

Teaching Committee Minutes - Wednesday 9 December 2015

Present: B Franke (Convener), S Goldwater, K Hardman, K. Farrow, M Matheson (Secretary), H Pain, S Goldwater, A Smaill,

1. Apologies for Absence: I Stark, P Anderson, F Keller, J Longley

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, still on IM 'to do' list

3.3 C Stirling and B Franke to put together a working group to discuss concerns from students re the current semester 2 exam schedule and find potential alternatives

ACTON COMPLETE: A proposal will be submitted to the January BoS

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

ACTION ONGOING: BF following up with C Stirling.

3.5 MSc fee deposit proposal was discussed at the Strategy Committee and generally supported. NH and HP revised the proposal: when the student firmly accepts an unconditional offer, fee would be requested; deadline in late June/early July, when results are known, time with issue of CASs. Failure to pay within 4 weeks will result in the offer being withdrawn. There was discussion of a lower deposit, £500 was suggested. This would not be possible to implement this year and would need to be starting 2016/17 or 2017/18

ACTION COMPLETE

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

ACTION ONGOING

4. Student's registered as 'class-only' policy review

Previously taught Informatics students were not allowed to register for class only courses due to an already heavy workload however, as per the current Degree Programme Regulations, taught students should be permitted to take 'class-only' courses up to the permitted maximum of additional credits/workload (max for UG and PG students are different) with written permission from their Personal Tutor and the Course Organiser. The Students will be registered on the course(s) with 'class only' mode of study.

5. Non-permanent teaching staff roles and responsibilities

SG advised she had received a course proposal from a contracted, non-permanent member of staff when only BoS members can propose courses to the BoS. This brought to light a wider problem of non-permanent or contracted staff taking on too many roles and responsibilities. A few ideas discussed for combatting this were to make it known to PhD students that they are expected to contribute to teaching as part of their PhD, prioritising courses, assign staff members more making duties than tutors. It was suggested that this should be discussed at the next Strategy Committee

ACTION: B Franke to take to next Strategy Committee

6. Progress of the 3rd Year Redesign Discussions

BF has a working group that looks into feedback. There are 3 proposals that will be taken to the next BoS on the structure of year 3. Current lecturers will be asked to re-present their current courses to BoS. We will not look at the curriculum review until next year as it is too much restructuring for one year. When re-presenting the courses, lecturers will need to put a big focus on the logistics of the course.

7. Year organiser reports

Year organiser reports were received for years 1, 2 and 4. Year 1 report showed that the lecture capture system has been extremely unreliable and this has been followed up a little with IS. IS have agreed to see if anything can be done to improve the reliability of the existing system – BF has been following up with IS and has no new information from them.

8. Year Recruitment Report

The Recruitment Committee report was read. It was discussed that widening participation students may get made an offer with a lower entry level which means they may need more academic support. There needs to be a way for the personal tutors to identify these students to ensure that they have the support needed offered to them. PAVD's – there wasn't a lot of support for this across the college, KF to look at reasons for changing, we are not sure of the timescale for this.

ACTION: KF to provide advantages/disadvantages for Informatics PAVDs.

ACTION: KF and HP to look at how these students can be identified for the personal tutors

9. Director of Teaching Report

Getting ready for semester 2. Tutor resources are a bit of a problem. Started looking at teaching duty allocation, Martin Wright will be emailing teaching staff soon regarding this. Priority will be given to essential courses, which will be finalised in January

10. AOCB

None