

HoDoMS

HEADS OF DEPARTMENTS OF MATHEMATICAL SCIENCES IN THE UK

Minutes of the Committee Meeting held at 11.30am

**on Friday 13 September 2013 at De Morgan House, Russell
Square, London.**

Present:

David Arrowsmith	<i>Chair</i>
Toby O'Neil	<i>Secretary</i>
Dugald Duncan	<i>Treasurer</i>
Jeremy Levesley	<i>Past Chair</i>
Kevin Parrott	
Jan van den Heuvel	
Cathy Hobbs	
Charles Taylor	
Peter Clarkson	

In attendance:

Nigel Steele	IMA
Lindsay Walsh	LMS
Stephen Huggett	LMS

Chair

Prof. David K. Arrowsmith
School of Mathematical Sciences
Queen Mary,
University of London
Mile End Road,
London
E1 4NS,

T: 020 7882 5464
F: 020 8981 9587
E: D.K.Arrowsmith@qmul.ac.uk
<http://www.hodoms.org.uk/>

Vice-Chair

Prof. Charles C Taylor
Department of Statistics
University of Leeds
Leeds
West Yorkshire
LS2 9JT

T: 0113 343 5168,
F: 0113 343 5090
E: charles@maths.leeds.ac.uk

Secretary

Dr Toby O'Neil
Department of Mathematics and
Statistics
The Open University
Walton Hall
Milton Keynes
MK7 6AA

T: 01908 652136
F:
E: t.c.oneil@open.ac.uk

Treasurer

Prof. Dugald Duncan
School of Mathematical &
Computer Sciences,
Heriot-Watt University
Edinburgh
EH14 4AS
United Kingdom

T: 0131 451 3244
F:
E: d.b.duncan@hw.ac.uk

1.	Apologies	
	<p>Pargat Calay, Mary McAlinden.</p> <p>Jan was welcomed to his first meeting.</p> <p>Thanks recorded to the LMS for hosting the meeting.</p>	
2.	Approval of minutes of January 2013 meeting	
	Minutes approved with no significant corrections but a request for pdf versions of all paperwork was made.	TO
3.	Matters arising from previous minutes	
	<p><i>Diagram of group relationships</i></p> <p>DA presented a diagram indicating key relationships between various mathematical sciences groups, lobbying and funding bodies. Agreed to be a useful visual aid.</p> <p>Should UUK, NCETM, Eng Math Profs be included?</p> <p>Would be helpful for there to be brief descriptions of the role of the various organisations.</p>	
4.	Correspondence / Chair's communications	
	No correspondence to report.	
	Chair's Report	
	<p>Kept in contact with Liz Truss – still hope for her to talk at the next conference.</p> <p>Responded to OfQual backing the ACME position with regards to A level (don't want wholesale fast reform of A levels).</p>	
5.	Financial Arrangements	
	<p>The Committee agreed the following resolution: <i>It was resolved that a banking resolution will be maintained with the Bank (whichever this should turn out to be – at meeting agreed this would be Natwest initially but gave permission for DD to choose another if necessary):</i></p> <p>Agreed for there to be two signatories, the Chair and the Treasurer (currently David and Dugald) but to only require one to sign any given cheque.</p> <p><i>Subscriptions</i></p> <p>Discussed raising subscription from £125 to £150 (per department) and agreed to do so. Was asked whether there were discounts for multiple departments from all Universities.</p> <p>DD: to find out from TW JL: suggested writing to university VCs to ensure info gets to right place. KP: Our website should have a list of subscribing departments.</p>	DD Website development
6.	HoDoMS website	
	There are some problems with the existing website.	

	<p>In order to get things on to it, DA is using DropBox to get things up but various things have changed and this route is no longer working properly. As a result the website is not being kept up-to-date.</p> <p>SH: is chairing LMS website redevelopment group so interested if there is anything that HoDoMS would need.</p> <p>JL offered to investigate costs of web-hosting and possibility of creating and maintaining the site.</p> <p>DA: whatever we decide, it needs to be accessible to (enough) members of the committee.</p> <p>Agreed: JL to investigate and to report/have trial by end of November 2013.</p>	JL
6.5	Athena SWAN	
	<p>Peter Clarkson: Taken over as LMS chair on the Good Practice Scheme and asked for suggestions as to possible things to do at the GPS workshops.</p> <p>PC: Process for Athena SWAN (Bronze) is quite tough and applicants can be asked for further information at short notice.</p> <p>JL: tricky managing expectations of what can be done and is reasonable.</p> <p>DD: Workshop in current form is useful.</p> <p>PC: About fair practice in general not just focussing on Women – for the general good.</p> <p>DA: In medium term, as more departments move up the awards scale, would be useful to have an insight into what they had to do and how they managed it.</p>	All to PC
7.	Conference 2014	
	<p>Dates 24/25 April 2014</p> <p>Agreed that REF should not be on the agenda.</p> <p><i>Teaching:</i> New ALCAB (A level content advisory board – first content 2016) (CT: May never happen!), IBacc, Martin Taylor, ACME</p> <p>Michael Grove: maths content of the IBacc. (would go well with ALCAB) Martin Taylor: future of mathematics (teaching?)</p> <p>Magician/comedian for after dinner.</p> <p><i>EPSRC:</i> don't want website summary! Need to invite them to talk about a specific theme/topic? Community building – someone more senior than Phillip perhaps to talk about long term policy – perhaps around community engagement. Something on International aspect?</p> <p><i>Athena SWAN:</i> emerging themes? Possibly interactive session – ideas for involving audience?</p> <p>David Sweeney, Director (Research, Innovation and Skills) – HEFCE or (better) Professor Madeleine Atkins CBE</p> <p>International flavour? European Research Council? European Mathematical Society has recently set up an ethics committee (Arne Jensen matarne@math.aau.dk).</p>	

	<p>CMS: Status of maths as an SIV – possibly feed in to Adrian Smith.</p> <p><i>NSS/league tables:</i> .(possibly NUS)</p> <p><i>Students: use of technology.</i> Chris Sangwin and STACK? Possibly talk to Mary for advice as to what is out there? What goes wrong?</p> <p><i>Political:</i> Adrian Smith (or reasonable proxy), Liz Truss and/or Madeleine Atkins Prof Mark E Smith (Lancaster) Chris Linton (deputy VC at Loughborough)</p> <p>Send round a reminder of dates for 2014 around HoDoMS list..</p>																																	
8.	Succession Planning																																	
	<p>Will need a new chair and a new deputy chair to be elected at conference in 2014. Obviously an open process and anybody can stand (if nominated and seconded etc). One possible for chair – Cathy Hobbs. One possible candidate for deputy chair – Peter Clarkson.</p> <p>Need to let HoDoMs mailing list early in the new year.</p> <p>Set nomination date for chair and deputy chair before conference. Bring review of constitution to January meeting</p>	<p>DA</p> <p>DA/TO</p> <p>TO</p>																																
9.	Watching briefs/external organisation representation																																	
	<p>Current Brief distribution:</p> <table border="1" data-bbox="268 1240 1216 1942"> <thead> <tr> <th>Agency</th> <th></th> </tr> </thead> <tbody> <tr> <td>JMC</td> <td>David Arrowsmith</td> </tr> <tr> <td>ACME</td> <td>Kevin Parrott</td> </tr> <tr> <td>CMS</td> <td>David Arrowsmith</td> </tr> <tr> <td>NCETM HE</td> <td>Pargat Calay</td> </tr> <tr> <td>HEA MSOR</td> <td>Mary McAlinden</td> </tr> <tr> <td>STEM (incl WP)</td> <td>vacant</td> </tr> <tr> <td>EPSRC</td> <td>Dugald Duncan</td> </tr> <tr> <td>IMA</td> <td>Nigel Steele</td> </tr> <tr> <td>LMS</td> <td>Stephen Huggett</td> </tr> <tr> <td>RSS</td> <td>Charles Taylor</td> </tr> <tr> <td>ORSOC</td> <td>vacant</td> </tr> <tr> <td>College of School Scholarship</td> <td>Jeremy Levesley</td> </tr> <tr> <td>UUK</td> <td>Toby O’Neil</td> </tr> <tr> <td>Bologna International Affairs</td> <td>Charles Taylor</td> </tr> <tr> <td>Engineering Professors Council (on engineering education, employment and skills)</td> <td>Cathy Hobbs</td> </tr> </tbody> </table>	Agency		JMC	David Arrowsmith	ACME	Kevin Parrott	CMS	David Arrowsmith	NCETM HE	Pargat Calay	HEA MSOR	Mary McAlinden	STEM (incl WP)	vacant	EPSRC	Dugald Duncan	IMA	Nigel Steele	LMS	Stephen Huggett	RSS	Charles Taylor	ORSOC	vacant	College of School Scholarship	Jeremy Levesley	UUK	Toby O’Neil	Bologna International Affairs	Charles Taylor	Engineering Professors Council (on engineering education, employment and skills)	Cathy Hobbs	
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	<p>ORSOC: Nothing to report</p> <p>CMS DeLoitte report has appeared and they have a new chair</p> <p>JMC: Playing an excellent role in communicating government policies and ideas.</p> <p>EPSRC: worried about links with academic communities</p> <p>IMA: On track to award about 90 teacher training scholarships. Required applicants have maths knowledge to 2nd level engineering. Getting good candidates – many career changers.</p> <p>CH: Suggested looking at the engineering prof council website for website ideas.</p>	
9	Any other business	
	None	
10	Date of next meeting: 10th January 2014 tentative (later confirmed as 17th January 2014)	
	11am for 11.30am Friday , De Morgan House, London.	TCON

Minutes approved:

TC O'Neil – Hon Sec.

DK Arrowsmith – Chair

Appendix 1: Computer Assisted Assessment in Mathematics

Rationale

Many mathematical sciences departments are now utilising computer assisted assessment (CAA) as a means of effectively assessing and provided feedback to large numbers of undergraduate students, particularly those in Years 1 and 2.

While usage of CAA is increasing, many different systems are currently in use across the higher education sector. For those seeking to implement CAA within their departments, it can be a difficult and confusing choice as to which system will most effectively and efficiently meet their needs. Additionally, for those already utilising CAA, it is unclear of the level of compatibility that exists between the various systems, particularly when it comes to transferring questions and question types.

Overview of the Project

Following on from a series of projects established through the National HE STEM Programme, we feel there is a need for a further study to develop a 'position document' for the mathematics community that will enable the sector-wide approach to the implementation and use of CAA to be adopted and for effective practices and materials to be shared. This position document would:

1. Review the current use of CAA within the mathematical sciences community, and in doing so identify:
 - a. Which systems are being utilised;
 - b. How these systems are being utilised. In particular with which mathematical topics are the being used, for what size cohorts, and at what level of study?

- c. The range of existing materials and questions (topics) that are available and which could be (freely) shared between departments.
2. Identify departments wishing to implement CAA in the near future. This might then allow a community-wide proposal for funding to subsequently be submitted to an appropriate funding body.
3. Contain case studies of the systems currently in use with a view to enabling those departments wishing to embed CAA in the future to make a selection that is appropriate for them in an evidence informed manner.

Costings

To be added.

Bill Foster (Newcastle University)

Michael Grove (University of Birmingham)

Jeremy Levesley (University of Leicester)