

**School of Environment, Education and
Development**

Faculty of Humanities

SEED Programme Committee: MA TESOL

Date: 20 November 2024

Time: 12:30-14:00

Location: Ellen Wilkinson A1.13

MINUTES

Staff Attendees:

Zeynep Onat-Stelma (ZO), Programme Director (MH)

Shayna Ablett, Secretary (SA)

Jing Wang (JW)

Paul Smith (PS)

Diane Slaouti (DS)

Gary Motteram (GM)

Richard Fay (RF)

2 Reps in attendance:

Tinting Jiang (Yvonne)

Yunnan Fan

1. Welcome and Apologies for Absence

Apologies received:

2. Minutes/Actions of the last meeting

Circulated for all members.

3. Matters arising from the previous meeting

4. Student Reports and Reviews/ External Examiner Comments

Reps presented results from their survey (61% response rate). Questions created with ZO.

University resources and support

- 87% satisfied overall.
- Majority satisfied with mental health support and library resources.
- More than 80% satisfied with student support services.

70021

- Everyone satisfied overall.
- Almost everyone pleased with the content.
- 100% satisfied the teaching is clear.
- 24/30 agreed feedback is timely.

Strengths:

- Teaching is practical and engaging.
- Tutors helpful.

Suggested improvements:

- Have more classes; Staff agreed this could become a 30-credit unit.

70061

- 67% satisfied overall.
- Nearly 70% agree the content is useful: Staff would like to understand what is not useful.
- All agreed the teaching is clear.
- Almost all agreed feedback is timely.

Strengths:

- Seminars are collaborative.
- Content is practical.

Suggested improvements:

- More chance to transfer the theory into their teaching: Staff responded that the programme is more focussed on providing reflective skills; not all students will return to teaching.

70091

- Majority very satisfied overall.
- Mostly agree learning needs are met, and teaching is clear.

Strengths:

- Excellent teacher.
- Useful handouts.
- Sessions are interactive.
- Use of Padlet.

Improvements:

- More practical teaching and examples.

70151

- Majority satisfied overall, agree content is useful, teaching is clear, and feedback is timely.

Strengths:

- Excellent tutor.
- Discussion is encouraged.
- Group work is useful.

Improvements:

- More practical teaching and examples.
- More detailed information: Staff responded that they provide slides with as much information as possible prior to sessions.

70041

- Majority satisfied overall and with the clarity of teaching.
- 86% satisfied with the teaching content.
- Majority agree feedback is timely.

Strengths

- Excellent tutor: ZO praised JW for continuing to provide class summary handouts.

Improvements:

- More examples for abstract concepts.
- Readings could be more specific: ZO noted more guidance may be required initially regarding use of reading lists.
- Better use of examples.

Staff noted overall that practical elements can be realised in some units, and some units will need to be more theoretical.

Overall programme

Suggested improvements:

- More practical courses and teaching hours: will collect more feedback on the latter.
- Could provide CELTA certification.
- Internship opportunities: Reps noted they have found voluntary opportunities in schools through The University.
- Reading week: Staff noted this tends to only be provided for undergraduates.
- Ensure sources of information are less scattered: Reps noted preferred contact method is email.

Action: ZO will circulate slides after and pass on feedback to tutors not present.

5. AOB

Christmas party is on 12th December.

Recruitment in progress for a new lecturer.

Summary of Actions List

Action Number	Agenda Item	Action	Lead	Deadline	Status/Notes
1	4	Action: ZO will circulate slides after and pass on feedback to tutors not present.	ZO		