

Meeting:	Postgraduate Committee
Date:	11 th February 2020
Paper:	Postgraduate Committee Winter 20
Author:	Bright Archibong
Purpose	Record of Decision Making

Minutes of the Postgraduate Committee 11 February 2020

Committee Members Present: Alicia Perez (Activities and Opportunities Officer), Amelia Trew (Welfare, Community and Diversity Officer), Sophie Atherton (Campaigns and Democracy Officer), Martin Marko (Postgraduate Education Officer), Benjamin Pinsent (AMA), Gina Kim (ENV), Lewis Martin (PPL), Megan Pay (PPL), Matthew Gallagher (PPL)

Chair: Matthew Gallagher (PPL)

Apologies: Subeer Sarkar, Syed Saad

In Attendance: Josh Melling (Student Engagement Coordinator – PG), Bright Archibong (Advocacy Assistant), Neil Ward.

532 Statements from the Chair [s]

Matt welcomed everyone and introduced Neil Ward to the PG committee.

533 Neil Ward at Postgraduate Committee

Neil clarified that works will be put in place to mitigate the effect of the strike as the strike action won't totally affect the PGTs because not all UCU members are academic staff. He also mentioned that students are free to mention if they believe their work is being affected by the strike action.

Lewis highlighted that the contract for associate tutors isn't reflective of the workload given to them and it seems the staff aren't remunerating accordingly. Neil said the issue will be raised with the appropriate team and a revert sent afterwards. In a bid to tackle the challenge of workload, Neil suggested imploring schools to reduce the formative assessments, which will in turn reduce the workload. He also suggested that associate tutors report to the appropriate authorities if they are taking up more work than they should.

Another concern raised was that PGRs aren't notified duly on what they're to teach and Neil responded that the curriculum for each module is readily available and it is expected that the curriculum is made available to ATs. Megan informed Neil on a D&I training that's currently being worked on, and asked if the learning and teaching curriculum unit could fund the

training for ATs and Neil advised that the Academic director for inclusive education should be contacted for the support required on the D&I training.

Martin mentioned that currently, there are two mandatory D&I trainings however, he suggests that UEA switches to paid trainings. Benjamin asked Neil if the university plans to provide inclusive contracts for ATs with disabilities and Neil concurred by saying he had noted it and would revert with updates afterwards.

Matt raised the issue of ATs getting pay reduction in the face of strike action and Neil made it clear that the decision to spread the pay reduction rests solely with the school management.

Action: Neil to revert with solutions to challenges raised by the committee

534 Minutes of the Last Meeting [s]

Minutes Approved with no amendments.

535 Action Log [s]

Martin stated that the process of evaluating CPD has begun and discussions of grant requests is ongoing. Martin informed the committee that he would submit the themes on teams, for the rest of the committee to have discussions about it.

Action: Martin to submit the themes on teams for further discussion by the committee.

535 Update from Assembly [s]

Committee disapproved of using coffee vouchers to incentivize PGs to complete the PG ball survey. Due to the lack of applications for conference funds, the committee agreed to increase the conference grants to £200 and remove a cap on social grants, in order to attract more applications.

On that note, the grant from the school of international development for their film festival was reviewed. The committee agreed to revise some budget line items.

537 Update on the UCU Strike Action

Lewis mentioned that the Emergency General Meeting for UCU takes place on Thursday, 13th February 2020, to know the next line of action. Updates on the outcome of the meeting will be disseminated to the committee.

Action: Lewis to share updates on the UCU meeting with the committee.

538 DSD Week, PG Ball Update, and Easter Events

Martin stated that just as last year, PGs still do not have significant access to DSD week activities. Martin is expected to bring into the curriculum review that there'll be no PGT teaching during that week.

Josh shared the survey results for the PG ball as more responses were gathered. The date agreed by committee for the ball is Saturday, 4th of July, 2020. The menu option chosen was the second option (two course meal, fizz on arrival), in addition to drinks at The Scholars Bar, bringing the food and drinks budget to £1608. The committee also agreed to set the ticket price for students at £15.

On Easter events, Matt proposed 2 big events and smaller events. the proposed activities by the committee include Easter egg hunt, the farm open day, escape rooms and a trip to gravity as a standby alternative.

Action: All committee members to publicise the PG ball on their social media platforms to generate awareness and drive more visibility.

539 Library Systems

Benjamin initiated the conversation by explaining how unfavourable the current library system is for PGs considering that majority reside off campus, leading to difficulty in returning books upon request. He also mentioned the lack of inclusivity in the decision of the library to switch to eBooks majorly. Megan also added that the library isn't very up to date with their book editions and that the software is not compatible with long term reading. Josh further suggested a multi-pronged approach by reporting these issues through reps in different schools and having Martin discuss with the library officials.

Action: Martin to coordinate responses from the committee and liaise with senior library officials to develop solutions to the challenges highlighted.

540 Union Council Policy 2425: Transparency of Process and Communication for Associate Tutor Applications

Action: Martin to get more information and give a more robust response at the next committee meeting.

541 Kathleen Stocks' UEA Seminar Postponement

Amelia mentioned that a petition is ongoing for UEA to stop Kathleen Stocks from making an appearance on campus. The petition also has allotment for student feedback and their thoughts on Kathleen Stocks speaking at a UEA

seminar. Megan suggested that the committee actively supports inclusivity for the trans community by sending an email on their stance in this situation and inclusivity for the trans community in general. Matt requested that this discussion be included in the next agenda for further deliberations.

Action: Megan to email the University, on behalf of the committee, expressing their stance on Kathleens Stock's speaking engagement at UEA, and the trans community in general.

542 Democracy Review: Model B

No comments at the moment. Further discussions on teams.

543 Conference Funding: Update

Already discussed under 538

544 Doctoral College Executive: Summary - Papers to Note (confidential)

Matt commented that the papers are quite basic and further discussions would be had at the next meeting.

545 Any other business

Martin mentioned to the committee that any issues with IT and admin rights should be aired on teams. Matt requested that Martin share his calendar ahead of the next meeting.

Action: Martin to share his calendar ahead of the next meeting.

546 Time date and place of next meeting

Tuesday 3rd of March, 5.15pm, Corner of the SU Office.