Notes of New Lecturer's Meeting held on 15/3/2000

Present:

Rodi Herzberg, Dave Milstead, John Goff and Tim Greenshaw.

Recent Events

Dave reported that Paul Booth had sat in on one of his recent lectures and had passed on some useful hints, in particular about using the whiteboard. Dave was pleased to be able to say that the first lecture following Paul's suggestions he had made an effort to use the whiteboard more effectively and had had immediate positive feedback from one of our students following the lecture. Dave has also sat in on one of Paul's lectures with the particular aim of watching how Paul tries to encourage student participation.

John, Rodi and Dave have all handed out their module questionnaires and assessed the returns. No particular problems were revealed by these. The results are, or are about to be, posted on the Chadwick noticeboards.

Postgraduate Certificate and Diploma in Higher Education

On 14/3/2000, John, Rodi and Tim met Mike Bird, the course tutor for the Postgraduate Certificate and Diploma in Higher Education. (Dave was lecturing at the time and Mike couldn't fit in an appoitment at a time when Dave was free.) Mike described the PGC briefly. It is designed to help staff involved in teaching and assessment develop relevant skills. He stressed that it is a practical programme; participants should emerge as better teachers, rather than as experts on education theory. The PGC runs over 2 semesters and consists of five 3 hour teaching sessions per semester, held fortnightly on Wednesday afternoon between 14:00 and 17:00. The course can also be taken in the form of ten $1^1/_2$ hour sessions which run in parallel with the Wednesday sessions every Friday lunchtime from 11:30 to 14:00 (lunch provided!). Assessment is via a portfolio of work taken from the participants teaching with written comments which must demonstrate the willingness and ability of the teacher to judge the effectiveness of the teaching sessions and to improve them as necessary. Various types of teaching session should be covered, e.g. lectures, tutorials, practicals, etc. Each member of staff on the course has a departmental mentor. Mike pointed out that they had had positive experience with a group of people from a department who had taken the course and acted as mentors for each other.

All at the New Lecturer's meeting were convinced that the PGC would provide valuable help for teaching. Concern was expresses about the amount of time the course would actually take in a period when New Lecturers are working hard to establish research activities within the Department. (Fifteen hours of contact time per semester plus how much additional time for preparing the portfolio, for mentoring? - Rodi will try and contact someone he believes is on the course and get a realistic estimate of the amount of effort involved. What would be the Head of Department's attitude to the inevitable loss of research tiime?- Tim will ask!)

It was noted that we would have to ensure that the Wednesday sessions didn't clash with Departmental Colloquia. We could take advantage of the "mutual mentoring" idea.