

**INSTITUTE OF MATHEMATICS, PHYSICS AND COMPUTER SCIENCE: MATHEMATICS STUDENT-STAFF CONSULTATIVE COMMITTEE**

**Wednesday 4 March 2015, 1.10pm, room 231, Physical Sciences Building**

**PRESENT: Alexander Cooney (Yr1), Sian Swain (Yr1), Spencer Ncube (Yr1), Ryan Myles-Roberts(Maths Soc), Jennifer O'Neil (Yr3), Daria Andreeva (PG), Damien Clarke (Yr3, Chair), Chelsea Coulson-Williams(Yr2), Rob Douglas (Staff, RD), Adam Vellender (Staff, AV), Alan Jones (Staff, AJ), Sahn Nikoi(Staff, SN)**

**Apologies: Daniel Brooks (Yr 2), Dave Binding (Staff, DB), Tudur Davies (Staff)**

**IN ATTENDANCE: Myfanwy Cowdy (Minutes)**

**1. Minutes of 3/12/14**

One correction from Daniel Burgarth under Matters Arising – 3c amended to read 'Daniel Burgarth had raised the issue that students were finding the compulsory modules too time consuming'.

**2. Matters Arising**

Action points from last meeting:

3. Student Matters – RD confirmed that DB had sent an e-mail to confirm MA10020 exam arrangements.

**Year 2 –**

RStudio was now on all computers

**Year 1 -**

The deadlines issue had been posted on Facebook and it was thought that the deadlines were now better spaced.

Tutorial attendance: some increase in attendance noted.

**Staff Matters – UG Marked Scripts**

RD had sent a reminder e-mail to undergraduates to collect their scripts.

**Mobile Phone usage**

A total mobile phone ban was seen as too harsh. It had been mentioned in lectures and legitimate phone used would be allowed.

**3. Student Matters**

**Year 3**

Some students were not aware that MA37810 assignments were assessed. AJ informed the students that the module web page showed the assessment criteria. RD apologised to the student body for any confusion. There was a last minute change of lecturing staff for this module; any confusion was not the fault of replacement staff. A sympathetic view will be taken of non-submission of assignment 1 for this course.

The form of the problem classes for MA33110, MA34210 and MA37010 was appreciated and enjoyed by students.

**Year 2**

1. It was noted that 2 consecutive lectures held in different buildings for the same module was undesirable.
2. 2<sup>nd</sup> Part of Mathematical Physics MP26020 –more support was needed in addition to the notes.
3. Lecture Capture was discussed. Daniel Burgarth records lectures and it was useful for revision. Some students used a Dictaphone to record lectures. The general consensus was that a revision video (of short duration, which can easily be replayed) would be more beneficial than Lecture Capture.
4. It was requested another e-mail be sent regarding Aber card access as some students were still unaware of having to reactivate after 90 days.

**ACTION** : SN to send a reminder e-mail.

5. Technical difficulties in A6 Llandinam were troublesome.

**ACTION:** Students asked if these could be reported.

6. **Departmental Bursaries.** Payment is late; RD apologised to students for the delay.

**ACTION:** Department to pay outstanding bursaries after Easter.

## **Year 1**

A 'Hints' sheet for assignments was requested for every module. AV noted this is particularly suited to MA11110 (a less familiar type of mathematics); Blackboard materials might suffice in other modules.

Help Desk – Seemed to work well this semester. (No problems had been posted on Facebook.) Queries about unstarred assignment questions would be welcome!

## **Year M**

Minor Project Feedback

Students were expecting feedback via Turnitin, although they were happy with the feedback given by the project supervisor and/or personal tutor.

**ACTION:** Staff to discuss Minor Project feedback at the next Learning & Teaching meeting.

## **Postgraduates**

No issues noted

## **Maths Soc.**

The date of the end of year Academic meal would be confirmed soon.

The date for the Alumni Careers event was confirmed as the 13 March. Confirmation e-mails had been received today and there were 3 or 4 speakers from Wales attending.

The Society expressed their gratitude regarding being involved with the recent visiting days. There was much positive feedback given from the potential undergraduates. Parents had appreciated the combination of lecturers and students being present.

During the on-campus tours the student ambassadors had been praised for giving a student's point of view.

The new committee for the Society would be decided before the end of term. A request was made for the new president to be invited to the SSSC in Week 10. This was agreed by RD.

## **4) Staff Matters**

Library – SN mentioned the more books campaign where a book up to the value of £50 could be requested from PRIMO.

The Hugh Owen opening hours were now 24 hours. Students were encouraged to use the Library as this was a trial until the summer.

Students were reminded to activate their cards after 90 days as the library was un-manned in the morning.

**ACTION:** A notice would be placed on the door regarding card activation and SN would send a reminder e – mail. Students were encourage to give feedback via e-mail on the current arrangements.

A group study space was needed as groups at the moment met either in the lab or by the Help Desk. There would be a meeting regarding the Library next week and group study would be discussed along with better lighting, more electrical sockets and a spring on the main door.

A shelf would be taken down to enable an additional table to be inserted for more sitting space.

Students were reminded of the inter-site Library request for borrowing. The self-access seemed to be working fine and more students were now aware of it. The opening hours would stay the same until the end of term – 8.30am to 7.30pm. The manned hours are 1-5.30 every day. (Monday morning was also manned.)

**ACTION:** It was asked if the opening hours could again be advertised.

**Year 3 Exam Board** – Several examiners had mentioned poor assignment submission had contributed to bad exam marks. Year 3 were encouraged to submit assignments regularly. MA33110 handing in was disappointing thus far.

**ACTION:** Student representatives were asked to pass this information on.

**1st Year Tutorial attendance** – Attendance had improved slightly but further improvements were needed. Marked assignments have detailed feedback but there are numerous uncollected scripts.

**ACTION:** Student representatives to ask students if they find the tutorials useful.

**ACTION:** RD to send another e-mail about the importance of collecting scripts. Reading and engaging with feedback was essential.

Students were asked to read e-mail daily. It was especially important in case they had a Personal Tutor meeting.

**Institute of Mathematics** – The Maths degrees had once again been accredited. 3 Certificates had been received and would be displayed soon in a suitable place such as behind the desk in the Foyer. Any other suggestions for their display would be appreciated.

**MA27210** – submission rates for a recent assignment were poor.

**New Reading Management System** – SN mentioned the new Talis Aspire system which had open access 24/7 on the internet. The Reading list was also linked to Blackboard and Primo.

**NSS** – The response rate was still under the required threshold in Mathematics. Around a third of students had responded. It was suggested that an event could be organised to encourage participation in the NSS. It could be advertised on the Math. Soc. page. Responses to the survey could be texted or e-mailed.

**It was agreed that more encouragement would be given to students to complete the survey.**

**ACTION:** RD would ask for a show of hands (regarding NSS participation) in the next lecture for 3<sup>rd</sup> years, and encourage participation.

**A.O.B.**

**Student Led Teaching Awards.** Grace Burton (SU) would like to see more Maths nominations. Staff were reminded that they can vote for student representative of the year.

MA38310 & MA32410 – solutions were considered incomplete for these modules. Students were encouraged to take queries to Gwion and also collect all feedback.

**Provisional Exam Timetable/ Project Lists** – It was hoped that the Provisional Timetable would be published before the end of term. The project lists should be out before the summer.

RD noted that it was welcomed that students were keen to start their projects early.

Date of next meeting: Thursday 23 April 9.30 am. (1 Apology received.)