

**Joint Teaching Strategy Committee**  
**Minutes of the meeting held on Monday 9 May 2016 14:00 in FW11**

**Chairman: Prof Peter Robinson**

**Secretary: Mrs Megan Sammons**

Prof Alan Blackwell  
*Advanced Courses Director*  
John Fawcett  
*Director of Studies and Course Convenor*  
Ms Lise Gough  
*Graduate Administration Manager*  
Dr David Greaves  
*DoS and Tripos Coordinator*  
Dr Rob Harle  
*Director of Studies*  
*Prof Ian Leslie*  
*Director of Studies*

Ms Dinah Pounds  
*Teaching Administration Manager*  
Dr Bogdan Roman *Director of Studies*  
Mrs Caroline Stewart  
*Departmental Secretary*  
Dr Graham Titmus  
*Director of Studies*  
Dr Chris Town  
*Director of Studies*

**1. Apologies for absence**

Dr John Fawcett

**2. Minutes from previous meeting**

The minutes of the previous meeting were approved.

**3. Report from other committees**

**TMC**

**i. Future of P II and the links with P III modules 2018-19**

It was agreed the marking and scaling systems would need careful planning. For quality control, Part II examiners and the external examiner should be able to look at other work marked by the module convenors, particularly for the purpose of moderation. It was agreed additional checks would be required for scaling marks and it was preferable that Part II examiners take responsibility for these modules. It was proposed there should be a written checklist for 'Paper 10' which should include consideration of progression and accreditation.

**Action DJG**

Prof Blackwell outlined the 3 main ways that Part III and ACS courses are arranged.

- i. Practical including experiments and reports
- ii. Lecture courses leading to exam
- iii. Reading, to include either a reflective diary, a weekly essay, or preparation for research.

Engineering's Part III modules may be borrowed, but the scaling, marks and assessment differ from those of computer science and so borrowing may not be a suitable option.

It is recommended that Part II should only choose from a subset of comparable courses.

Some possible problems:

MPhil groups are often very small making it difficult to validate results.

Is taking two modules a comparable workload?

Volume of students may be a problem. Where courses are limited in numbers, who should take priority, ACS/P III or P II?

Progression; will there be deviation of marking P II and P III?

## **ii. Feedback for P II supervisors from examiners**

Dr Roman was thanked for publishing his feedback form following the last meeting. It was noted that MPhil supervisors take part in the marking process. Whilst this has benefits it is not possible to do this for tripos students in the given timeframe.

Prof Peter Robinson, as current Chair of Part II examiners, will be giving a lecture and training session for supervisors early in Michaelmas term outlining marking criteria and explaining where boundaries for marking are achieved.

Dr David Greaves project proposal lecture will be expanded to include more guidance on which types of project to choose and which are not advisable.

The role of department overseeing should be reviewed with more training offered as Directors of Studies are often difficult to reach. This point will be re-visited at the next DoS meeting on 28 June and PR will give outline guidance on dissertation feedback.

**Action PR**

## **ATCMC**

There was nothing to report following the last meeting.

It was noted there is a problem of resourcing issues.

i. There are some issues of conflict over teaching officer workload and a need for there to be some differential between ACS and tripos teaching. Some ACS courses have very small numbers or are taught jointly. Some specialised Part II courses also have less students and less exam script marking. A review of teaching workload is underway.

**Action PR**

ii. Teaching space, which will become scarce with the introduction of the new Paper 3 which takes afternoon teaching slots.

## **4. Tripos applications for 2016.**

There is nothing additional to report from the last meeting, admissions increased by 12%. Admission to the 75% option will be at the discretion of the DoS.

Java will be required from the first practical in Michaelmas term.

For Machine Learning and Real World Data, Probability will need to be taught in Lent term.

## **5. Any other business**

The next meeting of this committee will be in Michaelmas term and likely to be a date in November.