

UNIVERSITY OF ST ANDREWS
SCHOOL OF PSYCHOLOGY
TEACHING COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 8 March 2011

At 3.00pm in Room 1:04

Present: Dr Juan Carlos Gomez (Convenor), Dr Gerry Quinn (Hons C.C.), Dr Peter Foldiak (Exams Officer), Dr Mike Oram, (Disability Adviser), Dr Paul Hibbard (2nd Yr C.C.), Dr Reiner Sprengelmeyer (Evening Degree C.C.) and Dr Sue Healy (Dir. of PG Studies), Stamatis Beltsos (Student President) and Veronica Anderson (Secretariat).

1. APOLOGIES

Received from Paul Gardner

2. MINUTES OF THE LAST MEETING

- The University have since decided to abandon 'Minor Alerts' and give Schools more freedom but we will have more details by early next semester.
- Stamatis to contact Professor Byrne to get information about the new design of the Psychology web pages. The students can then provide their own suggestions.
- The School did not have any input on the Student Evaluation Questionnaires for semester 1. All questions were in fact the same for all modules, university wide. The response rates were very low due to the forms being circulated late and therefore the data is not reliable.
- Request that all Honours students are able to gain access to module information via Moodle for a short period of time prior to and during Advising. DoT will liaise with advisors and MMS team to explore ways of achieving this.
- Discussions are to begin soon concerning the new academic year structure for 2012/13.
- Professor Malcolm MacLeod still to come back to us about the cost of students' handbooks.

- The printer cartridge has been removed from Rooms 1.02/1.03. IT Services are to take over control of the room (put in new computers and new printer) in the near future and paying facilities will then be operational.

Minutes of the last meeting held on Friday 16 April 2010 were approved by the committee after minor changes.

3. **Teaching Review Outcome and Recommendations**

A few items were identified in the report:

- **Review of how we teach methodology and statistics** across all 4 years to ensure continuity and motivation. The first step will be for Mike Oram and Eric Bowman to prepare a discussion document and a committee will then be set up. In the meantime, Stamatis will ask 1st and 2nd Yr student reps views to determine whats useful and what actually works. We can then determine what needs to be taught at each level.

Changes to the structure of 1st yr, 2nd yr teaching and also PS3021/22. We will look at altering timings of lectures and practicals. Mike Oram will prepare a document for student feedback and another committee will then re-convene with Paul Gardner/Paula Miles/Peter Foldiak to finalise what will be taught, though the broad content wont change. These changes will not be ready for academic year 2011/12 as there is too much to be re-written. Mike Oram to arrange a meeting with Stamatis.

- **Feedback Enhancement** – We will review the process and practice for feedback on all coursework to ensure that it is reliably communicated to students in a timely manner.
- A proposal that Students be given an opportunity to practice lab reports and have them marked by their peers in groups was discussed. **1st Yr** - Paul and Paula to discuss possibility of supervising a practice session re peer assessment for first year students.
- A suggestion was discussed to ncrease the number of essays during **2nd Yr** tutorials and provide better generic feedback on them. In order to make better use of 2nd yr tutorials, a meeting will be set up to ensure every group does the same. This will be especially useful for new staff. PH to explore if MMS could be set up for tutorial groups which will allow tutors to keep track of student marks and thus allow then to offer advice and guidance if required.
- Student President requested mproved and timely feedback for JH and SH. When specific examples of insufficient feedback were discussed, it was

apparent that in some cases students were not aware of feedback received (e.g., Stamatis claimed that no feedback is given in PS4040 (Review essay). However, he acknowledged that the meetings with the supervisor and the written comments on the draft constitute very extensive feedback. It emerged that he referred to the additional feedback on the submitted and marked review that can be obtained only on request from the supervisor.

- In regular JH and SH modules, however, there was evidence of insufficient amount of feedback on CA and lack of promptness in providing this and generic feedback. DoT to email all lecturers at assessment time to remind them of need to give timely and extensive feedback. Student President and DoT to further monitor amount and promptness of feedback actually provided in Honours modules.
- PS3022 to be redesigned as part of overall revamp of Stats and Methodology teaching under direction of MWO.

The meeting closed at 5.05pm