

Faculty: Business and Physical Sciences

Department: Physics

Date/Time: 17/11/2022, 1:00pm

Student Representative Present:

Zoe Hayne [zoh5], Damien Clarke [dac113], Rhydian David Thomas [rdt9], Lawrence Prigent [lap43], Luke Pearson [lup42], Ayoub Naas [ayn1], Gareth Tuen Griffiths [grg11], Marcus Hall [mah164], Harry Marsh [ham53], Toluwalase Agoro [toa11], Gabriela Jana Griffiths [gig2], Katie Thomas [kat39]

Staff Present: Andy Evans [dne], Eleri Pryse [sep], Chris Finlayson [cef2], Edwin Flikkema [edf], Balazs Pinter [bap],

Xing Li [xxl] (Staff), Youra Taroyan [yot], Simon French [sif4], Morwenna Jeffery [mrj11], Daniel Pugh [dap78], Dave Langstaff [dpl]

In Attendance:

Marina Hughes [mgh5, Minutes]

Apologies/Absent: Terry Hand [teh14]

The meeting started with a welcome from Dave Langstaff and introduced Gabriela Griffiths who chaired the Meeting. Committee members were invited to introduce themselves.

1. **Apologies** – none received
2. **Minutes of last meeting (23/03/2022)** were accepted

3. **Matters arising from last meeting**

Actions from previous meeting

- 7.b - staff to look at how to give automatic feedback but also so that the students can check their learning. Resolved. Teaching being back in-person.
- 7.b - request for exam timetables to go on the Student Record rather than on a spreadsheet. Resolved. IS confirmed that currently not possible and users were encouraged to use Ctrl+F to search for a particular module.
- 7.c – format for exams in 2023. Resolved. Consultation took place, to be discussed further at the meeting.
- 7.c - reports of tutors not reaching out to students this semester. Resolved. Staffing matters are being discussed. Students were advised to feed any personal tutors' issues to Year tutor who then escalate them to Senior tutor and HoD if needed. Dave to forward escalation process to Gabby.
- 7.d - E-mails are not going to joint honours students. Ongoing, known issue. Student Support is working on it.
- 7.d. Dave will discuss with staff what to do about students who are nervous and do not want to present in front of too many people. Ongoing. Reported that going well. Students who feel they can benefit from presenting one-to-one or via Teams should follow DSA process with Student Support.

4. **Computing, Library and Infrastructure Issues (Daniel Pugh, Simon French)**

Daniel Pugh (Computing and Infrastructure)

- Delay with providing users with PCs was highlighted. New PGs – still waiting for IS response to confirm quoted price. Currently all PGRs have been provided temporary machines.
- Excel version in MP 0.01 and MP 3.03 differs, and students struggle to complete work they had been shown. Might be an idea to change a room to use the same one. Need to go via CompSci as their module.
- Receipts for Tii submissions need to be completed manually by students as Tii moved to LTI.
ACTION: Remind students to download digital submission receipt from Turnitin (Dave)
- 4 available computers with Guacamole but not broadly advertised and unclear how to use. FAQs are also not available. Been taken off due to Information security.

Simon French (Library)

- Libraries are open and study spaces are available. Physical Sciences (PS) library is open 8.30am – 5.30pm. Hugh Owen (HO) library is open 24/7.
- Card entry is always required to PS Library and required after 17.30 for HO Library.
- Simon is in the PS library Monday mornings until 12pm and is in HO on Thursday afternoons but he is available on email the rest of the time about reading lists, ideas etc.
- Journals from the PS Library have now been removed due to the fact that there is an electronic access now to all of them via Primo.
- Noted that there is an issue with noise in the Library. Suggestion put forward to re-direct students working in groups to Study rooms rather than using Library as a base. Students should also be reminded not to play games in the Library.
- Printer in the PS Library – request was made to add stapling function.
ACTION: add staples to PS Library printer (Simon)
- Query was raised whether more computers could be added to PC station in PS Library.
- Broad range of book available in electronic version was highly praised.

5. Careers and Employability (Morwenna)

- Weekly drop-in sessions are fun in Llandinam foyer each Wednesday 13.30-15.00.
- Webinars on a variety of topics take place 10.0–12.00, dates announced via mailing service. Recordings are available later for those who cannot attend.
- Guidance sessions with Careers can now be booked in-person or online. Careers main Reception is still in Student Union, however, room for in-person guidance sessions is in Student Welcome centre.

6. Diversity and Inclusion

- PowerPoint presentations shouldn't be on white background with a black font. It had raised previously but still happening in some modules, in particular Year 3. The best option would be to use a light blue background with black text. Equally requested not to use red pen for whiteboard but use black and blue for in-person sessions.
ACTION: Send e-mail to Physics lecturers by default to apply coloured (blue) background and Arial font to PowerPoints (Dave)
- Captions for Panopto recordings. Lecturers can add them, but they wouldn't be available bilingually.
- Exam papers on coloured paper. Students should contact Student Support to discuss Individual exam adjustments.

- Welsh provision was highly praised. However, it was noted that students would benefit from having notes in Welsh as well as assessment sheets even if it is a selective terminology. This will be raised amongst staff. FG modules have sufficient resource to address issues around terminology and availability of notes.
- Issue with timing of feedback for assignments submitted in Welsh and English (Join maths and Physics module). Point was noted, however, also noted that marking might have been done by two different staff members with different time allocation for marking.

7. Student Rep Conference

Will be taking place on the 26th of November. It is a whole day event for Student Reps to attend to learn useful skills, explore future options with Careers and build network. Booking form will go out soon.

8. Student matters

a. Year 4

- Exams format needed clarification. Departments provided a brief summary of exams. Pre-covid exam structure for all modules was the same: 8 compulsory questions in Section A to test the breadth, and 2-4 questions in Section B to test the depth. To accommodate a period of transition after covid and return to invigilated exams as requested by IOP split format was suggested. Short compulsory questions in Paper A sat in Exam Hall and online option for Paper B to keep flexibility, alleviate anxiety and test close to “real life” environment response to a task. Amount of work that needs to be done remains as before and so does the value that carries in the module. Paper A duration is 1,5h due to minimum exam duration requirement. Part B is released at 12.00 and closes at 17.00. The way papers are designed is that 8 questions in Paper A are roughly equivalent to 2 questions in Paper B. Therefore, total completion time for paper B should be no longer than 1,5h for 10c or just over 2h for 20c module. 5h allocated for Paper B completion already include time for a break and travel time. Students who feel they should have extra time for Paper A should consult with Student Support.
Limited number of places in MP 1.00 and MP 2.00 are offered to students for Paper B completion.
- Query was raised whether calculators are allowed. They are unless specified the contrary on the exam paper. Only Casio FX83 and FX85 models are allowed.
Queries were raised if other models might be used.
This policy was agreed by Senate on the recommendation of the Superintendent of Examinations at the time. The issue was the growing variety of calculators/devices with functionality that couldn't be allowed in the exam room, and the need to be able to check what students bring in simply and quickly to allow the exam to start. If Departments had longer lists of allowed devices and they were different for different departments, which could both be examined in the same session, exam room staff who are not subject experts would find it very hard to check. Hence the two models were agreed.
It is likely to be raised again with the exam team, Academic Board and Senate but outcome is likely not to be finalised before January exams in 2023.
Meanwhile students were advised to submit comments via TUN.
- Mathematical and Theoretical Physics Year 4 – extended choice of Physics modules would be highly welcome. Scheme structure might be reviewed by Maths Department.

b. Year 0

- Concern was raised that students were not given any exam papers to practice. They were advised to use Past papers to exercise. Past papers are available on Past papers site as well as on Blackboard. Solutions are available on Blackboard. Students should approach Module - coordinator if individual feedback for test papers is needed.
- Lab practicals have not been marked for many students. Noted that lecturer is off for personal reasons hence marking and feedback is delayed.

c. Year 1

- A survey was conducted amongst students, and it was found that majority of student reported their experience with feedback, assignments, studies as good.
- Teaching sessions appear to be bunched up, so some students have activities heavy days. They are advised speaking to Timetable for the next Semester.
- Assignments and feedback are found useful, constructive and in timely manner in general, few issues with feedback for Lab practicals. Staffing matter in Lab delivery which is being resolved.
- More pre-lab activities / feedback would be welcome. It is recognised that feedback is valuable, however, for a new staffing team looking after Lab modules it is still transitional period.
- Students who arrive late for Lab sessions cause a lot of disruption. It was suggested that reminder of time discipline should be sent.
ACTION: Send e-mail to Year 1 students to emphasise the importance of arriving to Lab sessions on time and add item to L&T agenda (Physics L&T)
- MP 0.11 was reported very cold. Issue was reported to Estates and Facilities.

d. Year 2

- Thermodynamics issue is being raised with Module co-ordinator.
- Workshops are good, feedback is very positive.
- Mathematical Physics – currently technical issue with recording the whiteboard in the class

e. Year 3

- Requested that all long workings are recorded using Doc Camera.
- In general feedback is positive.
- Interior of the Sun – recordings are very quiet. This appears to be technical issue in HO C64 which had been reported.
- Some students requested lecture slides to be released ahead of a lecture.
- List of useful key shortcuts in a teaching room would be highly welcome. Equally might be useful for LTEU to produce condensed document how to use IT.
- Deadlines for assignments follow each other really close. Comment from Department that usually lecturers try and spread deadline evenly.
- PSP students have 6 modules in Semester One and 4 modules in Semester Two. Likely not to be an issue going forward with introduction of 20c modules.

f. Postgraduate

- Induction week: activities for PGR students coincided with Year 1 activities. It was commented PGR students should have Induction via Graduate school and not necessarily during Induction week. formal meeting with Physics PGR Director would be very useful.
- Rooms allocation. Room allocation for PGR student sits with the Faculty and students are provided with temporary space whilst room is being found for them. Queries should come through supervisors.

g. Welsh Medium

- Mailing list is broken. Should be reported to SU.
- Resources are not available via FG links and students have to go to PH links. This is to be reviewed to ensure consistency across modules.

9. Staff Matters

- Introduction of 20c modules will allow to reduce number of modules.

10. AOB

Nothing raised.

Meeting closed at 15.00