FACULTY BOARD OF PHYSICS AND CHEMISTRY

A meeting was held on **Friday 27 May 2016**
in the Committee Room, Hoyle Building, Institute of Astronomy, Madingley Road

There were present: Professor GF Gilmore (Chair), Mrs M Howe (Secretary), Dr P Barker, Professor SM Best, Professor M Blamire, Dr C Ducati, Professor MJ Duer, Professor AC Fabian, Professor CA Haniff, Dr HRN Jones, Dr KM Knowles, Professor MA Parker, Mr R Parthipan, Professor JS Richer, Dr JM Riley.
Observer: Professor P Townsend.

Apologies were received from: Ms M Danowska, Dr HP Hughes, Dr W Nolan, Professor JA Pyle, Ms S Sharma.

MINUTES

Unreserved Business

16401 Minutes
The minutes of the meeting held on 11 March 2016 were approved.

16402 Matters arising from the minutes
The Board noted the comments from the Faculty Board of Earth Sciences and Geography about the Learning and Teaching Review of the Institution of Astronomy.

16403 Research Office Review
Views of the Departments and Faculties had been requested about changes they would like to see in research administration. As the deadline for responses had fallen before the date of the Board meeting, Departments had submitted their views and no collective response was provided.

16404 Use of Timetable for Taught Courses
The Board noted that Educational and Student Policy had circulated a notice (paper FB/16403) that from 2017-18 all taught courses at undergraduate level must be included in the University’s Timetable system. While Graduate courses may continue to be entered into the system it would not be compulsory to include them.

16405 Pilot Project in Lecture Capture
The Board received, as paper FB/16405, a letter from the Pro-Vice Chancellor for Education concerning a pilot project to assess the benefits of lecture capture. It was noted that Physics was in principle interested in participation but currently lacked technical staff to do so.

16406 Students’ issues
Mr Parthipan confirmed that students were enthusiastic about lecture capture; Dr Jones reported that in Chemistry they were less keen on electronic handouts. Professor Duer reported that her section in Chemistry would be trialling lecture capture. It was noted that it was expensive and not technically straightforward to
capture a live presenter who moved about; aural capture with powerpoint presentations was an easier option.

16407 Any other business
There was none.