Teaching Committee
Summary of outstanding actions (12/11/2008)

http://www.inf.ed.ac.uk/admin/committees/teaching/meetings/

Wednesday 4th September 2008 in Appleton Tower Room 4.13

3.2 MSc Rubric
New wording for the MSc rubric has yet to be decided, however this will be provided for the setting of the December 2008 examinations.
ACTION: A. Smaill

5. Recruitment Report - B. Webb
5.1 Student Intake and Retention
The UG Selector identified a need for greater reporting capacity to assist tracking of admissions decisions, especially for those with direct entry to second year (POE2). The selector advises POE2 students to consult the INF1 web pages to identify gaps in their knowledge, so that they can work to fill these gaps.
ACTION: ITO to consult with staff to identify reports required for admissions purposes.

6.3 Recommendations on expected times for course work
ACTION: S. Anderson to update existing guidance from M. Cole, and make this more visible to staff. Once confirmed this will be distributed to Course Organisers by the ITO, and to the College Teaching and Learning Committee by S. Anderson.

6.5 Progression Rates
It was proposed that programming diagnostic tests should be offered to students, so that they can identify which areas they have mastered and which require more work.
ACTION: A. Simpson and S. Anderson to devise test for INF1B students in the first instance.

6.6 Class Representatives
ACTION: S. Anderson to provide nomination form to course organisers.

8. Computing Support for Teaching
The Computing Support report was taken as read. S. Hammond asked about using a School media server to host screencasts for the IJP course; currently the Information Services charge £200 for 2G, which seems expensive.
ACTION: S. Anderson to speak with A. Scobie, G. Duckett, and M. Fourman about local hosting for podcasts.

Thursday 12th June 2008 in Appleton Tower Room 4.13

10. Year Organiser Reports
ACTION: S. Anderson to clarify with A. Storkey points raised in the UG4 report about term papers that were discussed by the Committee under point 4.2.

4.2 Term Papers
It was agreed that all term papers be reported as coursework and that marks could be returned to students according to the existing policy for coursework.

It was suggested that all coursework be submitted to and returned by the ITO to ensure a consistent approach. In addition, the ITO would provide detailed marking instructions when they conveyed submitted coursework to the relevant member of teaching staff.
Wednesday 28th November 2007 in Appleton Tower Room 4.13

3.1 - Assessment of Part-Year VUG Students (S. Anderson & M. Fourman)
Staff were advised that previous examination questions, with appropriate alterations, could be used for the Visiting undergraduate examinations in the December diet as the exams were often for one or two candidates.

3.3 Decision on Electronic and Paper Archives of UG4 Projects (N. McGillivray)
Resources for the scanning of the paper UG4 project archive at KB is still pending.
ACTION: S. Anderson to approach M. Fourman for resources to be allocated.

10. Year Organiser Reports
10.1 INF2
It was requested that a "Current Quota" alert message is added when students log in. It is hoped this will prevent current problems of saving a zero length file if the quota is exceeded. It was confirmed that Support ask course organisers on the required quota for a course, but that back up is the costly factor in any increase in quota.
ACTION: Support to add quota alert message.

Wednesday 10th October 2007 in Appleton Tower Room 4.13

3.1 - Assessment of Part-Year VUG Students (S. Anderson & M. Fourman)
As Senatus Undergraduate Studies Committee confirms that examinations cannot take place outside of Edinburgh, the option of Semester 1 only VUG students taking the exam in the April/May diet at their home institution is not an option. Although it is required for VUG students to be assessed with equal rigour, as a working practice it is permissible for exam setters to use previously set questions with appropriate alterations for the VUG examinations.
ACTION: S. Anderson to advertise staff guidance on setting VUG S1 only examinations.

3.4 Group Work
S. Anderson will provide feedback on group work at the next meeting, since it is too early to assess progress at this stage in the semester.

Wednesday 22nd August 2007 in JCMB Room 2511, King's Buildings

3.2 - Assessment of Part-Year VUG Students (S. Anderson & M. Fourman)
S. Anderson took the assessment of Semester 1 only Visiting Students to College Undergraduate Studies Committee (CUGSC), however the committee would not discuss the issue. College have made a policy decision to continue accepting Semester 1 only Visiting Students based on resource issues, and have stipulated that they should be assessed in the same way as our other students. M. Fourman will pursue this further at the College Strategy and Management Committee.
ACTION: S. Anderson to prepare staff guidance on setting VUG S1 only examinations.

6.3 Group Work
Student feedback indicates that increasing the amount of group work in first and second years will help
create and maintain a social network between students and in turn may help student retention. This is supported by the committee, and steps are being taken to require fewer individually assessed practicals. However, it was noted that this will take a culture change as many students are currently unwilling to undertake work that is not formally assessed. It is hoped that the move to the new teaching accommodation in Appleton Tower with the use of interactive tutorials and the new flip desks will encourage group working and help build a social community within the Informatics student body. This will be monitored in the coming session and fed back to this committee.

ACTION: S. Anderson to provide feedback.

6.4 CompSoc

It was agreed that CompSoc are welcome to attend the Teaching Committee meetings and that it would be appropriate to have a member of staff to assist with CompSoc activities such as Cascaded Learning. As a result, a staff Admin Duty will be created.

ACTION: S. Anderson to appoint staff member to this new role.


M. Fourman has asked that the remainder of the UG4 project archive is scanned and stored electronically prior to destruction.

ACTION: M. Fourman to allocate resource for the electronic archiving of projects.