

**Faculties of Mathematics & Statistics**  
**Joint Consultative Committee with Undergraduates**

**Friday 10th May 2013**

**Minutes**

Present: Dr Earl, Dr Laws, Dr Neumann, Ben Spells (President), David Abed (Secretary), Lewis Morgan (Maths and Computer Science Rep), Stewart Jerrome (Maths and Statistics Rep), Tom Roger (Outgoing Questionnaires Rep), Michael Holloway (Incoming Questionnaires Rep), Florence Driscoll (4th Year Rep), Teodor Von Burg (1st Year Rep), Dilyana Mincheva (IT Rep), Joel Cawte (Careers and Publicity Rep).

In attendance: Charlotte Turner-Smith

1. Apologies: Lou Sumner, Rachel Ahlquist (Maths and Philosophy Rep), Edward Grant (Treasurer).
2. Meeting held on Friday 1st February 2013  
The minutes of the meeting held on Friday 1<sup>st</sup> February were ACCEPTED.
3. Reports from the meetings of the Faculty/Teaching/Academic Committees
  - (a) Mathematics
    - Dr Earl reported from the Teaching Committee. It had been agreed that lecturers, after having successfully applied for giving a course of lectures, should have the precedence for four years instead of three years.
    - Dr Earl reported that it had been agreed at the previous Teaching Committee that Prelims lectures would take place from 9-11am from MT13 and Part A core lectures from 11-1pm with Part A options taking place from 9-11am.
  - (b) Computer Science  
It was noted that concerns over the Maths & Computer Science students' option on Continuous Mathematics had been raised and the syllabus was being reviewed for 2013/14.
  - (c) Statistics  
Dr Neil Laws reported that would be minor changes to the options available at Part C for 2013/14; however no changes were expected at Part B.
4. MURC Business
  - (a) Consultation sessions  
MURC's written proposal was discussed and will be taken for further considerations. It was noted that the new building may simplify the logistics of room allocations. Dr Earl agreed to produce some guidelines on the structure of consultation sessions so that both students and tutors would have the same expectations.

**ACTION: RE/CTS**

(b) Mark schemes

The different proposals were discussed for releasing mark schemes for Part B & C to students. Dr Earl added a further third proposal that every lecturer sets three specimen papers (with 9 questions) that can be adapted whenever the course changes. (This would involve the lecturers recommending the questions, the papers would be generated by Academic Admin.) With agreement from Teaching Committee in week 7, lecturers can be contacted and replies received over the summer.

**ACTION: RE/CTS**

(c) MURC Bookstore

Ben enquired about the possibility to include MURC and its bookstore in starter packs sent out to freshers. It was explained that fresher's packs are organised by the colleges but MURC and its bookstore may be mentioned in the welcome email send out by the department in the week before they arrive.

**ACTION: CTS**

5. Questionnaires

(a) Hilary Term 2013 statistical summaries and report were presented.

The questionnaire feedback summary sheets were received, and no items of particular concern were highlighted by the Questionnaire Rep or any of those present.

6. Admissions Coordinator's Business

(a) April/May Open Days

Dr Earl thanked THE MURC representatives for their support at the open days, and mentioned the pleasing attendance of faculty and thanked the Open Day Rep for the usual talk.

7. Part B and C Options

(a) Registration for mathematics Part B and Part C courses

Draft synopses will be published shortly and students will be asked to register for courses by Friday 28th June.

(b) Mathematics Part B options fair

The options fair will take place on Friday of week 8 from 2pm to 3.30pm in the Common Room, St Giles.

(c) Mathematics Part C options fair

The options fair will take place on Friday of week 8 from 3.30pm to 5pm in the Common Room, St Giles.

(d) Projects lecture

This will be given by Prof. Hambly on Friday of week 8 from 3pm to 3.30pm in L2.

8. Induction of First Year Students in MT 2013

Representatives of MURC and the Invariants Society would be invited to participate at the Undergraduate Induction on Friday of week 0, Michaelmas Term.

9. A.O.B. There was no other business, and the meeting concluded at 2.55pm.