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| http://www.dcs.warwick.ac.uk/~czumaj/images/the_warwick_uni_blue.jpg | **English and Comparative Literature PGSSLC** |

**PGSSLC Meeting - Minutes**

**Thursday 28th February 15.00 – 16.00 in H511**

**Present**

Emma Francis (staff)

Pablo Mukherjee(staff)

Katie Smith (MA Translation and Transcultural Studies)

Jonnie Critchley (MA English)

Darragh Hall (MA English)

Chris Yiannitsaros (PhD English)

Nick Collins (PhD English)

Jivitesh Vashisht (MA English)

**Apologies**

Catherine Bates

Nick Le Mesurier

Maureen Freely

**1 – Minutes of previous meeting**

* The minutes of the previous meeting were approved
* A brief report was made on the status of action points from the previous meeting:
* An investigation has begun with Rochelle Sibley over the Research Methods offering. A recommendation is hoped to be reached by the summer term.
* Online skills and e digital training – it has been established that Rochelle and the Learning and Skills Centre do not have the funds to offer this. Emma Smith therefore may be the right route for this provision but perhaps with Rochelle also on board. Communication is also being made with Jim Mussell in connection with this. Realistically, this will look to be offered next term at around the same time as the P.G Symposium.

**2 – 1st Essay Returns and Feedback**

* It was reported that most have been handed back within the allocated timeframe
* There have been a few discrepancies – some students from the same module, who handed their essays in at the same time, have received their essays back 2 weeks later than others. This has caused anxiety.
* This issue will be taken to the department as the committee agreed that this situation is unacceptable.
* A question was raised about whether students can expect the hard copy of the essay back. Committee members were informed that all comments should be assumed to be on the online form.
* The quality of the feedback was reported to have been good. The second round of essays are due back soon, so progress can be observed at the next meeting.

**3 – PG Symposium 2013 update**

* An update was given – the call for papers will end in two weeks. The closing date for applications is 15th March.
* Emma held a meeting with the steering committee at which budget and organisation were discussed. It was also decided at the meeting that whilst the committee will be formed only of PhD students, any MA student is able to submit a 20 minute paper. All papers will be judged on the same basis. There is a quality threshold which overseen by Emma and Pablo.
* Some details are still to be fixed. The lecture theatre (in the Maths Institute) is booked for 2 days, but the length of the symposium (whether it will be a 1 or 2 day event) will be reviewed after the abstract submission deadline.
* The budget will also go to Catherine to be signed off.
* Further reminder call for papers will go out during the next week.

**4 - Discrepancies of hand in dates**

* An issue over discrepancies in hand in dates of the MA dissertation Term 2 progress report was discussed. The dates given in websites, emails and the form itself were reported to be in conflict.
* It was established that the form had not been updated from last year. This is usually edited over the summer so a copy error has clearly occurred
* The discrepancy between website and email dates could have been a failure to copy in Rochelle Sibley.
* It was also pointed out that MATTS students did not receive any email about progress reports.
* Pablo will talk to Cheryl and Rochelle about this communication problem.
* Given the communication, it was agreed that no student will be penalised for handing in the report on any of the given deadlines.

**3 – E-submission confusion**

* An issue over the submission dates shown on the E-submission system and the lack of communication about this was discussed.
* This was a system error and could not be changed by the English department. Cheryl is resetting the dates as essays come in.
* A general email will be sent out to all MA students warning them about this error, in order to prevent anxiety on submission.

**3 – Module descriptions and process**

* The process of MA module selection was discussed.
* It was suggested to the committee that the department hold a market place style selection event for new MA students to help choose their modules. It was agreed however, that it would be hard to envisage space in the year for such a market place. The benefit of such an event was also questioned.
* It was noted that there is a PG Open Day during Term 1, though modules for the next year would not be confirmed by this point. Students are always free to email tutors for advice on modules before they select them.
* There is also opportunity for students to change their minds until the date when the modules go into the central system (not usually until 4 weeks into the first term).

**3 – AOB**

* The committee congratulated Nick Collins for his Stars at Warwick nomination.

Next Meeting is on Wednesday 8th May at 14.00 in H511.

**Meeting closed at 16.00**