

Teaching Committee Minutes - Wednesday 13 April 2016

Present: A Smaill (Convener), B Franke, M Matheson (Secretary), F. Keller, H. Pain

1. Apologies for Absence: Paul Anderson, Paul Jackson, Ian Stark, Alex Lascarides, Perdita Stevens, Adam Lopez, Sharon Goldwater, Iain Murray, Ian Stark

2. Minutes of the Previous Meeting

The minutes were taken as read.

3. Matters Arising

3.1 Strategy Committee approved the proposal to adopt the University Regulation on peer observation

ACTION ONGOING: A Smaill and B Franke to implement. Will give an up-date in the next Teaching Committee meeting (May)

3.2 P Stevens to create a proposal for a better exam scrutiny process

ACTION ONGOING – AS spoke to P Stevens and will give an up-date at the next Teaching Committee meeting (May)

3.3 M Wright presented the discussion regarding non-permanent member of staff taking on too many roles and responsibilities to the Strategy Committee. N Heatley advised that although he is not sure of any policy, there are currently measures being put in place to combat this issue.

3.4 NH and HP looking at ways to identify students who were admitted with a lower entry level and therefore need extra academic support.

ACTION ONGOING: HP received information from College that there was no easy way to identify these students. HP is going to investigate further and enquire as to whether there have been any admissions under the minimum entry requirement.

3.5 I Stark to write a new borderline decision policy as agreed and ITO to speak to Tim Colles regarding only whole marks being presented on the BoE reports.

ACTION ONGOING: AS going to chase up progress with I Stark

4. Exam Rubric

The standard Honours and MSc rubric is to have the students answer two out of the three questions in the exam script, either any two questions, or question 1 being compulsory with one of the other two questions. It has been reported that it appears in previous years students are answering all questions to see which they get the best mark for. All questions have been marked and the student given the marks for the question with the highest scoring answer. This is unfair to other students who have followed the instructions; to this end, it is suggested that we tighten up the rubric to avoid students believing they will be awarded for the highest scoring questions.

Wording for the rubric was agreed as follows:

Answer QUESTION 1 and one other question. Question 1 is COMPULSORY. If you answer more than one of the other questions, cross out all except the one that you want marked. If more than one of the other questions remains, only the first answer will be recorded

Where any two questions can be answered, the marks for questions 1 and 2 will be recorded

It was also decided that when it is stated question 1 is compulsory on the first page, the rubric will automatically insert that 'you MUST answer this question' above question 1 inside the exam paper.

There was discussions of how this will affect the data entry for the ITO. The ITO double checks marked exam scripts when they are returned to them to ensure they have been added up correctly and that all of the paper has been marked. The ITO enters the final exam mark into Theon but will not be able to decipher whether marks should have been received for a certain part of a question if 2 questions are intertwined and the student is only getting marks for one of the questions.

5. Viewing the Guide for Examiners

It was proposed that students who arrange to view their own exam script may, at the same time view the matching guide for examiners, provided that the course lecturer agrees. This proposal is approved by the Teaching Committee

6. December Exams

This is an information only item: There is a proposal to shift the December exams to January, students are aware and are opposed to this

7. Reduced Length of 2016/2017 Semester 1

Circumstances have made this item redundant.

8. Recruitment Committee Report

HP talked through the admissions figures on the recruitment committee report. All offer numbers have increased since last year. HP advised that NH had hired a summer intern to contact conditional offer holders to determine whether they are likely going to be able to meet the condition of their offer and, if not, encourage them to decline so that we have a better idea of numbers. There are discussions regarding making the English Language requirement higher and for the school of be more involved in the Admissions process. There has been an MSc Admissions selector appointed within the school who is looking in to

9. AOCB

None