PART II TRIPOS TEACHING COMMITTEE

Minutes of the meeting held on Tuesday 22 October 2013

Present: Dr Adrian Kelly (Chair)
Dr Colin Crump
Ms Jane Duncan (Minutes)
Prof Colin Hughes
Prof Jim Kaufman
Dr Barry Kingston
Ms Frances McLoughlin (Secretary)
Dr Laurence Tiley

Apologies: Prof Nabeel Affara

UNRESERVED BUSINESS

1. Minutes of the meeting held on Monday 8 July 2013

   The minutes were agreed subject to Item 10.4 being amended from ‘2016-17’ to ‘2017-18’.

2. Matters arising

   2.1 Project Guidelines

   The Computer Officer had been asked to update the Part II web pages so there was a direct link to the Project Guidelines information.

   2.2 2012-2013 Essay Questions

   The 2012-2013 essay papers had been uploaded onto CamTools. It was agreed to keep the last 4 years’ essay papers on CamTools and to remove earlier papers.

   Action: Teaching Office

   2.3 Future of the Course

   There was nothing to report.

   2.4 Part II Garden Party

   The Chair reported that the garden party had been a success.
2.5 Lecture Lists

The Virology Option Organiser confirmed that he had checked their timetable; some of the bookings which were outside of their standard lecture times were historic and had been removed.

3. Nomination of Part II Examiners

(i) The Director of Teaching had prepared a draft list of examiners which was circulated to the Committee. He had not contacted Prof Goodfellow or Dr Crump about the Senior Examiner’s role in 2016-2017.

(ii) The Director of Teaching had asked each Division to supply examiners for Part I and Part II. One aim was to get more senior examiners, particularly from the Virology (VIR) and Immunology (IMM) Divisions.

(iii) It was noted that some Divisions, for example Microbiology and Parasitology (M&P), had significant problems as there were now just 2 parasitologists.

(iv) It was agreed to circulate the draft list of examiners prior to the Academic Staff Meeting so that staff had the opportunity to comment beforehand.

Action: Director of Teaching

(v) Dr Tiley advised that he and Dr Frost would be the 2013-2014 examiners for the Dynamics of Infectious Diseases (DID) option. It was requested that Dr Olivier Restif be included on the list of nominees as he would be shadowing this year ahead of organising the DID option in 2014-2015; Dr Tiley would either stand down as Option Organiser or shadow for that year. The Director of Teaching asked if this could be confirmed in an email.

Action: Minutes Secretary.

4. Part II Practical Examination

The Chair would be suggesting to Dr Brierley as Senior Examiner in 2013-2014, that he contact all Part II examiners soon to ask that some new practical questions be written with the help of their Divisions.

Action: Chair

5. Student Numbers 2013-2014

(i) The Part II intake for 2013-2014 had been presented in different formats for comparison purposes. It was noted that the intake for the Cancer and Genetic Diseases (CGD) option had increased significantly as had numbers for the DID option. The intake for the M&P and the VIR options was very similar whilst IMM remained the highest. The breakdown was as follows: CGD 30; DID 24; IMM 56; M&P 33 and VIR 31.
(ii) The Department of Pathology already accepted more students than any other department within the School. It was agreed that the minimum intake for Biological and Biomedical Sciences (BBS) Pathology would be reduced to 30 and the Faculty of Biology would be advised accordingly.

*Action: Chair*

(iii) The suspension of the Mechanisms of Disease course had resulted in students migrating to other courses; students on the 2013-2014 Single Subject course had similar marks to those accepted in 2012-2013.

(iv) Dr Xuereb the former organiser of the Mechanisms of Disease course was now covering the clinical teaching previously provided by Dr Arends.

6. Copyright

(i) The Teaching Office had received correspondence from Dr Cessford, the University Licensing Officer regarding the issue of revised University copyright guidelines. Of note were those in relation to CamTools. The guidelines indicated the need for Designated Persons within Departments. Permission to scan material under the terms of the CLA Scanning Licence would be restricted to Designated Persons whose responsibility it would be to report all scanning carried out under the CLA licence in their area.

(ii) Prof Kaufman had made contact with Mr Krawec in the Legal Services Office regarding copyright issues and agreed to distribute the information he had acquired as a result of those communications.

*Action: Prof Kaufman*

(iii) Prof Kaufman gave a summary of the results of his discussions with Mr Krawec. In the light of this the Committee discussed at length the issue of copyright with respect to lecture handouts and material uploaded onto CamTools. Devolving responsibility for policing copyright to the option organisers was discussed and deemed inappropriate. It was agreed that the current practice for lecture notes and uploading material onto CamTools would continue. Individual lecturers would continue to be asked to review their material for copyright compliance. Material would be uploaded either by the option organiser or Teaching Office. It was understood that the Teaching Office would not be liable for any breach of copyright that might occur.

(vi) It was further suggested that the Committee should ascertain how other universities dealt with copyright matters.

*Action: Secretary*
7. **Annual Review of Pathology**

   The Chair asked Option Organisers to email any items for the Annual Quality Update to him. The Teaching Office would be responsible for inputting data and submitting the return.

   *Action: Teaching Office*

8. **Finance**

   (i) It was noted that photocopying/printing charges of £4,000 had been included for 2012-2013. The Secretary agreed to ask the Accounts Section for details.

   *Action: Secretary*

   (ii) The External Examiner’s accommodation expenses of £205.20 had been charged to Part II teaching but this cost would be reclaimed from the Board of Examinations.

   (iii) It was noted that taxi fares would not feature as heavily as the Mechanisms of Disease course had been suspended. It was agreed that in future that course would be referred to as ‘abolished’.

   (iv) The total expenditure for 2012-2013 was likely to be between £11,000 and £15,000 which was well within the budget of £19,000.

   (v) It was noted that the £600 payable for each project student went into the divisional consumables ‘pot’ and was not paid direct to the supervisor concerned.

9. **Report from Executive Committee**

   There was nothing to report.

10. **Any Other Business**

   10.1 **Supervisions**

   The process for claiming payment for supervisions and the methods of payment were clarified. It was noted that tax may or may not be deducted by the college; if deducted it would be at the standard rate and higher rate earners would need to complete a Tax Return.

   10.2 **NST 1B Students – 2014-2015**

   The Director of Teaching suggested that there was a need for a human genetics lecture and suggested that a niche be created in Part IB. The Committee endorsed this suggestion.
10.3 **Part II Text Books**

The Chair asked the Option Organisers to check the 2012-2013 book list and to update for their Division as necessary. The Teaching Office would provide the 2012-2013 list to all Option Organisers.

*Action: Teaching Office*

11. **Date of next meeting**

3 February 2014.