

# Annual Report of the Teaching Committee

May, 2007

1. The Teaching Committee is required by its terms of reference to provide an annual report to the Faculty Board in the Easter Term.
2. The members of the Teaching Committee are currently

Prof T Fokas	Dr T W Körner
Prof I Leader (Chair of Curriculum Committee)	Dr J R Lister
Dr G Paternain	Dr S T C Siklos (Chair)
Dr R M Williams	Dr D P Kennedy
Ms A B Thompson (Junior Member, Churchill, Part II)	
Mr T Sutherland (Junior Member, Emmanuel, Part II)	

Junior members are nominated by the Chair of the Committee and appointed by the Faculty Board. Recent practice has been to seek expressions of interest by means of an e-mail to all Part IB students before the beginning of the academical year, and to invite the Junior Member at the end of his or her first year of service to serve for an additional year, so that there is a Part IB representative and a Part II representative.

3. We met a total of 4 times in the 2007/07, in the Michaelmas term. As usual, the major items on the agenda were a review of the undergraduate Tripos examinations, and a review of teaching (mainly lectures) quality.
4. We provided a detailed report on the undergraduate examinations to the Faculty Board based on reports of the Examiners and the External Examiners, on examination data such as statistics and the actual questions, and on the information from the e-mail questionnaires. Our report was used as the basis of the Faculty Board's response to the Education Committee of the General Board. This report was considered by the Board at its November meeting.
5. We provided a report to the Faculty Board on undergraduate teaching, based on the e-mail questionnaire in conjunction with the data provided by the Faculty Office from the paper questionnaires. From this information (together with examination data and statistics), we were able form judgements on the overall undergraduate programme. With very few exceptions, the teaching provision was found to be good or, in some cases, excellent. A small number of courses/lecturers were referred to the Heads of Department for possible action. This report was considered by the Faculty Board at its meeting in February.
6. In addition, the Teaching Committee was involved in various miscellaneous activities (for some of which the Board has received an independent report), including:
  - Induction session for first year students;
  - Examination briefing session for Part IA students;
  - E-mail to Part IA students explaining the rubric for the examination;
  - Advising on the choice of lecturers;
  - Advising on the timetable for lectures;
  - Supervisor training sessions (though this has now been largely taken over by the Staff Development Office).