

Oxford University Department of Materials

Academic Committee

DMAC 15 Minutes of Academic Committee held at 2.00pm on Wednesday 5th February 2003
in the first floor conference room at 21 Banbury Road.

Present: GT (Chair), AC, SGR, APS, JMS, RIT, PRW, JTC, LJFJ.

1. **Apologies:** JPN, Susie Speller, Chair of the JCCG.
2. **JCCU Minutes** (Arvi Luoma – Chair of the JCCU)

AL presented the minutes of the meeting held on Tuesday 28th January and highlighted the following points.

- a) *Library Matters.* Dr. Judith Palmer of the RSL discussed the students' use of the RSL. The JCCU welcomed Dr. Palmer's offer of more library skills training
- b) *Corus trip.* This is set for Wednesday 8th week, although this date may still change, Georgia Hodge (JCCU) is coordinating.
- c) *Practical Protocols.* These are being updated by JPN as and when he is alerted to any problems by the students.
- d) *Hong Kong Trip.* AL reported that the trip preparations were going well and that it was hoped that the final cost per student would be reduced.
- e) *Best Lecturer Trophy.* AL informed the Committee that the JCCU would be running this Competition for the 2002 calendar year. It will be run as follows: all students are invited to vote for their favourite lecturer, votes from first year students will be worth 1 point and votes from all other students, 2 points. The award will be made at the JCCU meeting in TT03.

3. JCCG Matters

AC, as DoGS, presented the minutes of the meeting held on Tuesday 21st January and highlighted the following points.

- a) *Library Matters.* Dr. Judith Palmer of the RSL had also attended the JCCG meeting. AC agreed to liaise with Dr. Palmer and LJFJ re. the arrangement of library skills training.
- b) *Questionnaires.* Only one set of Graduate lecture questionnaires had been returned. AC has reminded the lecturers in question to use the questionnaire at the end of their courses.

4. Minutes of DMAC 14

The Committee approved the minutes of DMAC 14 with the following corrections.

Minute 1. None was received.

Minute 10b, first bullet point. '1' was altered to 'One'.

5. Matters Arising

From DMAC 14, 25th November 2002.

- a) *Minute 4h.* The Corus Prize with lunch will be held on 6th February.
- b) *Minute 5c.* GT has informed the Division of the revised Examination Conventions.
- c) *Minute 5d.* JTC informed the Committee that payment for the 2001/02 Examiners had been requested.
- d) *Minute 5e.* Agenda Item 7 covers this issue.

- e) *Minute 5l*. GT informed the Committee that the request for ratification of Options Classes for the higher rate of pay had been submitted.
- f) *Minute 6*. This is covered by Agenda Item 15b.
- g) *Minute 7*. PRW, GT and LJFJ attended a meeting with representatives from Princeton, the Division and other Departments within the Division. At the meeting, the Division agreed to top-up its donation to the current Part II student in Princeton to ensure the trip is cost neutral to the student. Additionally, it was agreed that future ‘exchanges’ between the Department of Materials and Princeton can be done on an *ad hoc* basis. Also, the Oxford Part II undergraduates would be classified as graduate students in Princeton, and therefore will be eligible for funding from the Rhodes-Princeton Trust.
- h) *Minute 9*. GT has informed the students as to the location of the new Examination Conventions on the Departmental website.
- i) *Minute 10a*. The Engineering Drawing Classes, given by Paul Bailey, will be credited to Engineering Science in the student load apportionment exercise.
Minute 10b. Dr. Paul Butler is undertaking the following teaching load: half the lectures for the Engineering Alloys course (GWDS), half the lectures for the Design & Manufacture course (ICS), is a Senior Demonstrator and is assisting one of the Team Design Project groups.
- j) *Minute 12*. Agenda Item 9 covers this issue.
- k) *Minute 14*. The discussion of practical class matters is postponed to DMAC 16.

From DC 388, 4th November 2002.

There was no Matters Arising from this meeting.

6. Coursework submission – Grey Book Changes for approval

The new Regulations requiring Practical Books and Part II theses to be handed in at the Examinations Schools (DMAC 15/04) were approved.

7. SENDA (JMS)

The Committee welcomed the information provided on SENDA. DMAC have considered these guidelines and recognise the urgent need to move planning forward and urge the Division to consider the generic issues across the sciences that are raised by SENDA. On advice from JMS, the Committee agreed that the Guidelines for Tutors/Lecturers, the list of Departmental contacts plus the page of useful websites/books from the document ‘Access to Teaching and Learning for Students with Disabilities’ should be sent to all members of the DC. LJFJ agreed to send this information.

Action: LJFJ

8. Minutes of E(M)EM working Group and feedback from RIT (RIT)

RIT informed the Committee of the following points.

- Engineering Science has decided on a model for a new EEM course within the Subfaculty of Engineering Science (DMAC 15/06a) but are waiting for the Economics Subfaculty to agree to the teaching arrangements for the proposed new course. These teaching arrangements will affect also the MEM course.
- The next meeting of the E(M)EM Standing Committee is on 6th February.

RIT advised the Committee that the decisions made at DMAC 14 should stand until the Department understood the Department of Economics position on the provision of teaching. He agreed to ask the Economics representatives at the Standing Committee to verify the following.

- Would the Economics fellows be wholeheartedly committed to the teaching/examining of the new course?

- What prerequisites would they demand for the taking of Economics courses?

There was much discussion on the topic. GT proposed a new structure for the MEM course, should it become a single honours course run from within the Department of Materials. The major points of this plan were as follows.

- Part I would consist of 7 written papers, 4 core materials, 1 management and 2 economics .
- The lectures for each MS Options paper should be given in one term to allow the MEM students to study Microeconomics in MT 3rd year.
- Part II would consist of the Management Project (=2 papers), a Materials Options Paper and an Economics Paper E3 (or choice).

The Committee agreed to discuss this plan at a later date after the decisions from the E(M)EM Standing Committee. RIT informed the Committee that the proposals for the new course would have to be prepared by the end of HT03.

9. Proposed changes to 'Thermodynamics' lecture course

The Committee discussed the proposed changes to his course(DMAC (15/07). IT was decided that the derivation and origin of the Arrhenius Equation should remain. Some concern was expressed at overloading the EMS students with more lectures in the MT of their 2nd year. The Committee agreed to ask Dr. Kirkland to submit a draft course structure to the EMS Standing Committee for approval.

Action: GT

10. Answers to issues raised in I.A.P. Meeting 18 May 2002, discussion with undergraduates

The Committee addressed a number of the issues raised during the above meeting and LJFJ agreed to prepare the answers in a separate document and send it to GWDS. The document is attached to the minutes.

Action: LJFJ

11. Divisional AC (DMAC15/09)

GT highlighted points from the recent Divisional AC meeting. In response to a question on the work load of ULTFs, GT replied that, Division-wide, the feeling is that ULTFs are overloaded. However, the Division thinks that it is up to individual Departments to arrange teaching as they see fit re the provision of classes vs. tutorials.

Regarding *Minute 4b*, the Committee agreed to pass on to the Subfaculty a request to raise the fee paid to supervisors of Part II students. This currently stands at £468 per student. GT agreed to liaise with the Chemists, with the aim of raising the payment to the equivalent of 60 hours of single tutorials/Part II.

12. Departmental Administrative/Teaching Load a.k.a Brownie Point Scheme

The Committee agreed to call the scheme the Teaching/Administration Points Scheme (TAPS) rather than the Brownie Point Scheme. PRW informed the Committee that the RPC believe that TFs are overloaded and have minimal time for research. Consequently, the RPC wish to restart the TAPS. A Working Party (consisting of DJHC, PSG and PRW) has been initiated to deal with this matter. The Committee's reply to HoD's request for feedback on this issue as part of a consultation process is as follows.

- DMAC support the use of TAPS to aid the distribution of load in an open manner and as equitably as possible.
- The Committee wishes to see the Working Party address the set-up of the Scheme rather than DMAC or SMT.
- The Committee wish the Scheme to be renamed as TAPS (see above).
- The Engineering Science Points scheme is not appropriate, as it stands. GT agreed to draw up a similar scheme and pass it on to HoD as a starting point.

13. Course content questionnaire

The Committee thanked GT for his input on this questionnaire. GT summarised the results in that overall there was an average increase of 20% in the number of lectures required to teach the core course without electronic aids/hand-outs. However, in GP3, this was a 54% increase. The Committee agreed to discuss this further at the Extraordinary meeting in week 4.

14. Items for (mainly) Report

- a) **Teaching by Graduate Students.** (DMAC 15/12). LJFJ will keep a list of graduate students engaged in Departmental teaching. The Committee agreed that tutorial teaching was the responsibility of the colleges. LJFJ agreed to check whether the IAUL did accept graduate students on their courses. **Action: LJFJ**
- b) **Second-choice Subjects on Admissions.** GT tabled document DMAC 15/12a, from the Division requesting that Departments inform the Division as to how they plan to run this new addition to the Admissions Process. The Committee agreed that the Tutors Committee would draft a reply. LJFJ agreed to request further information on this issue from Jenny Nix, at the Division and prepare an initial draft response for the Tutors to approve. **Action: LJFJ**
- c) **Lecture courses requiring lecturers academic year 03/04.** This matter was held over to DMAC 16.

15. Any Other Business

PRW informed the Committee that he has resigned from the Committee as of TT03, he has also resigned from JCCU, and as Part II Organiser. The Committee thanked PRW for his time on DMAC.

The meeting closed at 5.50pm.

There will be a special DMAC meeting on Thursday 13th February 2003.

The next regular DMAC meeting will be held on Monday 3rd March 2003 at 2pm in 21 Banbury Road Committee Room.