and following a chronology
- Problems of tutorials not fitting in with lectures

- Knowledge of dates needed – possible creation of a timeline example given of Islamic History course one student had taken where timeline was useful. BW said he would be happy to create this
- Handouts good and are especially in depth, TB commented they are useful for revision
- BA use of handouts versus encouragement of paperless delivery of courses

#### 4. Tutorials

- In depth, provide good direction, extremely useful, but not necessarily in line with the lectures
- Good primary material
- Suggestion of using a page on facebook as a forum rather than the facility on WebCT
- Forums used in School of Law, informal answering of questions, students checking forum on a daily basis, not very labour intensive for staff
- Forums online possibly used to save money in other Schools when tutorials are not weekly
- TB important for students to highlight importance of weekly tutorials when completing the end of course questionnaires
- Students said that in the course handbook, some of the Fordham university links were wrong – possible that the links had updated since the handbook was completed

#### 5. Essays

- TB asked whether there was a good range, interesting topics? consensus was yes
- Suggestion of possibly two essays like the four for the whole year of British History, although some students prefer one essay
- BA made the suggestion of having two shorter essays
- Question was asked whether two thousand words are enough?
- Would an essay plus two shorter pieces of work e.g. book reports be better?
- Example used of journal system in American History 2
- Opinions mixed, more hand-ins mean staff have more marking
- BA mentioned the issue of time management needed by students and useful feedback is available before the essay is due on e.g. comments on essay plans, discussions about essays with tutor
- Students advised to make full use of office hours consultation slots during the week

#### 6. Peer and tutorial assessment

- Seems to be a good balance
- Potential provision of instructions/rubric on tutorial and peer assessment for students perhaps in course handbook? Provision of general marking criteria

- Possibility that there could be top marks fixing amongst students
- New grid was drafted for this academic year by Dr. Raccagni
- BA mentioned idea of training session for students on peer review
- Possibility in first tutorial of explaining marking system?

#### 7. Use of WebCT

- Forums? Discussion boards? Would have to be implemented School wide
- Aim for paperless delivery
- Pre-lecture outlines cover most basic functions
- Suggestion of exam at Christmas not in April/May diet. Used to be IME2 - one year course. Exam element of assessment necessary to prevent plagiarism, University wide decision.

#### 8. AOB

- What's the point of presentations? BA idea of provision of transferable skills
- Two presentations? Possibility that student can do two and pick the higher mark, not a great deal of uptake on this provision