

OXFORD UNIVERSITY DEPARTMENT OF MATERIALS

DMAC 12 Minutes of Academic Committee held at 14:15 on Monday 3 June 2002 in the first floor conference room at 21 Banbury Road

Present: GDWS (Chair), APS, JMS.

1. **Apologies:** AC, AKPL, MM, SGR, RIT, PRW.
2. The **minutes** of meeting 11 were agreed. The **minutes** of meeting 11b were accepted with the following additions and amendments:

Minute 2. The title of the team-based design project to be led by APS is 'Design, build and document an undergraduate practical on quantised conduction'.

Minute 6. Replace 'TDP' with 'Team Design Projects'.

3. **JCCU matters**
The minutes of the JCCU meeting held on 7 May 2002 were received.
4. **JCCG matters**
The minutes of the JCCG meeting held on 23 April 2002 were received.
5. **Matters arising from the minutes of DMAC meeting 11**

Minute 5. It was noted that both the course handbook and the books of lecture synopses would need to be updated over the summer. **Action: MM**

Minute 6. Entrepreneurship course business plan, feedback of marks: the business plan assessors had reported that they were very impressed with the standard of the work submitted. It was **agreed** to take advice from the Proctors about disclosing the marks. It was also **agreed** that the general tenor of the assessors' comments be fed back to the students. **Action: GDWS**

GDWS reported on progress in re-establishing the entrepreneurship course for next year. Following discussions with Dr S New of the Business School, it had been agreed that students could attend the lectures in Michaelmas and Hilary Terms which were being provided for postgraduate and postdoctoral researchers. Dr Treve Willis, of Oxford Innovation, had very kindly agreed to organise assessment of business plans. It was **agreed** that the course could go ahead on this basis. **Action: APS, GDWS**

6. **Matters arising from the minutes of DMAC meeting 11b**

Minutes 3 & 4. Revised legislation had now been submitted in respect of the Preliminary Examination in Materials, and remission of practical work for candidates taking supplementary subjects.

Minutes 7 & 11. Third-year option courses. All Second-year MEM students had now agreed in writing to the new arrangements, and had selected four option courses that they wished to take next year. This agreement was warmly welcomed, and a detailed discussion followed on lecturing arrangements for option courses for 2002-03. It was noted that the Grey Book regulations needed to be changed, so as to ensure that in future years option courses only needed to be advertised one year ahead. **Action: APS, GDWS**

7. **Examination Regulations 2002-2003**

APS reported that the necessary amendments to Prelims, Language Option, and Supplementary Subject regulations were now in hand. Some minor redrafting might still be necessary.

8. **Freshers Induction Course, 0th Week, Michaelmas Term**

GDWS pointed out that the timing of this course needed to be altered. It should be scheduled to begin at 14:00 on the afternoon of Friday of 0th Week, and not take place on the Friday morning, because of clashes with college-based events. It was noted that a number of people would need to attend this course, including the Academic Administrator (MM), the Academic Librarian (DGB), the Departmental Safety Officer (MLJ), the Harassment Advisers (JMS, KQOR), the Practical Class Organiser (JPN), and the Acting Head of Department (DJHC); also, APS, if available. The detailed arrangements would need to be put in place over the summer, and the relevant people notified as soon as possible, so that the date could be reserved in their diaries.

Action: MM

9. **First-year Maths teaching**

After some discussion, it was **agreed** that the eight lectures which are currently given in Trinity Term on 'Partial differential equations and Fourier series' should be transferred to Michaelmas Term of the second year. These lectures would need to be given during the first four weeks of Michaelmas Term, so as to provide the necessary foundation for other second-year courses. It was **agreed** that the provision of revision lectures in Trinity Term of the first year should be continued, as that had been a very successful exercise. It was further **agreed** that revision work should be handed out to students at the end of Hilary Term, with the intention that they should prepare for an exam-style collection at the beginning of Trinity Term of the first year.

Action: APS

10. **Departmental points scheme**

This was broadly welcomed. The assignment of points which is currently used by the Engineers was reviewed. It was felt that, in the Department of Materials, the roles of the Deputy Head of Department, Head of the Academic Committee, and Director of Graduate Studies posts required additional credit because of the heavy work-load involved.

Action: GDWS

11. **Any other business**

- a) Extraction lectures, 2002-03. JMS volunteered to give this course. It was **agreed** that the number of lectures should be reduced to four.
- b) Corrosion lectures. In view of the removal of the third-year option course in Corrosion, it was **agreed** that the second-year lecture course should be expanded to eight lectures.
- c) Design and Manufacture. It was **agreed** to ask Patrick Grant to reorganise this course, if possible turning it into a series given by outside speakers drawn from the Faraday Partnership.

Action: APS

12. **Date of next meeting**

The next regular 3rd-week meeting would be as scheduled on Tuesday 29 October 2002 at 14:15 in the first floor conference room at 21 Banbury Road.