

## **Minutes for MURC AGM 14.11.17**

Present: Rebecca Burmiston (Secretary, LMH Rep), Antonin Schrab, Jesse Pajwani, Sam Banks (4<sup>th</sup> year Rep), Chris Fitzpatrick (St Peters Rep), Rosemary Walmsley (MathPhil Rep), Matthew Hillman (Treasurer), George Cooper (Balliol Rep), Marianne Cain (Diversity and Inclusion Rep), Matthew Goh (Queen's Rep), Liam Stigant (Questionnaire Rep, Jesus Rep), Andrew Tweddle (Somerville Rep), Nathaniel Cleland, Tao Jiang

Apologies: Sean Liew, Dan Fletcher

The meeting commenced at 9.07am.

- Previous minutes
  - These were approved.
- Matters arising
  - Lecture notes
    - Some notes for Part C courses are not on the maths department website.
    - Utsav has emailed the department about this.
  - Problem sheets
    - At least one course still does not have its problem sheets on the maths department website.
    - Utsav has emailed the department about this, but it still has not been changed.
    - **Action Point:** Utsav to bring this up with the department; students of this course to mention this in the feedback questionnaire.
  - Expectations of classes
    - This was brought up at JCCU and answered well.
  - Statistics students performing worse than Maths students
    - There has been no second teaching committee meeting yet, so no chance to discuss this.
- Exec elections
  - Treasurer
    - Matthew Hillman, from Balliol, stood to be Treasurer and was elected.
    - It was noted that Matthew was the treasurer last year, giving him experience for the role, and studies Maths Comp.
  - Secretary
    - Chris Fitzpatrick, from St Peters, stood to be Secretary and was elected.
  - IT Officer
    - Antonin Schrab, from St Hilda's, stood to be IT Officer and was elected.
  - Outreach Rep
    - George Cooper, from Balliol, stood to be Outreach Rep and was elected.
    - It was noted that George filled in at an open day last year, had fun, received good feedback and wants to continue in this.
  - Publicity and Careers Rep
    - Rosemary Walmsley, from Worcester, stood to be Publicity and Careers Rep and was elected.
  - Questionnaire Rep
    - Liam Stigant, from Jesus, stood to be Questionnaire Rep and was elected.
    - It was noted that Liam did this role last year and wants to carry it on.

- Diversity and Inclusion Rep
  - Marianne Cain, from Balliol, stood to be Diversity and Inclusion Rep and was elected.
  - It was noted that Marianne was in this role last year and wants to carry it on.
- Maths Comp Rep
  - Utsav Popat, from Balliol, stood to be Maths Comp rep and was elected.
  - It was noted that Utsav is involved with the Computer Science JCCU, and wants to discuss the schedule and amount of courses in the Maths and Computer Science degree if elected.
- Maths Stats Rep
  - This was postponed until next meeting.
- MathPhil Rep
  - Rosemary Walmsley, from Worcester, stood to be MathsPhil Rep and was elected.
  - It was noted that Rosemary was in this role last term, organised a survey and has been to JCMP and JCCU.
- First Year Rep
  - This was postponed until next meeting.
- Arts Rep
  - This was postponed until next meeting.
- **Action Point:** Several role descriptions in the constitution (e.g. MathsPhil Rep, Diversity and Inclusion Rep) should be updated to better reflect these roles (e.g. description for Maths Phil Rep should include JCMP, for Diversity and Inclusion Rep should include Good Practice Committee)
- College rep elections
  - Nathaniel Cleland, from St Anne's, stood to be the college rep for St Anne's and was elected.
  - Tao Jiang, from Magdalen, stood to be the college rep for Magdalen and was elected.
  - Jesse Pajwani, from New, stood to be college rep for New and was elected.
  - Olivia Pricilia, from Exeter, stood to be college rep for Exeter and was elected.
- AGM Report (Utsav)
  - Number of meetings
    - There will be one fewer meeting next year, because JCCU happened earlier this year.
  - Bank account
    - This has still not been accessed, as HSBC normally reply during the vac.
    - There is a plan to access the account next year by starting proceedings in 0<sup>th</sup> week.
  - Website
    - The new website has been updated, and the old website has a notice to say that it is no longer updated.
  - Class survey
    - Improvements to the class system are continuing. Tutors and Part B students now have a meeting on what to expect from classes, and what work they should be doing for them.
    - MURC is suggesting changes to the class questionnaire in order to try to find more appropriate markers of feedback.

- Liam and Sam are to meet with the department again before the end of term.
  - OMMS
    - The first batch of students will start studying next academic year.
    - This may involve changes to class sizes, and to the undergraduate study area.
    - What pastoral support will be available for students is currently unknown.
    - **Action Point:** Utsav to send out a survey to undergraduates about the undergraduate study area.
  - Lecture Capture
    - Lecture capture has begun!
    - There are currently some problems, and the quality of the capture is not great at the moment.
    - The aim is to create a list of points for lecturers in enable to help them optimise their lectures for lecture capture.
  - Archive of Lecture Notes
    - This is now on the department website.
  - Visiting Students on Mailing Lists
    - Colleges are not told to notify the department of students who may need to read maths department emails.
  - **Action Point:** Utsav to fix minor mistakes in the report (e.g. year is 2017 instead of 2016) and bring back to next meeting.
- Feedback from students at Queen's (Matthew)
  - Matthew asked students at Queen's for their feedback on courses they are taking this term, especially to do with lectures, lecture notes and problem sheets.
  - It was noted that this was very helpful, as it is difficult for the department to receive qualitative feedback from students.
  - This feedback was read at the meeting, and will be passed on to Liam, the Questionnaire Rep.
  - **Action Point:** Matthew to email the feedback to Liam. Liam to bring the feedback up at the next questionnaire meeting with the department.
  - It was also noted that if any other students have feedback on their courses, they can email this to Liam too.
- Classes (Sam)
  - It was noted that classes are generally meeting expectations this term, although some problems flagged up last year are still occurring.
  - It was asked whether the level of contact between college tutors and students in 3<sup>rd</sup>/4<sup>th</sup> year is high enough? The consensus was yes, but there may be isolated incidents which are best dealt with on a college level.
  - It was asked whether anyone had any other comments on Part C. Concerns were raised about the level of pastoral support available.
    - It was suggested that peer supporters specifically for the MPLS division could be an option, although this has been suggested before and not brought forward further.
    - **Action Point:** Chase this up.
- Any Other Business
  - MathsPhil Survey
    - A survey was sent out to MathsPhil students.

- There were suggestions that not all modules were offered at the optimum time (e.g. it would be preferable for Set Theory to be taken earlier) but there was no consensus on what should happen to options.
- Summary of Next Meeting
  - There will be more elections, constitutional changes, and a check up on what's happening with peer supporters for 4<sup>th</sup> years.

The meeting concluded at 9.54am.

These minutes were confirmed 22.01.2018