School of Psychology
Teaching & Learning Committee

Minutes of the meeting: 21 February 2011

Present  Hayley Hutchison
         Vance Locke
         Shayne Loft
         Geoff Hammond (Chair)

Apology  Andrea Loftus

1 Casual Teaching Staff: training and selection

Tutor recruitment software (written by Matt Huitson) implemented the School’s current process and its use formalized selection. The steps in this process would be reviewed at the next meeting. A need to standardize the selection, duties, and pay rates of ‘Super Tutors’ was seen. Information on these positions would be gathered and presented to the next meeting.

2 Casual Teaching Staff: policy statement

A draft policy statement was discussed. The revised draft is attached to these minutes and will be discussed at the next meeting of the Committee. Comments from staff are welcome, and a copy will be circulated to the ‘docstudents’ mailing list for comments.

3 Turnitin

The guidelines to standardize Turnitin use were endorsed. The guidelines have been distributed to unit coordinators.

4 Meeting times for 2011

This item was deferred as Andrea could not be present.

5 Other business

Hayley raised the call for applications for the Teaching Fellowship Scheme and suggested a project to examine recruitment and retention of disadvantaged students. The Chair agreed to suggest this to the Head of School.