Minutes of the meeting of the Management Committee held at 2:15 pm on Tuesday 10th November 2020 via Microsoft Teams.

Present: Dr Nick Holmes (in the Chair), Prof James Elliott, Prof Harvey Reall, Prof Jim Haseloff, Dr Hannah Clarke, Dr David Summers, Dr Bill Nolan, Dr Nik Cunniffe, Prof Nick Butterfield, Dr Patrick Barrie, Dr Ulrich Schneider, Dr Tim Weil, Dr Sandra Fulton, Dr Deborah Longbottom, Dr Benedicte Sansom, Katie MacLeod (student representative), Jasvin Kaur (student representative), Jane Clare (Secretary).

Apologies had been received from Dr Helen Curry.

1034) Minutes
The draft minutes of the meeting held on Tuesday 10th October 2020 were approved with correction one correction: the last paragraph of minute 1030 should refer to Earth Sciences, rather than Pathology.

1035) Matters Arising Not Elsewhere on the Agenda
Minute 1030, 13Oct 2020 refers
The Committee noted that all NST assessment plans for 20-21 were approved at the GBEC meeting of 20th October 2020.

1036) Reported and Straightforward Business
The Committee noted and approved the following:

i. The minutes of the BSC meeting held on 20th October 2020
   a. It was noted that there has been a discussion about students transferring into Part II subjects after the deadline, particularly PBS students, and those that had applied for but been rejected by Engineering. This was due to conflicting deadlines within departments.
   b. The Committee noted the requirement for extra projects for Part II students in June 2022 as a result of the higher intake in 2020.
   c. It was noted that IB course organisers would be contacted later in the year to discuss a potential increase in numbers for the 2021-22 academic year, and whether there would be a knock on effect to the timetable, i.e. a requirement for extra practical sessions.

ii. Part III Physics Notice

iii. The deadline for 20-21 form & conduct notices has been extended until the end of Michaelmas Term. Those already received are circulated.

1037) Part IA Allocations 2020
The Committee noted that due to the nature of the timetable, there is limited Chemistry lab capacity for students taking both Chemistry and Materials Science, as the preferred way of allocating them is to place them in only 4 of the 10 available. If numbers were to exceed 240 (currently at 236), problems would arise. Chemistry confirmed that they could put students into pairs for joint experiments if necessary.
There was some discussion about the IA allocator and the ongoing requirement for a new system. It was agreed that further discussion was required to identify a solution, possibly by using the STEMStart numbers or gathering student choices earlier. Recruiting a keen student or group of students to design a new allocator was also a possibility, although a supervisor and funding would also be required.

The report was approved.

**Action:** Further discussions to take place between the Chair, the Secretary and representatives from the Biological and Physical Schools.

**1038) Part II Allocations 2020**

The Committee agreed that criteria for allocation had worked well, and thanked the Chair for devising it, and everyone else who had contributed to a successful outcome.

The Secretary mentioned that there are ongoing issues with the CamSIS functionality.

The report was approved.

**1039) Chair of Examiner reports for IA and IB/II/III**

i. Dr Sansom reported that IA formative examination was organised locally by Senior Examiners and there was no collation of marks. Because of the absence of a 1A markbook, there were also no representations or appeals.

ii. Dr Haseloff reported on the Parts IB, II and III examinations. The open book nature of the exams had brought forward some new issues: scripts that students had inadvertently left identifying details on; the visibility of metadata that identified students; the potential for collusion and plagiarism was heightened.

Although there had not been an enormous number of plagiarism cases, there were several that indicated copy and pasting by students which could be put down to sloppy academic practice rather than cheating. It could simply be that students need more information on how Turnitin works. There is no uniform approach across the Tripos to putting scripts through Turnitin and consequently its use is patchy.

On the positive side, there was anecdotal evidence that the open book format was more conducive to thoughtful essays.

**Action:** Prof Haseloff to lead a discussion at the Senior Examiners preliminary meeting held in January, on the use of Turnitin.

iii. External Examiner reports.

The majority of reports had been received and were stored here: [https://universityofcambridgecloud.sharepoint.com/:f:/s/AD_EducationQualityandPolicyOffice/EggKN2lmIF9Hlv8vc-rH8BXc-Z0w0P26AMletWw7hYew?e=xzwWmy](https://universityofcambridgecloud.sharepoint.com/:f:/s/AD_EducationQualityandPolicyOffice/EggKN2lmIF9Hlv8vc-rH8BXc-Z0w0P26AMletWw7hYew?e=xzwWmy)

The Committee notes that generally, External Examiners were content with departmental process and student performance and many praised departments’ handling of examinations during the difficulties imposed by the COVID-19 pandemic.

Departments were reminded that External Examiner reports must be made available to students unless cohort numbers render individual students identifiable.
1039) NST Annual Report 19-20
The Committee noted and approved the 19-20 Annual Report for circulation to the General Board’s Education Committee.

It was suggested that in future, membership changes throughout the year should be noted.

1040) Any other business
There was a brief discussion about the Armistice Day 2-minute silence traditionally held at 11am. It was agreed that a brief break between 11-11.05am would allow students to observe the silence if they so wished.

1041) Meeting dates for 2020-21
It was noted that the next Management Committee meeting would be held at 2.15pm on 26th January 2021 via Teams.