

## FACULTY OF CLASSICS

### STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.15 p.m. on Monday  
3 November 2008 in Room 1.11 of the Faculty of Classics.**

Present: Mr Myles Lavan (Chair), Mrs Carolyn Bartley (Secretary), Mr Andrew Corstorphine, Professor Simon Goldhill, Mr Stephen Howe, Dr Paul Millett, Ms Emily Schurr, Ms Lacey Wallace,

Apologies: Dr Holly Kinnear, Mr Steve Kimberley

1. Minutes

The Minutes of the meeting of 19 May 2008 were **approved**.

2. Matters arising

(i) JRF: entry to scanner/tablet room in 2.05

The Chair **reported** that a key is available for all in the Enquiries Office which may be signed out at any time. A second key for JRFs is still outstanding. L Wallace requested that a more effective solution be sought for giving graduates access out of hours.

(ii) Poster Fixings

The Chair **reported** that the Administrative Officer had still not heard from the Herotodeans. A Corstorphine **agreed** to contact the Herotodean Committee.

(iii) IT equipment – issue of credit limits

The Computer Officer **reported** that the IT Committee had not yet met to discuss the issue.

(iv) Lecture Questionnaires and Faculty feedback procedure

The Chair **reported** that the Administrative Officer is awaiting a report from the Chair of the Faculty Board on the Faculty's use of feedback received from the lecture questionnaires.

3. Undergraduate Matters

(i) Faculty Website

It was **agreed** that the Administrative Officer ask the IT Committee to explore making the Undergraduate Handbook available on the website in HTML format and not Word. This would make the document less unwieldy to use.

(ii) Historiographical paper in Part 1B

The undergraduate representative **reported** that one student had requested that one non-fictional text be included in the Latin texts for Part 1b.

The committee **noted** that the schedule of texts is determined by the three literary topics offered in a given year.

(iii) Part 1B Literature modules

The undergraduate representative **reported** that students would like advance warning of the teaching timetable in order to know which texts they should prepare over the summer.

It was **recommended** that a provisional Lecture Timetable be posted to the website well before the start of term so that students can see which courses will be taught each term.

It was also **recommended** that students contact their DOS via email or phone to ascertain the correct texts to study.

(iv) MPhil Applications

The Academic Secretary for Graduate Affairs **confirmed** that an information meeting for prospective MPhils is already scheduled for the 7<sup>th</sup> week of Michaelmas term.

(v) End of Year Questionnaire

The undergraduate representative **reported** that the omission of questionnaires this year had made student feedback very difficult.

The Chair **agreed** to discuss with the Administrative Officer and the Chair of the Faculty the drafting of a retrospective questionnaire for present Second and Third Years.

(vi) Greek / Latin Composition Papers

The Academic Secretary for Undergraduate Affairs **reported** that at least one student had had his or her class promoted because of performance on the composition papers.

(vii) Part 1A, Paper 6

The undergraduate representative **reported** that many students expressed uncertainty about how they were supposed to prepare the non-literary parts of the paper. It was agreed that transition from school to Part 1A is difficult for many students.

In response the Academic Secretary for Undergraduate Affairs **confirmed** that the Working Party proposes to arrange a meeting with Part 1A students to outline what is required of them.

It was also **recommended** that text be added to the DOS Handbook, reminding DOSs of the need to advise students about the change in the learning environment.

- (viii) External examiner's comments  
The Academic Secretary for Undergraduate Affairs **confirmed** that the issue of class criteria will be raised in a meeting about Examiner's Reports overall.
- (ix) Viva examiners  
The Academic Secretary for Undergraduate Affairs **reported** the recommendation by the Teaching Committee that at least one of the two examiners should be from the appropriate Caucus.
- (x) Viva content  
The undergraduate representative **reported** that many students felt unclear about what a Viva Voce entails and were surprised by the content of their examinations.

It was **agreed** that a paragraph be added to the Undergraduate Handbook outlining the purpose and likely content of a viva examination.

- (xi) Viva timing  
The Academic Secretary for Undergraduate Affairs **confirmed** that the majority of Vivas are conducted after exams, but that this is not always possible due to scheduling constraints.

#### 4. Graduate Matters

- (i) Adding visiting scholars to mailing lists  
The Administrative Officer **reported** that new visiting scholars will be asked whether or not they wish to be included on the graduate / postdoc mailing lists.
- (ii) Clearing pigeonholes  
The Secretary to the AO **agreed** to liaise with the Chief Secretary about clearing uncollected mail from the graduate and JRF pigeonholes.

#### Item not on the Agenda

The graduate representative **reported** interest among graduates for instruction in the use of the *Thesaurus Linguae Graecae* and noted that Patrick James was willing to run it.

The committee **approved** the concept and **agreed** that Jessica Priestley should contact the Administrative Officer to arrange funding.

It was also **agreed** to request Patrick James to review the short intro to the TLG currently available in the library.

#### 5. Procedures for election and co-option of student representatives

It was **agreed** that the Administrative Officer administer the election process and encourage students to take part by following the CUSU guide.

It was also **agreed** that the graduate nominee (if there is only one) could be taken to the last Faculty Board of Michaelmas Term by the current representative as an introduction to the work involved.

6. Co-option of Undergraduate and Graduate College Representatives

It was **agreed** that co-optations from colleges should resume from 'A'.

It was **agreed** that one of the representatives co-opted should be from Part II.

It was **agreed** that, due to the small number of candidates and the level of responsibility, only first and second year PhD students be nominated as graduate representatives. A Corstorphine **agreed** to act as the MPhil representative if legal to do so. The Administrative Officer is asked to look into this matter.

7. Date of next meeting

The date of the next meeting is Monday 9<sup>th</sup> February 2009, Room 1.04

// -- //