

Oxford University Department of Materials Academic Committee

DMAC 17 Minutes of the Academic Committee held at 2.00pm on Monday 12th May 2003 in ETB 20.19.

Present: GT (Chair), AC, JTC, JMS, LJFJ.

1. **Apologies:** SGR, JPN, RIT, APS.
2. **JCCU Matters** (DMAC 17/01, Arvi Luoma, Chair of JCCU)

AL presented the minutes of the meeting held on Tuesday 6th May and highlighted the following points.

Industrial Project Report

The 2nd year students were concerned about the requirement for an industrial project report, and had asked their worries to be passed onto the Project Co-ordinator. Subsequent to the JCCU meeting, however, all the details concerning the project report were found in the handbook. Additionally, the number of students who had found a project had also increased.

3. **JCCG Matters** (DMAC 17/02, Oliver King)

OK presented the minutes of the JCCG meeting held on Monday 28th April, and highlighted the following points.

a) **Library Matters**

The JCCG Secretary is re-contacting the Academic Librarian, Dr David Bucknall, to ask whether the Materials textbooks on the reading lists can be put on open shelf access in the RSL.

b) **Lecture Questionnaires**

There had once again been a low return (only 1) of graduate lecture questionnaires. GT, as Chair of DMAC agreed to reinforce the questionnaire ethos and make it a general recommendation the questionnaires are given out at the beginning of the last lecture of the course, and that students are allowed 5 minutes to complete the form, at that time.

Action: GT

c) **End of year questionnaire**

The JCCG were again issuing an "End of Year" questionnaire to all graduate students. This year's questionnaire would again ask 1st years about the need or not for a Materials-based background information course. The questionnaires will be distributed in 7th week and collected in 8th/9th week, the answers will be processed and the findings discussed at an extra JCCG meeting on 8th July.

4. **Minutes DMAC 16**

The minutes of DMAC 16 were approved with the following changes.

Minute 6c now reads: Dr. Kirkland has agreed to include the iron-making and conversion of sulphide reactions as examples in the Thermodynamics course.

Minute 9c now reads: It was agreed that if a student undertakes a voluntary industrial placement, this can count towards the quota of required industrial visits, provided that evidence is given that the placement has occurred. In addition, one industrial visit can be submitted from the Industrial Tour.

5. **Matters arising**

From DMAC 16, 3rd March 2003

- a) *Minute 7b.* The updated Admissions Criteria has been completed.
- b) *Minute 8.* Discussion of the Practical Class was held over to DMAC 18 (JPN not present).

From DC, 10th February, 2003

No matters arising.

6. Lecture List

a) **General Scheme MT 03** (DMAC 17/04)

GT informed the Committee that Prof. Petford-Long had requested that first-year courses, particularly in Trinity term, are grouped and run at 2 lectures per week rather than one. DMAC agreed to this suggestion. LJFJ will amend the timetables for the next academic year. **Action: LJFJ**

The following corrections were made to the Materials Section of the General Scheme 2003/04 (DMAC 17/04).

- Engineering Drawing Classes – P. Bailey.
- Microstructure of Materials Dr K.A.Q. O'Reilly.
- Mathematics Revision Lectures – 4/8 lectures will be given by Dr R. Baxter.
- Extraction – this course will be embedded in Engineering Alloys (see below).
- Tensor Properties of Materials – Prof. J. B. Pethica.
- Creep and Superplasticity – is now Creep for 2003/04.
- Engineering Alloys will be given by Drs P.S. Grant and J.M. Sykes in 15 lectures.
- The Supplementary Subject title was corrected.
- The prefix 1 was removed from the 2nd year courses.

GT agreed to consult Dr Ian Stone on a meeting with students to explain the new role of Industrial Visits. **Action: GT**

The Part II Open Day and Project Management courses await the appointment of a new Part II Organiser.

The provision of Option courses was also discussed. The current and new arrangements are given in the Table below. SGR, as Chair of the EMS Standing Committee had requested that various courses change Paper to enable SME and Options Papers to contain similar questions. This request was partially satisfied (see below). In addition, the Nanomaterials option was divided into two courses, one for each paper. There are concerns that two Nanomaterials Options on the course meant that the field was over-represented.

	Paper 1	Paper 2
02/03		
MT	Origins & Stability of Microstruct Melt Processing, casting.... Adv. Polymeric Materials Structural Biomaterials	Fracture and Fatigue Optoelectr. Devices Materials for Nanoscale Information Storage Processing of Ceramics
HT	Adv Alloy Electroceramics & Superconductivity F & S Nanomaterials	Adv. Characterisation of Materials Design with Ceramics Semiconduct Device Fabrication Bonding & Structure
03/04		
MT	Origins & Stability of Microstruct Melt Processing, casting.... Fracture and Fatigue Structural Biomaterials	Adv. Polymeric Materials Optoelectr. Devices Materials for Nanoscale Information Storage Processing of Ceramics
HT	Adv Alloy Electroceramics & Superconductivity F & S Nanomaterials I Adv. Characterisation of Materials	F & S Nanomaterials II Design with Ceramics Semiconduct Device Fabrication Bonding & Structure

b) **Option Class Scheduling**

GT proposed to the Committee that from MT 04 the delivery of the Option courses should be changed so that Paper 1 runs in MT and Paper 2 in HT, or vice versa. This would make it easier for students to choose their Option courses and enable the MEM students to take all their Option courses in same academic year (eventually). This matter was further discussed under Item 9(c).

7. **Course Changes**

a) **Regulation Changes**

This paper (DMAC 17/05) gave the changes to the *Examination* Regulations as previously agreed .

b) **Lecture Content Changes**

Twenty-five members of the Subfaculty agreed with the DMAC proposals to change the core Materials course taken in the 2nd year (via email). There were no negative responses. However, most lecturers will reduce their lecture courses in areas different to those suggested by the Committee. The JCCU have been informed of the changes.

c) **MEM Delivery Changes**

GT presented his paper to the Committee on changes to the MEM course. These were in part driven by changes to the EEM course. These are summarised in the table below.

Yr	03/04	04/05	05/06	06/07
2 nd	Assume present E1. MT - 80 1 (68 examinable), No practicals (MT 3 rd year) HT - 68 1, all GPs TT - 66 1	Assume new Ec1, Micro taken in 3 rd yr MT - 84 1 (72 examinable) HT - 76 1 TT - 46 1 (By redistributing MS lectures, possibility of lightening load in M & HTs)	As 04/05	As 04/05
3 rd	No change in lectures MT - TDP, 34 1 HT - 48 1	Options taught by term MT 18 1, TDP, 3 practicals (no options) HT - 32 1 (incl. 16 Options)	MT - 50 1, HT 16 1 - could take some Materials Options	As 04/05
4 th	HT - 66 1, No change	HT - 66 1, No change	HT - 66 1, No change	HT 66 1 (32 Options, 32 E/M option)

This table assumes the changes to the MS course have been implemented. In 05/06 3rd year, candidates may take Option courses but they will be examined on the courses given in the HT of their 4th year.

The examining load would now be as follows.

- Part I: 4 Materials + 2 Economics + 1 Management + 1.2 Practicals = 8.2
- Part II: 1 Materials + 1 Economics (or Management Option) + 2 Management = 4

d) **Team Design Project**

As agreed previously, the TDP will now run in weeks 1-2 MT. The report will be submitted by noon Tuesday, week 3, and the presentations will be held on Friday afternoon, week 3. For MS students, a time commitment of 100 hours is expected, for MEM students this is expected to be between 50-100 hours and for EMS students it is 50 hours. The EMS and MEM students should be distributed equally through the teams and provide an Engineering and Economics slant, respectively, to the project. The Committee suggests that each report should be read by two assessors, whilst the Chair of Examiners should attend the presentations without reading the reports. For this year only, group size and composition will be decided in the TT as before, from MT 04 this will be done on Friday, 0th week. DMAC also suggests that Supervisors of TDP should provide shorter, more focussed projects, and be made aware of the time constraints now built into the system. GT agreed to contact the TDP Organiser (Dr Hazel Assender) with these suggestions. **Action: GT**

8. **Divisional AC**

The only item of concern were the amendments to the Program Specifications for MEM. LJFJ agreed to make the amendments. **Action: LJFJ**

9. **Any Other Business**

There was no further business.

The meeting closed at 5.15pm. The next meeting is at 2.15pm in 21 BR on 9th June 2003.