

## JCCU 27 October Draft Minutes

The meeting commenced at 1.05pm in S1.37.

Present: Vicky Neale, Richard Earl, Neil Laws, Rebecca Cotton-Barratt, Helen Lowe, Utsav Popat (MURC President), Rebecca Burmiston (MURC Secretary), Rosemary Walmsley (MURC Maths and Philosophy Rep), Liam Stigant (MURC Feedback Rep), Samuel Banks (MURC 4<sup>th</sup> Year Rep), Marianne Cain (MURC Diversity and Inclusion Rep), Sean Liew (MURC Statistics Rep)

Apologies: There were none

- Meeting held on Friday 12 May 2017
  - Minutes (attached, JCCU-17.5.11 (1a), page 1)
    - The minutes were approved.
  - Matters arising
    - New class tutors induction
      - It was noted that this has now taken place, involving a mix of new faculty members and graduate students who have become tutors.
      - This induction lasted about 1 hour, and included guidance on engaging students, planning and structuring classes and more.
    - Part B classes induction (Maths, Stats, Comp Sci)
      - It was noted that this was held for Maths, Maths and Stats and Maths and Comp students.
      - This had good attendance and gained positive feedback, particularly that it was useful to hear a student's perspective.
    - Mailing list for visiting students
      - It was noted that visiting students have now been put on standard student mailing lists.
  - Intercollegiate Class Recommendations
    - It was noted that things were going forward as agreed in the minutes.
- 2. Membership of JCCU (for information)
  - This was noted.
  - Senior Members
  - Junior Members
    - It was also noted that the MURC AGM will be held later this term, so junior members of the JCCU will be switching over then.
    - It was also noted that the faculty would be happy to encourage students to become college reps.
- 3. Report on matters raised in Examiners Reports (oral report)
  - [All examiners reports will be available on the Mathematical Institute's website,
  - <https://www.maths.ox.ac.uk/members/students/undergraduate-courses/examinationsassessments/examiners-reports.>]
  - Last year was a relatively quiet year.
  - However, there was a long response from the external examiner at Part C.
    - This examiner was particular with issues related to scaling.
    - A response has been drafted by the department to say there is full knowledge and transparency within the MPLS division with regards to how the Maths department scales exam marks.
    - More guidance on marking to assessors on projects was also suggested.

- There were also more errors on papers this year – more than a 100% increase on last year.
  - There were around 25 errors per 100 papers set, although some revised halls were delivered to exam halls before exams. However, errors were found on the day on too many occasions.
  - Turnaround for setting papers on modules taught in Hilary is tight, so the department will be sending more reminders to assessors before the deadlines.
  - The department is making it known to faculty that the number of errors in papers set is too high, and is seeking to improve this for next year.
- 15 extra minutes at Part B/C
  - This year, exams for Part B and C students were 1 hour 45 minutes, instead of 1 hour 30 minutes.
  - There didn't seem to be any downside to this, with students and faculty members both being happy with the change.
    - Students still attempted to do two questions in this time.
    - Positive feedback from students included that this extra time was helpful if you made a mistake, made it easier for them to pace themselves, and meant they could spend longer on the harder parts of questions.
    - The department will make sure that questions don't become longer due to the extra time in the exam.
  - The department plans to keep exams at 1 hour 45 minutes for the next few years and observe the effects of this.
    - It was noted that the Computer Science department increased exam times to 2 hours, so the department will also observe the effects of this.
  - The gender gap in results improved slightly in this year's exams after the extra time was introduced, although it is difficult to judge the actual impact of the extra 15 minutes on one year's data.
- 4. Reports from the meetings of the Faculty/Teaching/Academic Committees (for discussion)
  - Reports from these meetings were in the notes given before the JCCU.
  - Mathematics
    - This report was noted.
  - Lecture Capture
    - Lecture capture is currently being trialled in L1, L4 and C1
    - The camera has had to zoom in to see the board in L1.
    - There is currently an 80% success rate for lecture capture – the video or audio often cuts out.
      - The department is not sure why there is a 20% loss of lectures, as this issue hasn't occurred in other departments. Recording issues have occurred across all rooms in which lecture capture is being trialled.
      - Lecturers also need to be aware of not leaving the laptop on, enabling personal material to be broadcast to students.
    - A narrow majority of lecturers have opted in to lecture capture.

- The department still needs to decide on policies regarding lecture capture, such as whether comments will be allowed on lectures, and when lectures will be put online (when they happen/at the end of term)
      - The JCCU viewed some of the recorded material.
        - It was asked whether the contrast would be made higher, as it is difficult to see the different pen colours.
        - It was noted that what the JCCU viewed was recorded with the optimal colour settings, and that this issue was most prevalent in L1 as the board is so far away from the camera (this issue does not occur in L4 or the classrooms)
    - Statistics
      - On week 5 Thursday afternoon, an information session will be held for second years to tell them about what statistics options are available in second year and the years after.
    - Items to refer to Faculty/Teaching/Academic Committees
      - There were none.
- 5. MURC Business
  - Changes to class questionnaire
    - MURC has proposed an updated class questionnaire, in order to more easily pick up on the main problems which came up in the class survey.
    - Part of this change is asking for constructive feedback at each stage of the questionnaire to encourage more constructive feedback.
    - There was some discussion of the specifics of different questions, and it was concluded that neither the current nor new proposed questionnaire was significantly better than the other.
    - It was also noted that questionnaires for this term have already been printed, so will not be changed now.
      - It would also be unfair to have different questionnaires in different terms, so any changes to the questionnaire would come into effect from next year.
  - Effect of OMMS on Part C students
    - Would Part C student still be able to use the undergraduate study room?
      - The department's plan is to have this area as a Part C and OMMS study room.
      - There doesn't seem to be any negative response to this.
    - What effect would there be to the way current students' degrees are structured?
      - Vested interest rules mean that what you're told will happen during your degree should happen.
      - As of 2020, Part C will have a compulsory dissertation and be distinction/pass/fail.
      - The department wants Part C and OMMS to eventually be the same.
    - Will the progression criteria to Part C change?
      - From 2020, the requirement will change from a 2.1 at Part A and B overall to a 2.1 at Part B as well as overall.
    - What changes will there be to the class system?

- The first class will be shorter, with students split into groups of about four.
      - This would enable students to get to know others in the class, and would cover the first few lectures and any background work necessary.
      - This would also enable the TA to have more responsibility.
    - The department wants classes to be more reliant on the independence of students, with more opportunity for students to form study groups.
      - It is important that classes for Part C students are at least as good as they are at the moment.
  - Large class sizes this term
    - Of the 47 Part C classes, 13 currently have more than 12 people in them.
    - It was noted that there has never been a specific ideal class size.
    - Some classes this term have been larger than usual, due in part to MSc students not taking the classes predicted.
    - Timetabling issues may also mean some classes are larger.
- 6. Questionnaires (for report and discussion)
  - Trinity Term 2017 statistical summaries (attached, JCCU-17.10.27 (6a), page 5)
    - There was not much to discuss here.
    - There were some issues with several courses, but these were mainly to do with the lecturer or syllabus changing.
  - NSS Results 2017 (attached, JCCU-17.10.27 (6b), page 11)
    - There was a boycott of the NSS, so there were very few responses.
    - This makes it difficult to draw any conclusions.
  - Student Barometer Results 2017 (attached, JCCU-17.10.27 (6b), page 20)
    - It was noted that these were great results for the maths department.
    - More could be done for careers, but the department is already working on this.
- 7. Open Days in 2017-18 (for report)
  - 21 and 28 April will be the department open days.
  - 27 and 28 June, and 14 September will be the university open days.
- 8. AOB
  - There was none.

The meeting concluded at 2.32pm.