

**SEFYDLIAD MATHEMATEG A FFISEG  
INSTITUTE OF MATHEMATICS AND PHYSICS**

**PWYLLGOR CYSWLLT STAFF/MYFYRWYR/  
STAFF/STUDENT LIAISON COMMITTEE**

**MINUTES OF THE MEETING HELD ON FRIDAY, 27 APRIL 2012 AT 1.10 P M IN THE SEL  
ROOM, IMAPS BUILDING**

**Present:** Paul Arnold (Chair and Year 3 Rep), Katherine Ball (Year 3 Rep), Craig Bibbey (Year 2 Rep), Robert Douglas (Staff), Alan Jones (Staff), Adil Mughal (Staff), Jennifer O'Neil (Year 1 Rep), Sahn Nikoi (Information Services), Cerys Rand (Year 3 Rep), Aled Wyn Thomas (Year 2 Rep), Adam Vellender (Postgrad Rep), Jennifer Wheatley (Year M Rep).

**Apologies for absence were received from:** Sam Reynolds (Guild of Students), Aled Wyn Williams (Year 1 Rep).

**In attendance:** Llinos Evans

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**M I N U T E S**

**1. MINUTES**

The Minutes of the last meeting which was held on 9 March 2012 were confirmed and approved in addition to the Minutes of the Joint Staff/Student Liaison Committee on 19 March 2012.

**2. MATTERS ARISING**

It was reported that following the last meeting on 9 March 2012 that Dr Gwion Evans welcomed any Maths Society participation for the forthcoming Open Day on 4<sup>th</sup> of July 2012.

It was confirmed that an email was also sent out to students reminding them of the existence of the Help Desk in the Department.

**3. SEMESTER 2 QUESTIONNAIRES**

A report was circulated with the results of the above and it was noted that the response rate was not very good. It had noticeably gone down with only 45% having responded for some modules in the second year. The response rate was slightly better in the third year with response rates of 60% or more. Staff reported that it was evident that less questionnaires were being completed and returned to them than were actually circulated.

**RECOMMENDED:** that the importance of completing these questionnaires be stressed to all students as this was an important way of sorting out any difficulties and making improvements if necessary.

A short discussion took place as to the reason why the response rate was low, one factor could be that the students who did not turn up for lectures were therefore not there to complete these questionnaires. Students could find no other reason for this.

Feedback scores for Part 1 courses were not as favourable as those for Part 2. There was a discussion of Year 1 tutorials; MA11310 statistics scored better than the others, Glenda Roberts was commended. It was pointed out that all students had the opportunity of going back to the lecturers for feedback after their course work was returned or indeed if they had any problems. Students felt that perhaps it should be made known to them that staff did indeed have an open-door policy as far as this matter was concerned. Some students were still under the impression that they could not approach staff re assessed work. It was pointed out to them that they could still approach staff re this as other examples could be used. The Help Desk in the department was another channel which students could use in obtaining assistance with their work. It was only MP14010 Classical Dynamics module for which they have been instructed not to assist students with assessed coursework. Otherwise they could assist students with any course work and point them in the right direction without giving them the actual answers.

#### **4. STUDENT MATTERS**

##### Year 1

Students enquired whether in addition to the full notes provided in MA11110 Mathematical Analysis lectures, and the skeleton notes provided online, they could have full online details of all the proofs. They still found difficulty in listening and in making notes during the lecture. Rob Douglas noted that this was contrary to the teaching philosophy of the course, but students were quite welcome to take their notes to the lecturer afterwards for clarification. The Help Desk would also be able to assist with this to ensure correctness. Students would be welcome to take a Dictaphone into the lecture and leave it at the front of the class so that they could listen to it afterwards when going through their notes. Indeed this method was already being used for some other courses.

##### Year 2

Students asked if it was possible for notes on chapters 1-3 for MA27210 Regression and Anova to be put on Blackboard. It appeared that at present only notes on chapter 4 onwards were available. The lecturer concerned said this was an oversight and would ensure that all the notes were appearing on Blackboard for the students on this module.

##### Year 3

Students enquired whether it was at all possible to have solutions for some modules in order to revise. Staff who had not yet provided these said they would try to do so. Some students who intended going on to study in the fourth year in Mathematics requested more information on modules being offered next session. They would welcome some kind of talk with details of what lectures were delivered and have more ideas for their intended projects. Staff responded that regarding taught level M modules, these were all compulsory. Moreover an email had been sent to all staff asking for suggestions for the Major and Minor Projects and that next week this information would be forwarded to relevant students. The research areas would depend on the expertise areas of staff; supervision would be spread out evenly amongst staff.

##### Postgraduate Matters

There were no matters to report.

## Maths Society

There were no matters to report.

### **5. STAFF MATTERS**

Sahm Nikoi from the Library confirmed that an email had been circulated to all students following the last meeting advertising the assistance available in the IMAPS Library during certain periods over the week. Posters had also been prepared advertising this and had appeared on the notice board in the department. As this was a new service students were asked to contact the Library if they felt this service met their needs or if it could be improved in any way. It was also pointed out to students that the various opening times of the Libraries appeared on the web-site which was especially important during the vacation period.

There were no other issues raised by staff.

### **6. ANY OTHER BUSINESS**

As there had not been another Senior Representatives Meeting since the last meeting of this committee there were no further matters to report. However the Chair reminded students of the Student Lead Teaching Awards which had been introduced this session and of the different categories. Students seemed unsure as to how exactly they were meant to take part. It was reported that there was a notice in the Hugh Owen Library on the notice board and there were boxes there to insert completed forms. Sahm Nikoi promised to enquire as to whether it was possible to have forms and a posting box in the IMAPS Library. The Chair reported that if he received more information regarding this that he would arrange for it to be circulated to all students. Sahm Nikoi promised to do the same.

3<sup>rd</sup> year students thanked Mr Alan Jones for his assistance with the examination time-table this semester.

It was reported that following the Physics Staff/Student Liaison Committee earlier this week that it was proposed to hold a reception at the end of next week in the Foyer for all the hopefully graduating students in years 3 and 4. Details would be circulated next week.

The Chair thanked students for attending their last meeting this session and students were wished well with the forthcoming examinations.

Meeting closed at 1.45 p m.