

**Institute of Mathematics, Physics and Computer Science**

**SSCC Maths 26 February 2016 11-10am, SEL, Maths and Physics Building**

**Present: Faye ap Geraint (FAA4 item 5 only), Elizabeth Kensler (EAK), Rob Douglas(RSD), Adam Vellender(ASV), Adil Mughal(AQM), Ryan Myles-Roberts (RYM, Chair), Daria Andreeva (DAA), Catherine Hankin (CLH), Rebekah Ord (RLO2), Christopher Svendsen (CHS), Tom Williams (TMW), Sadie Morris (SAM), Spencer Ncube(SMN), Myfanwy Cowdy (MMM, minutes)**

**Apologies: Tudur Davies(ITD), Sian Swain (SLS), Kieran Quaine( KSQ), Simon French(SIF)**

**Agenda**

**1.Minutes of 1/12/2015 –** The minutes of this meeting were approved.

**2.Matters arising**

**2.1 Action from 1/12/2015**

**1. ACTION:** RSD to raise the matter of showing marks allocated by question on assignment sheets at next Subject Group. – Raised at the Subject Group meeting of 8/12.

**2.2 Action from 27/10/2015**

**1. ACTION:** A water fountain serving teaching rooms ought to be considered - RSD to ask Simon Cox for an update on progress.

**3. Student Matters**

**3.1 Year M**

No matters to report.

**3.1.1** An update was given by RSD on room 410 which was intended for level M use. It was in the process of being painted but might not be ready this academic year.

**3.2 Year 3**

**3.2.1 Lecture Rooms A & B**: These were still cold as the air conditioning was on continuously.

**3.2.2 Problem classes**: as a number of modules now have problem classes it was agreed that seminar rooms might be used when available to hold these classes. Seminar rooms were preferred to lecture rooms for small group discussions.

**3.2.3 Module choices:** Pre-requisites are listed for some Year M modules which MMath students may not have taken. RSD noted that there would be a review of any necessary knowledge of Group Theory in the Algebraic Topology module; it should be possible to acquire any necessary expertise.

**ACTION 1**: RSD to review G103 MMath degree scheme webpages.

**3.2.4 Timetabling:** Some students were timetabled for up to 6 lectures on a Tuesday and others only one on a Friday.

**ACTION 2**: RSD to report to the IMPACS timetabling officer that better spacing of modules would be preferred.

**3.3 Year 2**

As well as contributions from RLO2 and SMN, RSD reported on written comments received from SLS and KSQ.

**3.3.1 Exam scripts:** Requests had been made by students to see exam scripts; RSD reported that during the meetings with personal tutors the marks breakdown could be discussed**.** The University regulations state that exam scripts are not to be shown to students. Personal tutors could give a Section A and Section B split, or a more detailed breakdown of marks. The comments on the exam scripts were mainly for the benefit of those checking the marking and External Examiners (as they explain why a certain number of marks were awarded).

**3.3.2 MA27510 & MA21410 Clashes with Management and Business modules:** There were clashes between these modules and modules from SMB.

**ACTION 3**: RSD to report the matter to the IMPACS timetabling officer.

**3.3.3 Assignment deadlines:** Preponderance of lectures on Tuesdays and Thursdays, and management of workload via lecture twinning, were discussed. It was agreed that extended deadlines for the untwinned module MP25710 Advanced Dynamics had eased workload issues. Staff urged students to make the best possible use of a free/light Wednesday.

**3.4 Year 1**

**3.4.1 Lecture attendance:** Students who were 5 or more minutes late to PH14310 Modern Physics lectures were refused entry by the lecturer. It was acknowledged that prompt attendance was preferable, but it seemed harsh to exclude those who arrived late but caused minimal disruption, especially if they had to come from another campus.

**ACTION 4**: RSD to mention the matter to the Physics Director of Learning and Teaching.

**3.5 Year 0**

The student representative was unable to attend. Informal feedback indicated general contentment.

**3.6 Postgraduates**

Assignments due for marking had not been distributed to postgraduates until Thursday due to shortage of staff in the General Office; there was a Visiting Day on the Wednesday.

**ACTION 5**: RSD to check with General Office regarding distribution of marking.

**3.7 MathsSoc**

**3.7.1** **Disruption in Lectures** – Some students were leaving lectures early therefore disrupting others. Also there is some noise outside lecture rooms whilst lectures are going on.

**3.7.2** **Other issues** – A broken blind in Physics A and a flickering light in A14 needed reporting.

**3.7.3 Upcoming events** – The foyer would be used for promoting International Women’s day on 8th March. MathSoc would be taking part in Science Week. The AGM is due to be held on 17th March.

**3.8 Welsh Medium**

No issues.

**4. Employability**

Kim Kenobi had already arranged a skill awareness workshop with careers and a how to write a CV workshop. Other options were suggested such as getting various companies to give talks to students, how to sell yourself in interviews and Career aspirations sessions.

**ACTION 6**: Kim’s e-mail to be circulated to student representatives so that they could forward to all students for suggestions.

**5.National Student Survey/Tell Us Now (1st item to take place)**

FAA4 thanked the committee for inviting her to the SSCC. This semester the survey would be split into Year 2 prior to Easter and Year 3 afterwards. Posters had been distributed concerning the new campaign. Students were welcome to contact the Tell Us Now team via e-mail or the online form. Training had been provided to those Aber Grads carrying out the surveys; the process should be more robust.

The main outcomes of the previous Tell Us Now campaign had been the 30 minute bus to Llanbadarn Campus as well as 24 hour access to the Libraries.

The Education department is trialling on-line surveys. It was noted that participation in the online Tell Us Now campaign was less than 20%. Using Smart devices during lecture time would very likely give a better return; it is an open question whether it would reach the response level for paper surveys.

It was felt by student representatives that some successes claimed by Tell Us Now (such as introducing an assignment preparing a personal teaching statement in MP39020) were in fact initiatives that originated with the SSCC. Moreover it was noted that the SSCC was a better forum for constructive discussion: Tell Us Now had identified MP26020 as a problem module, but the SSCC discussion had led to practical improvements.

RSD (in his role as Mathematics Director of Learning and Teaching) circulated Mathematics module actions (in response to Tell Us Now).

**ACTION 7:** FAA4 to give feedback on today’s discussion by the next SSCC.

**ACTION 8**: Year 3 and M representatives to encourage all finalists to fill in the NSS.

**6.Staff Matters**

**6.1 MA25110**

The hand in rate for this module had been low, only 10 attempts at the first assignment received.

It was noted that in all modules, questions similar to those on non-assessed assignments could appear on exam papers.

**ACTION 9**: 2nd year student representatives to encourage 2nd years to hand in non-assessed work.

**6.2 Aspire Reading lists**

Students were reminded that funding was available to purchase more books.

**6.3 Library**

Estates and Dave Price, Director of Infrastructure are currently trying to rectify the coldness of the library as well as the leaking roof. Further updates would be relayed in the usual ways on Facebook and Twitter according to the Tell Us Now recommendation to act on issues as soon as possible. The replacement Librarian post would be filled as of 1 June 2016.

**7.A.O.B**

**7.1** RYM was congratulated on his new job as Educational Officer elect.

**7.2.** RYM distributed Student Led Teaching Awards leaflets in the meeting. Student representatives would encourage students to participate via the various Facebook groups.

**7.3** Questionnaires would be handed out in Week 9 and will be analysed by the next SSCC meeting on Friday 22 April.

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| Action Number | Minute number | Action | Whose Action |
| 1 | 3.2.3 | Review G103 MMath degree scheme webpages. | RSD |
| 2 | 3.2.4 | To report to the IMPACS timetabling officer that better spacing of modules would be preferred. | RSD |
| 3 | 3.3.2 | Module Clashes - report the matter to the IMPACS timetabling officer. | RSD |
| 4 | 3.4.1 | Late lecture entry - to mention the matter to the Physics Director of Learning and Teaching.  | RSD |
| 5 | 3.6 | Check with General Office regarding distribution of marking. | RSD |
| 6 | 4 | Employability – Kim’s e-mail to be circulated to students. | RSD |
| 7 | 5 | Give feedback for students on the Tell Us Now discussion at the SSCC. | FAA4 |
| 8 | 5 | Encouragement to be given to finalists to fill in the NSS. | Yr 3 and M Reps |
| 9 | 6.1 | Handing in of non-assessed work to be encouraged. | Yr 2 Reps |

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