

Teaching Committee Minutes

Wednesday 11th April 2018, 2pm, Appleton Tower Room 7.14

Present: Alan Smaill, Convenor
Christophe Dubache
Sharon Goldwater
Iain Murray
Ian Simpson
Paul Anderson
Paul Jackson
Chris Lucas
Johanna Moore
Nigel Goddard

In Attendance: Gregor Hall (administrator)

18.37 Apologies for Absence: Alex Lascarides, Jane Hillston, Helen Pain.

18.38 Minutes of Previous Meetings – approved

18.39 Matters Arising

(TC May 10th, Item 4) - Proposal to Remove Elevated Hurdles for Progression to Honours - B. Franke.

ACTION: DoT to contact Business School, Convenor to contact PPLS. The Convenor contacted PPLS in order to understand better how they handle this.

Action: Convenor to send details to Gillian Bell - COMPLETE.

ACTION: Convenor to contact Business School.

18.04 Moderating IPP Marks - G. Sanguinetti

ACTION: It was agreed to move forward with the plan to take feedback from the tutors regarding cases they saw as unusual, and the course organiser would moderate these cases appropriately. Marking guidelines are to be fleshed out and a marking form devised.

ACTION: Ongoing – Convenor to contact DoT.

18.12 Draft Learning and Teaching Plan - Director of Teaching

Action: DoT to confirm the role of Year Organiser. The DoT mentioned that he was considering the roles of both Year Co-ordinators and Degree Programme Organisers, which may end up being combined.

ACTION: DoT to include this in the next draft of the Learning and Teaching Plan.

18.06-03 (AOCB) Student access to the Forum.

Action: ITO to look into this.

RESPONSE: Martin Wright and DoT emailed 17/11/2017, awaiting comments.

Action: ITO to chase; chased 03/01/2017 by email. ACTION: ITO to chase again.

It was decided that a protocol was required to (a) prevent students being stuck in the Forum after hours and (b) to ensure that fire safety issues were taken into account.

ACTION: DoT to investigate.

18.26 Increase in Language Requirements for MSc/AMSc in Design Informatics - Maria Wolters

ACTION: The proposal is to be deployed for academic year 2019/20, with data on the outcomes of language skills and outcomes to be examined in the meantime. The Course Descriptor is to be updated. OUTCOME: ongoing - SCE Admissions contacted by ITO.

18.27 Usage of Appleton Tower room 5.01.

Action: ITO to instigate purchase of wheeled chairs with integrated desks.

Update: The proposal has been updated to include a DICE presence in 5.01.

ACTION: ITO to investigate the options of installing DICE functionality within a flexible layout.

18.29-01 – The Convenor raised the ongoing subject of software options for coursework submission.

ACTION: The Convenor is to set up a sub-committee (including as a member our new Learning Technologist) to look into the area. ONGOING.

18.29-02 A replacement lecturer for IPP is required.

ACTION – ongoing; Convenor to speak to DoT.

18.34 Employment of UG and MSc Tutors Policy v3 – DoT

ACTION: the policy shall be updated to permit Year 2 students to take demonstration roles as above. COMPLETE – added to webpage 21st Feb 2018:

<https://web.inf.ed.ac.uk/infweb/admin/policies/employment-ug-msc>

18.40 Reviewing BoE borderlines policy - Iain Murray

The proposer took the Committee through the proposal and invited discussion. In general the proposal was deemed sensible. The proposal was agreed.

ACTION: ITO to update policy. ITO to also look at archiving of policies.

18.41 Exam Rubric Proposal - Sharon Goldwater

The proposal was introduced and discussion invited. A suggestion was made to include functionality within LaTeX to add up the marks for each question automatically. One member gave this proposal the thumbs up! There was no dissent so the proposal was agreed. The proposer pointed out that students should be made aware of any course changing from a

previous rubric to this new one, to prevent any confusion caused by the change of the exam format.

ACTION: ITO with Iain Murray - Rubric to be adopted for 2018/19.

18.42 Recruitment Report - Helen Pain

As the Recruitment Officer could not be present the Convenor took the Committee through the latest report. Discussion ensued, much of it concerning the unbalanced nature of applications to MSc programmes – AI receives by far the largest number of applications. It was suggested that admissions might give preference to those *only* applying to Computer Science. One committee member was unsure of what we could restrict, but believed it would be reasonable to set the bar higher for programmes that are in highest demand. A member brought up the possibility of changing the structure of our programmes to provide more balance, perhaps by restricting the flexibility, but this was countered by another who pointed out that the flexibility of course choice within programmes is one of the big selling points.