

**UNIVERSITY OF OXFORD DEPARTMENT OF MATERIALS
ACADEMIC COMMITTEE (DMAC)**

DMAC 44

There will be a meeting of the Department of Materials Academic Committee at **2.00 pm** on Monday 19th November 2007 in the **Wolfson Meeting Room**.

* Starred items will not be discussed unless requested in writing (email) to the Chair by 10.00 am Monday 19th November 2007.

AGENDA

1. Apologies

2. Minutes of DMAC 43

DMAC 44/1

3. Shortened Minutes

4. Matters Arising – that are not specific Agenda Items

***From DMAC 27**

***Minute 4 Report from JCCU Chair:**

Practical Classes Possibility of submitting reports in word-processed format. JMS has provided a lead on information on software for the detection of plagiarism. AOT is investigating its use and attended a half-day workshop on plagiarism in June 2006. AOT noted that EPSC has now produced some guidance on plagiarism.

AOT reported that the University is now trialling plagiarism detection software called "Turnitin" in two departments (Law and Computing).

In progress: AOT

***From DMAC 32**

***Minute 11iv Report from the Faculty: Guidance to Supervisors** AOT and CRMG will adapt the guidance from the EPSC. Andrew Watt, as part of his CDF duties, will assist in taking this forward, has been briefed by AOT and will produce a final version for DMAC in wk7 TT08.

Action: AARW

***From DMAC 37**

***Minute 4ii 2nd Year Polymers** HEA has agreed to take the lead on the overall review of polymers teaching.

Action: HEA

***From DMAC 41**

***Minute 10i Report from the Tutors' Committee (LJFJ): Writing Skills (DMAC 41/5)** DMAC noted that five Materials colleges/tutors have some provision for writing skills training, and would like to see all Materials colleges/tutors to provide some form of training such that the students' ability to articulate a well structured, coherent scientific argument is enhanced.

AOT will look into what provision, if any, the Language Centre has for more basic English language skills, as DMAC identified a lack of such skills in some cases.

Action: AOT

From DMAC 43

***Minute 3ii Report from the Chair of JCCG (DA): Access to the Common Room** JCCG had expressed its disappointment that access to the common room was now generally denied outside of 8.00 am – 2.00 pm unless individual's swipe cards had been activated for a specific purpose. AOT has spoken with the Department Administrator about the matter. The most recent plan is that students will have access to the common room during the normal working day (8.00 am – 6.00 pm), although this could perhaps be extended to 7.00 pm. DA responded that he thought this would be acceptable to JCCG for weekdays, but that JCCG would like to have access at the weekends in addition. CRMG suggested that DMAC should press for as open access as possible to the common room given that the card swipe system is capable of logging access and that there are CCTV cameras in the corridor. DMAC supported this suggestion, and AOT will take the matter forward but requested that HoDs of Materials and Eng. Sci. first determine together a policy on this issue.

Action: AOT/CRMG

Minute 3iii Report from the Chair of JCCG (DA): Access to the Department Workshop DA reminded DMAC that it had supported JCCG's suggestion on the introduction of a scheme for extended access to the workshop for approved advanced users. AOT reported that he had taken the matter forward, but that it has stalled at the next level.

***Minute 4i Report from the Chair of JCCU (AZ): Industrial Visits (DMAC 43/2)** Following a discussion on Industrial Visits DMAC concluded that in future all students should submit one, and be encouraged to submit two reports on Self-organised visits. The Exam Regulations and Course Handbooks will be updated accordingly.

Action: ICS/LJFJ/AOT

AOT and ICS noted that if cohort sizes were to increase as the Department desired, then it would be necessary for additional Department Organised visits to be put in place. CRMG agreed to explore with PJD whether an annual 'Begbroke' visit could be put in place that included spin-out companies and BegbrokeNano as a commercial enterprise.

Action: CRMG

***Minute 4ii Report from the Chair of JCCU (AZ): Options Courses & Introductory Lectures** Following a discussion on introductory lectures to the 3rd year DMAC requested that JCCU advise students to read the course handbook and synopses and then to discuss Options with their College Tutors.

Action: AZ/HB

AOT agreed to give a 15 minute lecture on the structure of the new Options scheme to the current 3rd year students if they decide they need it after having read the course literature. JCCU should inform him if such a lecture is desired.

Action: AZ/HB

***Minute 8iv Examiners' Reports (DMAC 43/4): Draft Response to Examiners' Reports (DMAC 43/5)** The issue of setting penalties for late submission of Part II theses was raised incidentally. AOT, after discussion with RIT (2006/07 Chairman of Examiners) and AC (current Chairman of Examiners), will prepare a proposal for possible implementation in 2008/09.

Action: AOT/ICS

5. **Prelims Examiners' Reports & Examination Conventions** **DMAC 44/2**
6. **Sequence of Lectures for GP3 Microplasticity and Related Courses** **DMAC 44/3**
7. **Undergraduate Exchanges** **DMAC 44/4**
8. **MPLSD Draft Comments on EPSC Draft of Section 2 of the University's Briefing Document for the Institutional Auditors in 2009** **DMAC 44/5**
9. **GP3 Macroplasticity & Mechanical Working Processes Course Content**
Held over until the next meeting (DMAC 45)
10. **Report from E(M)EM Standing Committee (ICS)**
11. **Reports from Divisional Committees**
 - (i) **Academic Committee (JMS)**
 - (ii) **Graduate Studies Advisory Panel (AOT)**
 - (a) **Proposal for the Establishment of Divisional Graduate Schools**
 - (b) **Other**
 - (iii) **Undergraduate Studies Advisory Panel (AOT)**
 - (a) **Research-Teaching Nexus**
 - (b) **MPLS Lectures on Energy Science and Climate Change** **DMAC 44/6**
 - (c) **EPSC Notes of Guidance on Undergraduate Learning and Teaching** **DMAC 44/7**
 - (d) **Other**
12. **Chairman's Report**
13. **Any Other Business**
14. **Date of the next meeting – 2.00 pm Monday 28th January 2008, Wolfson Meeting Room**

The meeting is scheduled to end at 5.00 pm.