1. Apologies
The Chair welcomed everyone to the meeting and read out the apologies received.

2. Declarations of interest
There were no declarations of interest.

3. Minutes of the previous meeting on 15 May 2020
The minutes of the previous meeting were approved.

4. Matters arising
At the meeting held on 15 May 2020, the Directors of Studies were asked to nominate one member vice Dr C D Warner to serve for three years from 1 October 2020. The DoS agreed to hand the matter back to the Undergraduate Office to find a volunteer. Dr David Skinner has been appointed to serve for three years from 1 October 2020.

5. Admissions matters
a) Maths Subject Convenor report
The DoS received the report from the Maths Subject Convenor. Stuart Martin drew attention to the following points:
Conclusion of 2019-20 round
a. STEP 2020 - despite the challenging times because of the COVID crisis, seemed to work well.
b. August and summer pool 2020 - Numbers pooled compared to previous years were similar, but number fished was down. The summer pool had very little fishing going on in maths. The Faculty’s first mathematicians (two) were admitted via Adjustment.
c. Numbers, for this round - Women were more successful with STEP this year. Highest proportion of women were admitted for a long time (22.9%) (the proportion of female was up at every possible stage compared with last year.
d. Numbers, for October 2020 entry - The Faculty admitted roughly the target number of students, 253 (target 255).

b) STEP Co-ordinator’s report
The DoS received the paper. Stuart Martin drew particular attention to the following points:
a. There is no direct link between Cambridge Assessment (CA), which is merging with Cambridge University Press, and the Faculty since Stephen Siklos passed away. CA announced on 20 October that STEP 1 was being discontinued, without consultation with the Faculty and/or Colleges. The Chair of Faculty Board was asked to write to CA on this point.
b. A discussion was held regarding gender balance research. Paul Fannon advised the Committee of a new initiative where current students are going to be asked about their experience regarding STEP and asked if any of the members would be interested in taking part in it.
c. The members also discussed online proctoring.

c) Faculty Admissions Officer
The DoS received the paper from the Faculty Admissions Officer. Orsola Rath-Spivack drew attention to the following points:
a. The number of IA students starting this year is close to the Faculty target. The intake shows a rising trend but is still below that in the preceding three years, which had consistently exceeded the previous target of 250.
b. The breakdown by gender shows an increase in female students, that jumped up to 23.2%.
c. The breakdown also shows a slight increase in home students.
d. The DoS showed their concern over the discontinuation of STEP Paper 1 and Cambridge Assessment’s lack of discussion with the Faculty. They also gave a unanimous commitment to the continuation of STEP Papers 2 and 3.

d) MUAC
The DoS have not received the unconfirmed minutes of the MUAC meeting held on 3 November 2020. Stuart Martin had nothing further to add.

e) Preparation for admissions interviews
The DoS have received from Stuart Martin the guidance document regarding Whereby, a tool used for admissions interviews, and discussed its usage, basic facilities and potential interview issues.

6. Tripos matters
a) Teaching Committee draft report on Examinations
Jack Button said special thanks to all the Chair of Examiners, Examiners, Jonathan Evans, John Lister, Andrew Thomason and Julia Wolf for their hard work ensuring that the examination and assessments could go ahead.
The DoS received the draft report on Examinations from the Chair of the Teaching Committee. John Lister drew attention to the following points:
a. The 2020 exams were completely abnormal in many respects. The External Examiners’ reports were very congratulatory about the alternative arrangements that the Faculty put in place.
b. Plan A for the 2021 exams is to hold them in the traditional manner, in-person and invigilated, in sufficiently large examination halls to allow social distancing measures. Plan B is to have traditional 3-hour, closed-book examinations online with online proctoring to ensure integrity.
b) Feedback on Michaelmas Term lectures and supervisions
The DoS received the report from the Chair of the Teaching Committee and the Director of undergraduate Education. John Lister drew attention to the following points:

a. All undergraduate lectures are being pre-recorded and posted on Moodle pages for each course.
b. The Faculty recommend that each lecture recording must be posted before the schedules time of the lecture and the students were advised to watch the lectures according to the timetable as a way of giving some pattern and structure to their day.
c. Feedback from the 2nd week questionnaires were sent out to the lecturers.
   i. John Lister asked the DoS for feedback on how the students are doing and how we could improve lecturing. Irena Borzym believes students are having time management issues because they can re-watch a video as and when they wish and do not keep to the timetable as they were advised. Anthony Ashton commented that students might not take watching the video seriously for the first time as they can re-watch it as many times as they wish.
   ii. It was confirmed that the lecture videos will be available on Moodle until the end of this academic year.
d. Peter Haynes asked the DoS to comment which Part should be given a priority returning to the CMS next term for in-person teaching/lecturing, if that is a possibility. Most of the DoS felt that the priority should be given to the IA cohort while others felt that Part III should be prioritised.
e. A question about live Zoom sessions was raised (which was not encouraged at the start of the term) and Jonathan Evans confirmed that this could be reviewed. Unfortunately, not all lectures can be recorded live as the Faculty does not have enough facilities, but priority could be given to Part IA.
f. Jonathan Evans advised the DoS of the wording that is sent to any undergraduate student, who requests access to higher year’s Moodle pages. He and Jack Button would like to thank the DoS for responding so quickly when asked by email for their opinions on this.

A discussion about the percentages of online and in-person supervision was held. It was reported that students are grateful for any in-person supervision and where possible that should be arranged, although it was recognised that there may be many reasons why it is not practical to do so. A further discussion followed about the priority use of the CMS for supervisions from next term to allow PhD students and others without a College room the opportunity to supervise in-person.

c) Payment for supervision of Part III essays
The DoS received the proposal from Stephen Cowley who drew attention to the following points:

a. Part III students are encouraged to write a Part III essay and the Faculty encourages Post-Docs to set essays with the supervision of a more experienced member of staff. A one-off payment of £55 can be claimed for marking the essay. Due to recent guideline changes the assessors are asked to hold up to three supervision meetings for which they cannot claim currently. These payments would go through CamCORS.
b. Part III Astrophysics students can claim for the supervision of research projects.

The DoS agreed to support the claims from Post-Docs for up-to three essay meetings as a supervision activity.

7. Membership of other committees
   Part III Permissions Committee
   The DoS were asked to nominate one member vice Dr I Borzym to serve for three years from 1 January 2021 and noted that there should be no more than two Fellows from any single College. The DoS agreed to re-appoint Dr I Borzym.

8. Directors of Studies details
   The DoS received the list and were asked to advise the Undergraduate office (undergrad-office@maths.cam.ac.uk) of any changes.
9. **Any other business**
   a) Jack Button advised the DoS that the Part II Analysis of Functions (Lent term) is now a 24 lecture course.
   b) Orsola Rath-Spivack advised the DoS that all outreach activity will be held online until the end of May.
       The summer ones may or may not be in-person.

10. **Date of next meeting**
    The Committee agreed to meet, subject to final confirmation, on Friday 14 May 2021, 11.00 – 13.00.