

# Oxford University Department of Materials Academic Committee

**DMAC 24 Minutes of the Academic Committee** held at 2.00 pm on Monday 7<sup>th</sup> June in the first floor Committee Room of 21 Banbury Road.

**Present:** GT, AC, PRW, JMS (in part), AOT (Chair). The meeting was aquorate for items 9 – 14.

**In attendance:** LJFJ.

**1. Apologies:** HEA, APS

**2. Report from the Chair of the JCCG (MW)**

This matter was held over until DMAC 25.

**3. Report form the Chair of the JCCU (MM)**

*Practicals* The students have noted that the SEM is not working. JPN informed the Committee that repair and review of the SEM is ongoing. If necessary, undergraduate practicals may use the web-SEM in future.

*Best Lecturer* The winner of this competition will be announced at the beginning of MT 04.

*Industrial Tour 2004* Students, visited companies and sponsors have given good feedback on the Tour. An article from the Tour has been sent to Materials World. A request to visit a UK Corus site has been sent to Ian Stone.

**4. Certificate of Competence in Electron Microscopy (MLJ) (DMAC 24/1)**

MLJ requested the support of DMAC for the above Certificate. The EM Group trains over 100 participants every year and it is envisaged that the initiation of such a Certificate will improve standards and encourage participants to attend all aspects of training.

After much discussion, the Committee agreed that the Certificate, provided it did not further burden already overloaded academic staff should be supported. MLJ/LJFJ agreed to look into any quality insurance issues, and to ensure that University regulations for the launch of new courses were adhered to. The Committee also asked MLJ (and Prof. David Cockayne, Head of the EM Group) to investigate the possibility of charging external users for the course.

**Action: MLJ / LJFJ**

**5. Review of Third Year options (SGR) (DMAC 24/2)**

Dr Roberts presented the review of third year options requested previously. His scheme breaks down the year into three papers, students must take 2 out of 3. On top of this there are 2 compulsory elements covering the Team Design Project, and Advanced Characterisation of Materials.

The Committee were broadly in favour of the change and thanked SGR for his work on the problem. As MEM students were not catered for specifically in this paper, a number of options of how to include them were discussed, and SGR was asked to investigate the most suitable examining methods for both MEM and MS students.

**Action SGR**

*[After the meeting, SGR suggested the following amendments to ensure MEM students could take the courses. All 3 blocks to run concurrently through Michaelmas and Hilary Terms. MEM students take only the courses available in HT and therefore must take 2 half-papers. In addition all students take the compulsory elements. Assessment for all cohorts is as follows:*

- *MS* students do 4 questions out of the full choice of 6 on two papers from A, B and C, having 3hrs for each paper. Total **200** marks
- *MEM* (4<sup>th</sup> year) students do 2 questions out of the 3 Hilary term questions on two papers from A, B and C, having 1hr 45min for each paper. Total **100** marks.
- *TDP* work is assessed as now, by marking the group report submitted in 3<sup>rd</sup> week MT, moderated by assessment of a presentation; **50** marks. (*MEM* still take as now in 3<sup>rd</sup> year)
- “**Characterisation**” work is assessed on a portfolio of work submitted in 3<sup>rd</sup> week HT; **50** marks.]

## 6. Minutes of DMAC 23 (DMAC 24/3)

The minutes were agreed.

## 7. Matters Arising

***From DMAC 22, 1<sup>st</sup> March 2004***

*\*Minute 10 Policy on Lecturing Arrangements* In process

***From DMAC 23, 10<sup>th</sup> May 2004***

*Minute 9* General Scheme for 2004 Dr Susie Speller has agreed to give the Microstructure of Materials first year course. Dr Jason Smith has agreed to give the Options course, Optoelectronics.

*\*Minute 12* Membership of DMAC. In progress.

*\*Minute 13* Abolition of the Pass School Subfaculty agreed to the recommendation to abolish the Pass School.

## 8. Laboratory Class Reorganisation (JPN)

JPN informed the Committee that the academic first and second ownership of practicals was close to being finalised. Due to the unexpectedly high number of absences and sabbaticals, it may be necessary to pay a post-doc to assist with senior demonstrating in the next academic year.

It was agreed that an AFM practical will replace the practical on Piezoelectricity.

Ongoing problems with the running of the practical laboratory, and in particular:

- Storage of practical books
- Backdating of marks
- Instructions re. handing in of practical books.

AOT agreed to re-look at practical lab procedures.

**Action: AOT**

## **9. Reports from Divisional Committees**

### **i. Divisional Academic Committee Report (GT)**

GT reported that there remained concern at Divisional and University level re. the implementation of the Bologna Agreement.

There are concerns surrounding the new Oracle Student Records System.

A rise in DTA level of award is expected for enhanced stipends.

HEFCE Aspiration Funding is no longer available although the Division has £15k for schools liaison activities.

### **ii. Undergraduate Advisory Panel**

The UGAP has requested that the Survey of UG Experience is broken down with respect to subject area.

### **iii. Graduate Advisory Panel**

The cap on Graduate Admissions numbers has been relaxed for PGR students.

PG Skills training is underway.

## **10. SENDA – Progress towards compliance**

AOT agreed to request that all first year lecturers make their lecture course material available electronically for the next academic year. LJFJ is awaiting material on assessing the accessibility of courses from the University's Disability Office. **Action: AOT**

## **11. EPSC Guidance on Student Consultation & Feedback**

The Committee agreed that no changes were required to our set-up.

## **12. Materials Teaching & Learning Support Resources**

The Committee agreed that if so desired AOT could set up an Area of Resources in the Library.

## **13. A.O.B**

**Graduate Studies Poster Sessions:** the Committee agreed that the end of HT of second year is a suitable time for this event.

The meeting ended at 5 pm.

**The date of the next meeting is Monday 25<sup>th</sup> October 2004 at 2 pm in 21 Banbury Road.**