

Faculties of Mathematics & Statistics Joint Consultative Committee with Undergraduates

Friday 1st February 2013

Unconfirmed minutes of meeting

Present: Ben Spells, (*MURC Chairperson & Open Day Rep*), Dr Richard Earl (*Director of Undergraduate Studies*), Dr Peter Neumann (*Faculty Teaching Advisor*), Tom Roger (*Questionnaire Rep*), Florence Driscoll (*4th Year Rep*), Edward Grant (*Treasurer*), Lewis Morgan (*Maths & CompSci Rep*), Rachel Ahlquist (*Maths & Phil Rep*), Louise Sumner (*MPLS Divisional Rep*)

In attendance: Mrs Charlotte Turner-Smith

Apologies: Dr Neil Laws, Ruolin Wang, Dilyana Mincheva, Joel Cawte, Teodor Von Burg, David Abed

1) Meeting held on Friday 26th October 2012

Minutes of the meeting held on Friday 26th October were **ACCEPTED**

2) Reports from the meetings of the Faculty/Teaching/Academic Committees

(a) Mathematics

- **Future arrangements for MuPAD**

Dr Earl reported that Colin MacDonald (the MuPAD coordinator) had been present at the previous Teaching Committee. He had apprised the Committee of the course's needs and his ambitions for the future. The course would be changing name to "Computational Mathematics" to more broadly represent the subject. There would not be a room with a suite of computers in the new building, but rather it was envisioned that students would largely attend with their own laptops (local power points being provided) and with the Department loaning laptops for the lesson to those in need.

- **Part C class structure**

It was reported that the Part C class structure would mimic that of Part B. Each unit would have 6 hours of classes rather than 7, and so overall there would be a slight increase from 21 to 24 hours of classes.

- **Undergraduate lecture timetable in the new building**

It was noted that it was preferable to have lectures in the morning as many students music or sports commitments in the afternoon and tend to miss lectures to attend these commitments. It was thought that it was good to have structure in the first year and that the 9-11am slot would be a good time for Prelims. It was noted that having 1 hour free between lectures was frustrating in the current building however Dr Earl reported that in the new building Undergraduates will have a common room and areas where they will be able to work. It was agreed that the paper on timetabling that was sent to Teaching Committee should be passed onto MURC to discuss this matter further.

ACTION: CT-S/MURC

- **Teaching Awards 2013**

Dr Earl noted that the Division will be running the Teaching Awards scheme once again in 2013 and MURC are asked to discuss whether they would like to nominate anyone. Ms Sumner outlined the process for the nominations.

(b) Statistics

Dr Laws apologies were noted and Dr Earl reported on an email Dr Laws had sent for the committee outlining Statistics views for the committee:

- Statistics agrees with the move to 6 hours of classes in Part C and will do the same.
- On lecture timetabling, Statistics are also interested in student views on timings, also the maths and stats buildings will next year be further apart, and perhaps we can try to plan for this in a simple way.
- Teaching awards – Statistics will also ask Mathematics and Statistics students directly

3) OUSU Documents

It was noted that this document had been discussed already at MUTC and it was reported that most of the recommendations were already done by this department or not necessary due to other procedures in place. It was agreed that more training and support for departmental reps would be appreciated.

4) MURC Business

- Lecture & Class Timings - It was reported that many lectures and classes are not finishing on time which means students are then late for their next class or lecture or have to miss the end. It was reported that an email could be sent out to tutors asking that they try to finish on time.

ACTION: RE

- Intercollegiate Class Sign-Up – It was noted that this had not been as successful as last term due students being permitted to sign-up so late. It was agreed that the deadlines could be moved earlier and this would be preferable to missing the first deadline for submitting work. It is hoped that this system will be further automated for Michealmas 2013 and should be a vast improvement.

ACTION: CT-S

- On-line lecture notes – it as reported that Dr Earl's paper on the pros and cons of on-line notes had been discussed at MURC and they were in agreement with most of the points. It was noted that if lecturers basic skills were improved, such as handwriting on boards and speaking at an appropriate volume this would also help students take better notes.

- Archive of Lecture Notes – it was requested whether MURC be allowed, with the lecturer's permission, to create an online archive of lectures notes. Dr Earl agreed this would be a useful resource for students however it was extremely important that the lecturers are aware and in agreement. It was also noted that it would need to be made very clear that these are archived notes and not necessarily the current syllabus. It was **AGREED** to discuss this further at the next meeting of Teaching Committee.

ACTION: MTC

- Questionnaires – it was queried about whether the student rep for questionnaires should receive a copy of the returns with the individual comments. It was agreed that they should and it was unclear why this had stopped. It was agreed to ensure this would continue for next term.

It was also asked whether it would be possible to send out an electronic copy of the questionnaire to students via email as some do not always attend the last few lectures, especially at Part A. It was **AGREED** to send this out in week 8.

5) Questionnaires

(a) The summaries were noted.

(b) The report from Dr Neumann was noted.

6) Open Days

The dates of the Open Days were noted and it was reported that as always MURC's attendance would be greatly appreciated.

7) Trinity Term Lecture List

It was noted that the Trinity Term Lecture List would be available on-line shortly.

