

# Annual Report of the Teaching Committee

May, 2013

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

Dr Colm Caulfield  
Dr Berry Groisman  
Prof Imre Leader (ex officio, Chair of Curriculum Committee)  
Dr Susan Pitts  
Mr Jack Williams (Junior Member, Clare, Part IB)  
Mr David Mestel (Junior Member, Trinity, Part II)  
Mr Clive Newstead (Junior Member, Robinson Part III, co-opted)

Dr Tom Fisher  
Prof John Lister  
Dr Vicky Neale  
Dr Stephen Siklos (Chair)

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 (or possibly a Part III representative and a Part IB or II representative).

3. We met a total of 7 times in the academic year 2012/13. As usual, the major item on the agenda was a review of the undergraduate Tripos examinations, but there were an unusually large number of other matters needing our attention this year.

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, having previously been received by the meeting of Directors of Studies.

We also: reported in general on feedback; set up and monitoring the two-week feedback process; reported on the National Student Survey findings; recommended to the Faculty Board a policy on the provision of printed notes; reported on follow-up supervisor training and helped to run a meeting for supervisors in the Easter term.

4. We provide a report to Heads of Department (and to the Director of the Statslab) on the teaching of their departments, based on the paper and on-line questionnaires. A small number of courses/lecturers are referred to the Heads of Department for possible action. In general, the feedback from students was very positive.

In this year's report we drew the attention of the Heads of Department to a total of 12 courses (out of 61): for 3 of these we recommended some action be taken by HoDs; for the other 9 courses the issues were either relatively minor or related to the schedule and/or the take-up.

5. In addition, members of the Teaching Committee were 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;  
Advising on the choice of lecturers;  
Advising on the timetable for lectures;  
Supervisor training sessions (this year two sessions were run 'in-house' and two later sessions were run by Personal and Professional Development section of the University HR division).