

UNIVERSITY OF OXFORD: DEPARTMENT OF PHYSICS

PHYSICS JOINT CONSULTATIVE COMMITTEE

HT23-2: 13:00 on Wednesday, Wk 7 HT23
Robert Hooke Meeting Room

ATTENDANCE

• Those Present

- Wendy (Yixuan) Dang (WD) - Chair, PhysPhil Rep
- Om Gupta (OG) - Secretary
- Naiqi Zheng (NZ) - 1st Year Rep
- Helena Bhattacharya (HB) - 1st year Rep
- Gareth Hopkins (GH) - 2nd Year Rep
- Woon Sing Lau (WSL) - 3rd Year Rep
- Hans Kraus (HK) - Head of Teaching
- Jenny Barnes (JB) - Teaching Laboratories Manager
- Carrie Leonard-McIntyre (CL-M) - Assistant Head of Teaching
- Malcolm John (MJ) - Academic Committee
- Hannah Glanville (HG) - Teaching Faculty Administration Officer

• Apologies From

- Jack Barker (JaB) - Webmaster
- Jamie-Anne Davey (J-AD) - 1st Year Rep
- Thomas Ford (TF) - 2nd Year Rep
- Bradley Westwood (BW) - 3rd Year Rep
- Suat Baris Tuncay (SBT) - 4th year Rep, MMathPhys Rep
- Uri Sharell (US) - 4th Year Rep, MMathPhys Rep
- Andrew Okukura (AO) - 4th year Rep, EDI Rep

MINUTES

1. Minutes of last meeting (Wednesday, Wk 2 HT23) (5)
 - (a) No matters arising

2. Committee business (20)

(a) **Chair**

i. Amendment of constitution regarding election

- WD began the meeting by congratulating the new executive committee consisting of GH as the chair and HB as the secretary and started the discussion on amending the constitution to have PJCC year representatives change year on year.
- CL-M said election practices can change permanently but this would involve a change in the PJCC's constitution that would have to pass through various governing bodies.
- HK said it would be more fair to have elections every year but also emphasised there should be no vacancies left in the PJCC
- HB noted that it is confusing having executive elections and year rep elections at different times but WD said this is necessary to ensure that there is an executive committee in place to conduct year rep elections in MT
- WD echoed HK's concerns about there not being enough applicants every year but GH noted this wasn't the case in the past two 1st year rep elections
- Hence, WD recommended that the constitution should be amended to have year rep elections for the entire undergraduate body every year and there was consensus in the PJCC

ii. Changes to the undergraduate newsletter

- CL-M reiterated that the Teaching Office will not use the undergraduate mailing list to send the newsletter after this issue as including certain societies in the newsletter makes it appear as if the Department endorses these societies which is not the case
- CL-M instead recommended using the PJCC website to host the newsletter and would consider using the mailing list to send a link to the website as an alternative
- WD mentioned including a call for solutions to the 2018-19 papers in this issue of the newsletter and said she would send the link of the google drive folder containing these solutions to the new chair GH

(b) **Secretary**

No business

(c) **Webmaster**

No business

3. Year reps' business (15)

(a) **First Year**

i. Feedback for first year GP report marking

- NZ mentioned it is difficult to incorporate the feedback from the GP report when writing the OP report in first year because the feedback on the report isn't given on time

- NZ also said he would prefer the GP report marking to be in person like the OP report marking
- JB mentioned that GP report marking used to occur in person but switched to an online format because of the pandemic
- MJ said that reports were assigned to markers promptly and wasn't aware that there was a delay in feedback. MJ also believed online marking was more convenient for what was a short discussion that didn't require a trip to the Teaching Labs
- HB agreed with MJ about online marking but mentioned that she hadn't received the feedback for her report either
- MJ thanked the year reps for the feedback and said he would look into it promptly

(b) Second Year

- i. Including overlap between recorded lectures to prevent them from being cut off
 - OG brought up the possibility of including an overlap between recorded lectures since lecturers often continue past the hour mark leading to lecture recordings being cut off since cameras in lecture halls are programmed to record only till the hour mark.
 - The Teaching Office said this is not possible and although it seems daunting, students are advised to walk out if lecturers exceed the time given to them
 - HG and CL-M have reminded lecturers multiple times about these time limits and CL-M noted that if lecturers continue to exceed these time slots, it could be an indication that the number of lectures allocated to their course might not be enough to cover all the content thoroughly
- ii. (Audio) quality of lecture recordings
 - GH mentioned a buzz that was present throughout a lecture recording
 - HG took note of it and said she would look into it

(c) Third Year

- i. Encourage authors of lab scripts to use full names instead of initials
 - WSL said it was difficult to cite lab scripts because they contained just initials instead of full names of authors
 - JB said this was by design and is standard practice in academia

(d) Fourth Year

No business

4. PhysPhil business (5)

(a) Updates from PhysPhil committee

- WD said there will be a change of course in the 2nd and 3rd year as more philosophy options are made available to students
- In reference to a change in the mode of administration for philosophy exams mentioned in an earlier meeting, WD said she attended the orientation for the new typed exams and was quite impressed by the arrangements made for exams which would require both typed and written answers

5. **MMathPhys business** (5)

No business

6. **Physics Forum**

No business

7. **Practical Course business** (5)

No business

8. Any other business (5)

(a) Queries about exams

- Teaching Office said it has talked to exam schools about holding exams earlier in TT but decision ultimately lies in their hands
- GH asked when assessed practicals would be conducted if exams were to be held earlier and JB responded by saying they will most likely be held in 6th week TT