

# UNIVERSITY OF OXFORD: DEPARTMENT OF PHYSICS

## PHYSICS JOINT CONSULTATIVE COMMITTEE

MT23-2: 13:00 on Wednesday, Wk 7 MT23  
Robert Hooke Meeting Room

### ATTENDANCE

#### • Those Present

- Gareth Hopkins (GH) - Chair, 3rd Year Rep
- Jack Barker (JaB) - Webmaster
- Milton Lee (ML) - 1st Year Rep
- Kiefer Lim Yi Heng (KLYH) - 1st Year Rep
- Naiqi Zheng (NZ) - 2nd Year Rep
- Om Gupta (OG) - 3rd Year Rep
- Bradley Westwood (BW) - 4th Year Rep
- Wendy (Yixuan) Dang (WD) - PhysPhil Rep, 4th Year Rep
- Hans Kraus (HK) - Head of Teaching
- Jenny Barnes (JB) - Teaching Laboratories Manager
- Carrie Leonard-McIntyre (CL-M) - Assistant Head of Teaching
- Hannah Glanville (HG) - Teaching Faculty Administration Officer
- Georg Viehhauser (GV) - Academic Committee

#### • Apologies From

- Helena Bhattacharya (HB) - Secretary, 2nd Year Rep
- Woon Sing Lau (WSL) - 4th Year Rep
- Hazel Crescent (HC) - 1st Year Rep
- Thomas Ford (TF) - 3rd Year Rep

### MINUTES

1. Minutes of last meeting (Wednesday, Wk 2 HT23) (5)
  - (a) No matters arising
2. Committee business (20)

(a) **Chair**

- i. Fire alarm testing on Thursdays 1pm
  - CL-M said the fire alarm used to go off at 8:30 am but they need as many people in the building as possible.
  - The alarm now goes off at 1pm, which should be okay since lectures should finish 5 minutes before the hour.
- ii. Update on MMathPhys election
  - GH said they have so far been no applications for MMathPhys rep.
  - CL-M suggested asking the wider MSc group for applications (from MMath or other initial courses).

(b) **Secretary**

*No business*

(c) **Webmaster**

- JaB informed everyone that the hosting platform for the website is about to be changed and this should take place over the Christmas. vacation.

3. Year reps' business (15)

(a) **First Year**

*No business*

(b) **Second Year**

*No business*

(c) **Third Year**

- i. Update on examiners reports
  - GH asked CL-M and HK about when 2023 examiner reports will be released.
  - CL-M said it was more useful to upload the report in full as the department is still waiting on the chair of examinations.
  - JaB pointed out that there were some things missing from last year's report so it is better to wait and have a complete report.

(d) **Fourth Year**

- i. Ethernet access for 4th year project students
  - GH raised WSL's concern about ethernet access for MPhys students.
  - HK said that there is a process for registering a laptop with Physics IT department to obtain ethernet access.
  - CL-M asked WSL to contact her regarding his specific issue.
  - HK also noted that there are strict regulations around this for safety reasons.

4. **PhysPhil business** (5)

(a) PhysPhil student access to DWB

- WD said PhysPhil students do not have access to DWB level 4 and higher.
- CL-M said that this should not be the case and said that she will check this.

5. **MMathPhys business** (5) *No business*

6. **Practical Course business** (5) *No business*

7. **Any other business** (5)

(a) National Student Survey feedback

- HK brought up the low score for Oxford Physics on course organisation, as the department wants to better understand the opinions of students.
- ML noted that an example of this is perhaps that tutorials often happen ahead of the lecture schedule, as tutors are unaware of when problem sheets should be set.
- GH suggested a "blind" feedback session where the PJCC gives feedback on the department without the Teaching Faculty representatives present.
- HK said that students are also often unaware of how their feedback is implemented in the department.
- The Teaching Faculty again emphasised the importance of large amounts of constructive lecture feedback.