

## Teaching Committee Minutes for 9th December 2020

### Informatics Teaching Committee Minutes

**Present:** Neil Heatley, Bjorn Franke, Gillian Bell, Jade Gilhooly, Liam O’connor, Aurora Constantin, Alex Burford, Oisin Aodha Mac, Raul Garcia-Patron Sanchez, Ava Khamseh, Laura Ambrose, Claudia Chirita, Heather Yorston, Michael Herrmann, Iain Murray, Mary Cryan, Milos Nikolic, Sharon Goldwater, David Sterratt

1. **Minutes of Previous Meeting** – confirmed as correct  
Actions from previous minutes still to be actioned:
  - Speak to HR about conscious bias training for students – Neil Heatley
  - Discuss Welfare Group – Neil Heatley & Stuart Anderson
  - Exam Scripts - Provide a summary at the next meeting – Paul Jackson
  - Try move CW submissions to Gradescope for Sem 2 – Bjorn Franke
  - Dissertation Page Limit – Iain Murray offered to help B.Webb with limit
  
2. **Apologies:** Jane Hillston, Paul Anderson, John Lee, Maria Wolters, Phil Wadler, Antonio Barbalace, Ian Simpson
  
3. **Matters Arising**

### Teaching Committee Remit

The purpose of the Teaching Committee Meeting should be for bottom-up discussions, that are then taken to the Teaching Executive Meeting for approval if necessary. Staff mentioned that the communication isn’t good from the top down, and information can be missed. Staff don’t know where certain decisions have come from. It would be beneficial to see regular minutes from different committees, such as Teaching Exec, Academic Strategy and CLTC.

**ACTION:** Look into finding committees we can have the minutes for – **Neil Heatley**

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### Modification to deadline setting policies - Stuart Anderson

Stuart had suggested that the policy for coursework deadlines should be modified, as this year students now have more coursework only courses, which include more coursework than previous years. Students have been struggling with more deadlines in a short time frame. By adopting this policy, it allows students to schedule some time on coursework tasks during the exam diets thereby ensuring that all students are able to devote appropriate hours to their courses.

Some points were made that moving the deadlines would impose the marking deadlines and then the marks wouldn’t be back in time for the exam boards, keeping in line with the

University Key Dates. Central University could come back and ask us why we can't make the set deadlines.

**ACTION:** Speak to Course Organisers about what we can do to change the CW deadlines, then take this to Teaching Exec. – **Neil Heatley & Bjorn Franke**

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**AOB**

Students will have a phased return in Semester 2. Online teaching will start as normal, and Undergraduate students who are arriving in Edinburgh, will be arriving on the 25<sup>th</sup> January for a period of teaching to 8<sup>th</sup> February. There will be no on-campus teaching before these dates.

Bjorn is still trying to work with the Admissions Team to solve the issue with the English Teaching Requirements.