Teaching Committee Minutes - Wednesday 13 January 2016

Present: B Franke (Convener), F Keller, K. Farrow, H Pain, M Matheson (Secretary), A Smaill, Paul Jackson, Don Sannella,

1. Apologies for Absence: Natas Nardelli (student rep), Sharon Goldwater, Alex Lascarides, Jane Hillston, Vijay Nagarajan, Jon Oberlander, Julian Bradfield, Amos Storkey

2. Minutes of the Previous Meeting

The minutes were taken as read.

3. Matters Arising

3.1 I. Murray to liaise with Computing Support for a new 'showcase' webpage

ACTION ONGOING: BF chased up, will be done for next meeting.

3.2 C Stirling to propose a policy on peer observation with input from the Head of School

ACTION ONGOING: BF advised it was proposed to the Strategy Committee that we adopt the University Regulation A Smaill and B Franke to implement

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

ACTION ONGOING

3.4 Discussion required regarding non-permanent members of staff taking on too many roles and responsibilities. This is to be taken to the next Strategy Committee

ACTION ONGOING: BF, this is on the agenda and has not yet been discussed

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

ACTION ONGOING: KF and HP looking into the best way to identify these students

4. Reorganization of the BoEs for UG3/UG4 and MSc

FK talked through the proposal of splitting the year 4, level 11 courses alphabetically between the 4th year BoE and the MSc BoE so as to rectify an imbalance of courses going to one board or the other. It was also proposed that the number of External Examiners (EE) at MSc level be decreased to 3 and the number of EEs at UG3 and UG4 level be increased to 3, and that each board should be represented by 1 internal examiner. The new split was included in the paper presented by FK. It was noted that the new split seems to work as far as University Regulations are concerned. A Smaill, Regulations Expert can delegate the duties of regulations expert so as not to have to attend every meeting. The proposal was agreed and K Farrow will send the list of new Board of Examiner splits to the College office. Regulations state that we should have a public policy regarding the 2% borderline pass and it is believed that J Bradfield had published progression percentages online. KF to find web page

ACTION: KF to find web page with published progression percentages

5. Year organiser reports

Year organiser reports were received for every year.   Nothing to report.

8. Year Recruitment Report

H Pain talked through the figures on the recruitment report noting that we haven't got a great amount of female applications but our offer rate for places for female applicants is slightly higher. UG

applications have the same target as last year and we have a similar amount of applications. The minimum entry requirements for Undergraduate students will increase as of 2017 (from ABBB to AABB). The MSc deposit proposal is being taken forward with the Fees Strategy Group. Looking at putting regulations in place to implement this in a 'fair and lawful' manner. There was discussion on whether we should handle MSc admission in department rather than through Admissions, especially for CogSci MSc applicants. College are happy for us to take on this responsibility but it is a case of getting someone to be in charge and administer this. There seems to be a big range of abilities at MSc level. As far as we know nobody analyses the exit statistics from our students so there is no way to tell if people from certain backgrounds to better or worse. Language entry requirement was suggested as a reason why the students were doing less well however, this has been looked at before and there appears to be no correlation between language test scores and how well the students do.

ACTION: HP to check with IM for evidence of ELA requirements and if there is a problem look at getting the English Language requirements for entry increased.

9. Director of Teaching Report

This item is for information only. CLTC has discussed a paper presented by CSMC, which indicates that (1) First semester courses should be assessed in the December diet, (2) Results from first semester courses should be ratified by exam boards in January, and (3) Schools should review their assessment profiles to ensure that no student is required to sit more than three exams in one diet. Whilst no immediate time frame for the implementation of these proposals has been announced Informatics will have to consider the implications.

10. AOCB

None