

**Minutes from the Annual General Meeting of the Directors' of Studies in Mathematics to be held in the Wordsworth Room, St John's College, on Tuesday 7 February at 2pm**

<b><u>Present:</u></b>	Dr I Borzym	St Catherine's	Professor H Osborn	Trinity
	Dr G Bowen	Churchill	Dr R J Samworth	St John's
	Dr C J Brookes	Corpus Christi/St Edmund's	Professor J Saxl	Caius
	Dr R Camina	Fitzwilliam	Dr S T C Siklos	Jesus
	Dr N Datta	Pembroke	Dr J M Stewart	King's
	Dr M Dörrzapf	St John's	Dr L Storoni	Sidney Sussex
	Dr M Dunajski	Clare	Dr P Tillett	Newnham
	Dr J M Evans	Caius	Dr T Tokieda	Trinity Hall
	Professor A M W Glass	Queens'	Dr M J Walters	Peterhouse
	Dr R Hunt	Christ's	Dr C G Wells	Downing
	Dr O Maleva	Emmanuel	Dr R M Williams	Girton
	Dr S Martin	Magdalene		

1. **Apologies:**

Dr J Gog (Queens'); Professor I Leader (Trinity); Dr A Tristram (Churchill); Professor T W Körner (Trinity Hall/Lucy Cavendish); Dr Button (Selwyn); Dr N Nikiforakis (Selwyn); Dr H Ardevan (New Hall); Dr S Demoulini (Downing);

2. **Minutes of the Annual General Meeting held in 2005** were approved with a couple of amendments: Dr J M Evans, Caius College was present at the meeting. Professor Leader was marked both present and as sending apologies.

3. **Matters Arising**

**Min 2(a) – Changes to A Levels**

It was noted the change to AS Further Maths as an entry requirement for Mathematics should be in the prospectus for the 2007 entry. This may be slightly premature, as it will be announced after the students make their A-level choices; but the AS could be taken in Year 13 if necessary.

**Min 3 – STEP Coordinators asked to consider possible changes to STEP to make it suitable for AS Further Maths applicants**

The STEP Coordinator does not believe that changes are required and following discussion this seemed to be the view of the Directors of Studies. As a result of this discussion questions were asked about the possibility of Directors having information on what modules candidates will take (not just the modules already taken). Some Colleges do have this question on the Supplementary Questionnaires that are sent out with the interview papers and it was agreed that MD writes to Geoff Parks to ask if this information could be included as a question on the SAC.

4. **STEP**

(i) **STEP 2005: Coordinator's Report**

STCS explained that the proposed in-house, round-the-table marking procedure should enable the team of markers to complete each paper within two days which should both improve reliability and also make it easier to meet the very tight timescale. During the discussion points were raised concerning the introduction of alphas. The Committee recognised the merits of this but after lengthy discussion Directors of Studies agreed to leave things as they are.

(ii) **STEP Easter School Report**

STCS explained the criteria used in selecting which students should attend the Easter School i.e. the sort of school the student attends and the amount of preparation for STEP available at their school. It was noted that a survey of previous participants of the school who are now students here is taking place. It was agreed that

the school seems to be useful and should continue at least until the results of the survey are complete. Following a further question on selection of participants it was agreed that one candidate from each College should be selected for the School and then any further places will be picked on a random basis but taking into account school background and STEP support at the school.

- (iii) STEP Easter School Funding  
STCS explained that although the School will be funded by a generous donation of £5K from Trinity College which is matched by the Sutton Trust there is a possibility that there may be a shortage of funding due to the increased number of participants. Directors of Studies agreed that they could see no reason why Colleges, in the event of a shortfall, should not be asked to pay a small sum (likely to be about £35) for each of its participants.

## 5. Changes to Parts 1A and 1B

- (i) Part IA Analysis

The Analysis I course is currently rather overloaded and there is a curious overlap between Analysis I and Numbers and Sets. This overlap is due to the fact that Mathematics with Computer Science students and Mathematics with Physics students in the past did not have to attend lectures in Numbers and Sets and therefore a certain part of the material had to be repeated in Analysis I. From this year Mathematics with Computer Science students have been forced to do Numbers and Sets and therefore the overlap is now only for Mathematics with Physics students. The Curriculum Committee was asked to look at this situation and suggested two options: Option A – do nothing; Option B – remove the overlap from Analysis I but instead either

- (1) force Mathematics with Physics students to attend Numbers and Sets
- (2) force them to go to the relevant lectures on Numbers and Sets
- (3) arrange a series of lectures for these students
- (4) arrange some reading material

Following discussion Directors of Studies felt that a combination of Option B3 & Option B4 would be the most sensible way forward. Considering that the number of students concerned would be very small (last year there were only 9 Mathematics with Physics candidates, of which most of them had been advised to attend Numbers and Sets anyway), and following discussion, it was agreed to recommend that Lecturers prepare a special examples sheet and run maybe two or three lecture-type classes for these few students.

- (ii) Directors of Studies were reminded that changes to Part IB Methods and Complex Methods/Analysis will be implemented for 2006/2007. As some Directors were unaware of these changes it was agreed that MD would circulate the new Part IB schedules to them

## 6. Transcripts and CamSIS

Directors of Studies endorsed the decision of the Faculty Board to have the rank order removed from the examination information held on CamSIS. Directors agreed to recommend that the official transcript in Mathematics issued by the Faculty to the student should only contain information about the student's class and should not contain the subjects taken or information about marks, alphas or betas obtained on any questions. Directors of Studies are of course free to use information that is given to them by the Faculty in the Class Lists in their references or in other College documents.

## 7. Orders of Examinations

Directors of Studies agreed that as a result of the changes in the Computer Science Tripos, the proposal by the Faculty Board as outlined below is acceptable:

### Part IA

Paper 1	June 1 <sup>st</sup> am
Paper 2	June 2 <sup>nd</sup> pm
Paper 3	June 6 <sup>th</sup> pm
Paper 4	June 5 <sup>th</sup> pm
Paper 5	June 5 <sup>th</sup> pm
Paper 6	June 10 <sup>th</sup> am

## Part IB

Paper 1	June 6 <sup>th</sup> am
Paper 2	June 7 <sup>th</sup> pm
Paper 3	June 8 <sup>th</sup> am
Paper 4	June 9 <sup>th</sup> pm

## Part II

Paper 1	June 5 <sup>th</sup> am
Paper 2	June 7 <sup>th</sup> am
Paper 3	June 8 <sup>th</sup> pm
Paper 4	June 9 <sup>th</sup> am

## 8. Reports

### (i) Faculty Open Day Report

The Committee received the report of the Faculty Open day, and of the other events at which the Faculty Admissions Officer had made presentations.. Several Directors commented on how well the Open Days had run and the meeting noted that the date of the next Open Day will be Saturday 6 May 2006.

### (ii) Supervisor Training Report

The Committee received the report of Supervisor Training and Directors of Studies agreed that, wherever possible, only supervisors who have attended a training course should be used.

### (iii) Induction Meeting Report

The Committee received the Induction Meeting Report.

### (iv) MIT Exchange Report

The Committee received the MIT Exchange report. This Exchange will be running again this year. First year students will shortly receive an e-mail giving them details of a meeting to give them the information. They will need to fill in a form which has to be signed and also have a recommendation from their Director of Studies and Tutor. Any Director who feels the student is not suitable is able to mark this confidentially on the form or should e-mail STCS with the information.

## 9. Admissions Moderation

Following a general discussion concerning cover ratios and the provision of more information on the Pool list with the possibility of designing a spread sheet for this information, the meeting confirmed that they did not wish to make any changes to the current moderation procedure which they considered to be effective. The Committee discussed the idea of increasing the cover ratio of offers to places and agreed that, provided the numbers of candidates in the 1 and 2 grades at STEP does not increase and that the number of places for mathematicians in each college is safeguarded, this idea coupled possibly with slightly more difficult offers, would aid both access and moderation.

## 10. Mathematics with X

### (i) Mathematics with Computer Science

### (ii) Mathematics with Physics

Three possibilities were discussed

- a) to scrap both options
- b) to scrap Maths with Computer Science
- c) courses designed to take students into another Tripos

Directors of Studies were uncertain about the usefulness of the Mathematics with Computer Science option but the recommendation is to see how it will develop over the next year. Directors were much more supportive of Mathematics with Physics but were concerned about the drop in the numbers of students taking Mathematics with Physics in the examinations. Agreed that MD would send round a survey to Directors of Studies asking how many Mathematics with Physics students admitted have converted to straight Mathematics before taking the Part 1A examinations.

## 11. Difficulties in finding supervisors for certain courses

Directors of Studies noted the problem of finding supervisors for some Part II courses but agree that there is not much that can be done at our level. If necessary, classes instead of supervisions could be arranged. Directors should also be aware of problems of some graduate students being overloaded with work as a result of supervising too much.

12. **De-selection of applicants**

A paper was tabled giving the number of applicants deselected by each College. CAO does not have a policy of de-selection of candidates but some, not all, Colleges do have their own policies based on the quality of the marks in school examinations and also the quality of the references, also, particularly with Overseas candidates, whether the strength of their application justifies the cost of their travel.

13. **Sutton Trust Summer School**

STCS reported that last Summer, for the first time, the Cambridge Sutton Trust Summer School did not include a maths programme. There is a lot of work involved for, in the opinion of STCS, not much return. In past years school teachers have been responsible for much of the course but those previously involved are not available this year. The meeting was content with the suggestion that there should be no summer school this year either.

14. **Cambridge STIMULUS Steering Committee**

Dr Brookes has been the Faculty representative on the STIMULUS Steering Committee for years but due to pressure of other commitments has found it necessary to hand over to somebody else. MD will ask Director of Studies by e-mail for any interest.

15. **Teaching Committee Report: Examinations for Parts IA, IB and II of the Tripos, 2005**

There were discussions about whether examiners are putting too much emphasis on the numbers of alphas at the 2.1/2.2 and 2.2/3 borderlines. The Directors of Studies felt that it was important that examiners are reminded of the guidelines given in the Faculty Board Teaching Committee Report 2.10 which summarises the current position very well. MD will report back to the Faculty Board.

Directors of Studies agreed that it would be useful to receive this report in the future and they would also like to have the full external examiners' reports in the future circulated early in the Michaelmas Term.

16. **Rota**

According to the Rota for the Annual Director of Studies Meeting the Annual General Meeting in 2007 will be hosted by Pembroke.

17. **Any Other Business**

**A Levels & Syllabuses**

The question of some sort of guidelines being issued to applicants before they come to Colleges giving them information what they are expected to know when they begin their course in October was raised. Following discussion on the Faculty workbook, STCS asked for suggestions for improvements.

MD, STCS  
February 2006