**PGSSLC Minutes**

**Term 1, Meeting 2**

**Wednesday 06 December 2017**

**14:35, H5.43**

**Apologies:** Tim Leach (MA Writing), Fiona Farnsworth (Secretary)

**Attendance**: David Taylor (DGS), Kate Courage (Library), Steve Purcell (MA English), Nick Lawrence (MA World Literature), Sarah Moss (MA Writing), Chantal Wright (MA Translations), Katie Hall (MA), Ada Cheong (MA)

**Chair:** Katja Laug

**1. Round of introductions, elections/confirmation of roles** (moved from last meeting)

* DT & KL to send out email at start of term 2 regarding KL stepping down as chair and the urgent need for new people to serve on the committee.

**2.** **Intersectional discrimination** - standing item as per TALC decision

* KL sent out an email to PGs asking for comments on this issue. She received no responses.
* CW noted that the department is looking to appoint either an equality and diversity officer or an equality and diversity committee/working group.

**3a. MA feedback: Wednesday Teaching**

* CW notes that there is no university policy prohibiting Wednesday afternoon teaching at PG level.
* DT will look into moving one or both PGSSLC meetings in term 2 to to 4.15pm in order to avoid a clash with Fiction Workshop 2.
* DT to liaise with office to ensure that the PGSSLC is included in the drafting of the departmental calendar for 2018/19 with a view to ensuring that this year’s scheduling difficulties are not repeated.

**3b. MA feedback: groups too large**

* DT will check whether any MA modules in term 2 have over-recruited with a view to identifying – and resolving – any potential problems before the start of the term.
* Fiction Workshop 2 has over-recruited but will now run with two seminars instead of one in order to accommodate this number.
* Teaching & Learning Committee will discuss the possibility of instituting a cap on MA seminar sizes.
* NL noted that it was a positive sign that our MA modules are in such high demand – with student from other departments as much as our own.

**4. MAWL - dissertation timeline communication**

* NL noted the discrepancy between the dissertation timeline given in the MAWL Handbook (which states that supervisors are assigned in September) and current practice (whereby MAWL students submitted their proposals in week 9 and are only now being assigned supervisors).
* DT noted that this confusion is a result of changes made to the MAEL.
* It was agreed that the MAWL Handbook would be updated to reflect current practice and that MAWL students would be informed of this change by email and asked to share any concerns that might have with the convener.

**5. MA External Examiners reports**

* KL and the PGs will send comments to DT on these reports in due course. DT will then pass on these comments to the HoD, who will be responding formally to the reports.

**6. STP update** - moved to ensuing STP meeting

**7. Teaching Allocation Policy- feedback from committee**

* KL asked PGs for responses to this document but received none. KL will send her own comments to CW, with amendments scheduled for discussion and approval at the Teaching & Learning Committee next term.

**8. Library news**

* KC drew the committee’s attention to a new exhibition of rare books at the library.
* KC noted that the library is currently conducting a review of journals that the library subscribes to both online and in print with a view to determining whether it is necessary to keep subscribing to the print versions.

**9. Feedback on MA in Creative Writing**

* KH noted that the general departmental induction for new MA students included a good deal of practical information that wasn’t shared at the MAW induction, but unfortunately not all MAW students were able to attend the general induction as it clashed with their seminars.
* DT and SM will make sure that this practical information is included in future MAW inductions.
* KH noted that 2nd year part-time MAW students should also be invited to the induction.
* SM noted that a forum for all MAW students is being held on 10th January so that they can share concerns about the programme.
* KL will take the lead in creating a document that collates MA students’ responses to the question, “What do you know now that you wish you’d known at the start of term?” This document can then be used as this basis for induction content in future years.

**10. Any other business**

* PG Symposium Thursday 24 May 18, CfP out, all staff invited, info to go out to prospective students.
* SP noted that the department would hold a work-in-progress event for MA students in the middle of term 2. This will students offering brief presentations on their dissertation topic and sharing any problems they’re encountering. Staff attendance at this event ill be vital to its success.