

**Minutes of the meeting of the Directors of Studies Forum held on Friday 11 January 2019 at
2:00 in FW11**

Chairman Dr R. M. Mortier

Secretary Mrs M. Sammons

Members

Prof J. Bacon (JE)
Dr A. R. Beresford (Q)
Prof A. F. Blackwell (DAR)
Dr P. J. Buttery (CAI)
Dr D. Chisnall (ME)
Prof A. Dawar (ROB)
Dr J. K. Fawcett (CHU, N, M, HO, HH, LC)
Dr D. J. Greaves (CC) (Sabbatical leave)
Dr T. G. Griffin (K)
Mr C. K. Hadley (G)
Dr R. K. Harle (DOW, ED, F) (Sabbatical lve)
Dr S. B. Holden (T) (Sabbatical leave)
Mr M. Ireland (SID)
Dr G.C. Jenkinson (DOW, ED, F)
Dr T. M. Jones (CAI)
Mr M. Kleppmann (CC)
Dr A.V.S Madhavapeddy (PEM)
Dr K. Moody
Prof S. W. Moore (TH)

Prof C. Mascolo (JE)
Dr R. M. Mortier (CHR)
Dr R. D. Mullins (JN, PET)
Prof A Mycroft (ROB)
Prof L.C. Paulson (CL)
Ms D. Pounds (Manager Teaching Admin)
Prof P. Robinson (CAI)
Dr Bogdan Roman (CSAT representative)
Mrs M. Sammons (Teaching Admin Asst)
Dr T. M. Sauerwald (EMM)
Dr R. Sharp (ROB)
Prof F M Stajano (T)
Mrs C. Stewart (Dept Sec)
Dr S. Taraskin (CTH)
Dr G. Titmus (CAI)
Dr C. P. Town (W)
Dr R. R. Watts (SE, CL)

1. Apologies for absence.

Dr P J Buttery, Dr D Chisnall, Prof L C Paulson, Prof A Mycroft and Dr R Sharp

2. Minutes from the previous meeting

There was nothing to report

3. Notification of any other business

None

4. Matters arising

There were no matters arising

5. Admissions

I. Transitional year

Negotiations are in progress to introduce a Transition Year as part of a wider package of activity to improve opportunities for students to apply to enter and succeed at Cambridge. The School of Technology has been drafted in and welcomes this initiative. The Department acknowledges it does not currently have appropriate staff to teach this but supported its introduction for Computer Science provided sufficient resources to hire new staff and purchase more equipment could be supplied, In the first instance, it will be tested by Arts and Humanities, not presently geared for STEM subject students.

A number of questions were raised such as, who is paying for this? Will there be a qualification at the end of the years' duration? What is the ratio for computer science for state/independent school?

It was agreed that the CSAT was not relevant for these students and to check on the Oxford colleges how they are dealing with this.

Action RMM

II. CSAT report – Dr Bogdan Roman

Bogdan was thanked for the smooth execution and running of the CSAT administration. A report will be distributed in due course. There were over 1,000 papers from applicants who took the test and 150 overseas papers.

Bogdan explained how he and Prof Alan Blackwell gave the potential students a positive message at the welcome introduction to put them at their ease and explained how the CSAT test works. This helped create a feeling of relaxation and comfort and the students were shown a preview of the test. They then chatted to the students after the test.

For the marking a team of 20 helpers were used, all helpers were trained in every aspect of how the system worked.

III. Pre-interview testing- Dr Richard Mortier

The Committee agreed that the pre-interview test will be carried out this year and noted there will be a tight turnaround on 6 December, the end of term date.

Cambridge Assessments uses Cambridge University Engineering department's template for the pre-interview test and they should be advised if we would like to include any of our own questions in this. Sam Lucy has expressed a view that one system only is preferable.

RMM will fact-find more information about the pre-interview test and report back.

Action RMM

IV. Numbers Management

Thanks were given to Richard Mortier for putting the numbers management plan together.

So far 135 offers have been made and the offers to mature students to be advised later.

JKF explained how there was a formalisation this year of how students were selected and a decision will be made whether to use this method again or not?

It was noted that at present there is no plan that would facilitate coping with higher student numbers.

Concern was expressed regarding a strategic policy on E&D management, looking at it from the Women@CL initiative because a disproportionately high number of female applicants were pooled.

The silver award for Athena SWAN had recently been applied for.

6. Part II Units

I. Student guidance

There were a few unfortunate issues beyond the control of Student Administration. For most parts there was a smooth outcome, the majority of hand-ins were on time, the ACS and Part II papers had separate hand-in offices and hence no mixing up of papers was experienced.

ii. Review of Units taken in MT 2018

A note from Student Registry advised that all extensions must be advised in writing one week in advance. In the meantime, advise the student who has applied for an extension to submit what they have produced so far on the deadline.

iii. Arrangements for Lent 2019

It was discussed that DRC (Disability Resource Centre) students to be advised should special requirements be required for the end of term tests which are on 14 and 15 March.

iv. Stress induced by giving P II students relatively unbounded and exploratory work

Failing students who fell down took two units in one term instead of the advised one unit. It was suggested that this practice of offering units will be extended to Part IA and IB students in preparations for Part II. Much of the emphasis needs to be on time management, in a similar manner to the ticking procedure.

v. Proposals for 2019-20

It was agreed to consider reviewing the hand-ins, whether they be collected in the same term as the lecture or carried over to the next term. Students to be consulted on this matter.

The modules for next year are to be reviewed by the TMC and finalised by the end of Lent term.

7. Any other business

8. **Date of next meeting**
Friday 26 April 2019