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

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