Chairman: Prof Larry Paulson                  Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on
Tuesday 22 June 2010, GS15, William Gates Building

Present:
Dr Ann Copestake               Miss Christine Northeast               Prof Larry Paulson
Prof Anuj Dawar                Dr Andrew Moore                     Mrs Jennifer Underhill
Dr Rob Harle                   Dr Ian Wassell
Miss Christine Northeast
Prof Larry Paulson
Mrs Jennifer Underhill
Dr Ian Wassell

1. Apologies for absence
No apologies were received.

MINUTES OF THE PREVIOUS MEETING
2. Approval of minutes of the previous meeting
The minutes were approved and signed.

3. Any matters arising from the previous minutes
Nothing to report.

STANDING ITEMS
4. Sabbatical leave and substitute teaching
Nothing to report.

5. Review of staff-student consultative forum minutes
5a. Solution Notes
It was noted that supervisors should have access to solution notes, however they should not be setting exam
questions as supervision problems on a regular occurrence, rather, they should be using exercises and
solutions as provided by the lecturer of each course.

5b. Supervision Problems
The committee would like to repeat their request that lecturers supply exercises and solutions for each course.
It was recommended that they should be placed on the individual course web pages in order to make it easier
for supervisors to gain access.
The committee requested that JCU specifically ask lecturers to provide exercises and solutions at the same
time as lecture notes, any lecturer not providing this is to be reported to the Head of Teaching.

ACTION: JCU

6. Revision of the Tripos
Nothing to report.

7. Liaison with the MPhil in ACS
IJW advised the committee that the MPhil in ACS was doing well and the examiners would be meeting next
week.

8. Liaison with the MPhil in CSTIT
It was noted that the MPhil in CSTIT would come to a finish at the end of this academic year.

EXCEPTIONAL ITEMS
9. Viva voce examinations
As an examiner, AWM noted that there were no dissertations this year that needed a viva. The Teaching
Committee agreed that, as the objective of the viva voce is to ensure that work is actually completed, it would
be more appropriate to ask the supervisor for each project to sign a document stating that they believe the
dissertation to be a true representation of the work completed by the student.

It was agreed that CHN would source a pre-existing form of this nature from the external examiner.

ACTION: CHN

It was agreed that AWM would report these changes to the Directors of Studies Forum, and that the Chairman
would advise members of the Teaching-Research mailing list as well as the Part II Project Co-ordinator, in
order that the Pink Book, web pages, and any other documentation includes this new information.

ACTION: AWM & LCP
10. Feedback from Easter courses
The committee felt that feedback was good this term and noted the significantly higher response rates due to the new feedback system.

11. New feedback system
The committee thanked RKH for investigating into the new feedback system, it was agreed that it should be adopted across the whole Tripos in 2010/11. It was noted that there would need to be a way for lecturers to view their feedback, it was agreed that a Raven enabled web page would be created that would allow lecturers to see PDF versions of the feedback.

**ACTION:** ??

The committee requested that a question regarding quality of supervisions was added to the Part II questionnaires.

**ACTION:** JCU

12. Any other business
The members of the committee expressed their thanks to LCP for chairing the meetings this academic year.

13. Date of next meeting
The next meeting will be held on Tue 5 October, 2.15pm in GC22.

Further meetings are provisionally scheduled as follows:
- Tue 9 November, 2.15pm in GC22
- Mon 6 December, 2.15pm in GC22
- Tue 11 January, 2.15pm in GC22
- Tue 15 February, 2.15pm in GC22
- Tue 22 March, 2.15pm in GC22
- Tue 26 April, 2.15pm in GC22
- Tue 24 May, 2.15pm in GS15
- Tue 28 June, 2.15pm in GS15