

UNIVERSITY OF OXFORD: DEPARTMENT OF PHYSICS

PHYSICS JOINT CONSULTATIVE COMMITTEE

HT23-1: 13:00 on Wednesday, Wk 2 HT23
Robert Hooke Meeting Room

ATTENDANCE

• Those Present

- Wendy (Yixuan) Dang (WD) - Chair, PhysPhil Rep
- Om Gupta (OG) - Secretary
- Jack Barker (JaB) - Webmaster
- Jamie-Anne Davey (J-AD) - 1st Year Rep
- Naiqi Zheng (NZ) - 1st Year Rep
- Helena Bhattacharya (HB) - 1st year Rep
- Gareth Hopkins (GH) - 2nd Year Rep
- Thomas Ford (TF) - 2nd Year Rep
- Woon Sing Lau (WSL) - 3rd 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
- 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
- Alessandra Vetrugno (AV) - Lead Librarian for Physical and Applied Sciences

MINUTES

1. Minutes of last meeting (Wednesday, Wk 7 MT22) (5)
 - (a) No matters arising

2. Committee business (30)

(a) Chair

- i. Update from academic course committee
 - Possibility of early exams
 - WD mentioned department contacting examination schools in order to conduct exams earlier - possibly in 7th week.
 - Examiner's reports
 - WD asked the Teaching Office for an expected date for uploading examiner's reports. CL-M said there were still 2 reports missing from the draft but the draft would be uploaded in its current state and attach missing reports at a future date
 - Introducing a poster project as the teamwork element to the course
 - WD mentioned IOP's recommendation to add a teamwork element to the course after its visit.
 - JB said the current proposal is to have a poster competition between colleges. The initial step would be to talk about it with the wider teaching faculty and that this would most likely be a long term initiative
 - JB also recommended the PJCC to contact her if they had any alternative ideas
 - Study spaces in the department
 - WD asked the PJCC about the kind of group spaces they would like to see in the department
 - HK said he has already raised the question of group spaces with the head of department. Would be easier to have group study spaces allocated if the specific nature of group spaces was clarified better
 - GH suggested setting up a google form to ask year group what kind of group spaces they want
 - MJ asked for the use case of these spaces and SBT responded by saying use case is for short periods between lectures. MJ then recommended the Clarendon or DWB canteens as possible solutions
 - US recommended placing several whiteboards throughout the department as an alternative to creating dedicated group spaces
 - HB suggested computing lab space as a possible solution. JB said the computing lab spaces could be used any time between 9 to 5 as long as it wasn't completely occupied
 - Physics department branded merchandise
 - WD mentioned the physics department's plans to launch branded merchandise for students to purchase
 - CL-M said the merchandise should be reminiscent of time at university and there is a possibility of personalised merchandise. Garments with the logo of the physics department is the current idea
 - JaB raised the possibility of talking to Physsoc about the merchandise but CL-M said the department is trying to be neutral in this matter and not base the design on a society's merchandise

- US mentioned the maths department running a half-price sale to encourage students to purchase merchandise as a possible recommendation once the merchandise was launched
 - WD mentioned the possibility of students designing and getting students to vote on best designs. However, CL-M said it wouldn't be possible to appease everyone and copyright issues could be a possibility
- ii. Feedback for the first edition of the undergraduate newsletter
- WD asked the PJCC for feedback on the first edition of the newsletter
 - CL-M mentioned it wouldn't be possible to attach termcards of societies in future editions if it were to be sent as an email. Instead, CL-M recommended the PJCC to upload it on the website and send a link of this webpage to undergraduates instead
 - TF pointed out that the PJCC website isn't updated regularly. JaB said he would be able to maintain the website better if he has data or news items to work with
- iii. Uploading past paper solutions by students
- WD suggested uploading past paper solutions by students to PJCC website as a means of keeping it more up to date
 - TF raised the question of how solutions would be vetted before uploading
 - JaB suggested uploading a common final answer to questions after going through multiple scripts but AO suggested giving intermediate steps to the solution could be better practice
 - SBT said students' solutions would have lesser credibility than those written by tutors. Hence, SBT suggested the possibility of asking tutors if they'd be willing to share their solutions
- (b) **Secretary**
- i. Sending links to summer programs to the Webmaster
- As another way to keep the website up to date, OG recommended the PJCC to send links to any summer programs or anything they believe should be displayed on the PJCC website to JaB. JaB affirmed that he would then update the website as quickly as time permitted.
- (c) **Webmaster**
No business
3. Year reps' business (10)
- (a) **First Year**
No business
- (b) **Second Year**
- i. Lecture recordings ending slightly before the lecture ends
- TF mentioned lecture recordings often ending abruptly before the lecture finishes.
 - HG mentioned that cameras are set up to record 1 minute past the hour for 60 minutes so the Teaching Office are unable to do anything if lecturers run over the hour mark

- ii. Lecture downloads no longer being available
 - TF mentioned that students were not allowed to download lectures anymore
 - HG said students are not allowed to as a part of university policy and if they had earlier, it must have been a mistake
 - TF also mentioned that students were not able to set quality of recordings on Panopto anymore and HG said this wasn't something the Teaching Office had changed on their side and will be looked into
- (c) **Third Year**
No business
- (d) **Fourth Year**
No business
- 4. **PhysPhil business (5)**
No business
- 5. **MMathPhys business (5)**
No business
- 6. **Physics Forum**
No business
- 7. **Practical Course business (5)**
No business
- 8. Any other business (10)
 - (a) Bodleian Reader Survey results for Physics
 - AV presented a report on a survey taken by physics undergraduates concerning the Bodleian libraries' collections for Physics
 - Citing a 88% satisfaction level, AV said physics students were generally quite satisfied with the collections and said the Bodleian libraries were already working on increasing access to more non-reading list ebooks in response to qualitative comments
 - In response to slight dissatisfaction with group study spaces, AV said new Radcliffe Science Library, scheduled to open in MT23, will feature extra group study places and team rooms for students to work in
 - AV also mentioned dissatisfaction with wi-fi services and said new RSL will feature greatly improved wi-fi services.
 - (b) Inappropriate incidences in the department
 - CL-M mentioned an incidence of inappropriate images drawn on a black-board during a lecture and an incidence of inappropriate behaviour in the washrooms beside the Martin Wood lecture theatre
 - CL-M reminded the PJCC that students are expected to uphold a certain standard of decorum while in the department and incidents like these are deeply disapproved of.