

Date Thursday 4 May 2023

Time 2-4pm

To Dr Gillian Fraser (Chair), Prof Marta Mirazon Lahr (Faculty Board of HSPS rep), Dr Hannah Clarke (NST Management Committee rep), Dr Emma Weisblatt (Chair of PBS DOS Committee).

Co-opted members: Dr Lee de-Wit (PBS Director), Prof Claire Hughes (PBS Subject Convenor), Dr Tom McClelland (HPS rep)

Student representatives: Judy Chen (IA), Christina Tzenios (IB), Kitty Beck (II)

By invitation: Josephine Simmonds (Departmental Administrator), Richard Sellens (Teaching Office Manager, Secretary)

At Nick Mackintosh Seminar room, with hybrid option

PBS Tripos Management Committee Meeting – Easter Term 2023

* Starred agenda items will only be discussed if there are matters to raise otherwise it will be assumed members will either refer to documents attached where appropriate or there is no update to provide. Members can ask for items to be unstarred at the start of the meeting.

**All papers are held on the [Committee Moodle page](#)
(Raven login required).**

UNRESERVED BUSINESS

1. **Apologies**
Apologies were received from Dr Kate Plaisted-Grant (Faculty Board of Biology rep, Psychology Director of Teaching, PBS Chair of Exams), Dr Wendy Browne (Faculty of Education) and Alina Wanitzek (Librarian).
2. **(*)Meeting format**
3. **Members are asked to declare any conflicts of interest in relation to the agenda.**
None declared.
4. **Approval of minutes of the meeting held in Lent Term (unreserved, PBSMC23.13a)**
Approved.

5. **Matters arising from the previous minutes (unreserved)**
 - a. **(*)Review of optional papers and timetable clashes (Item 7b):** will be discussed in Item 11a (reserved business)
 - b. **(*)Review of PBS 2 written report timeline:** ongoing following the summative report deadline on 27 April.
 - c. **(*)Closed-book exam guidance sessions:** these were run on 2 May. An open-book guidance session for Part II students would be run on 5 May.
 - a) **RS noted 2 May postponed due to illness, pending rescheduling**
 - d. **(*)Part II supervision sign-up process (Item 10c):** This was discussed in the Easter Term Teaching Committee meeting (Item 10a, reserved business)

6. **(*)PBS 4 written reports:** Following student feedback and departmental discussion, plus consultation with the University's central offices, the decision was made to remove the requirement of one of the NST IB/PBS 4 summative written reports. This was approved by the NST Management Committee and communicated to students and DoSes on 24 April.

7. **Michaelmas Term 2023 induction and welcome back events**

Members were advised that the PBS student induction and welcome back events would be held at the times below, and it was planned for these to be the regular times going forward. The IA event had been expanded to an afternoon to incorporate multiple talks and a social event. The Teaching Office had consulted with the Colleges to ensure that this would not clash with any of their induction events.

 - **PBS IA:** First Wednesday of term, 2-5pm (Wed 4 October 2023)
 - **PBS IB:** First Thursday of term, 4-6pm (Thu 5 October 2023)
 - **PBS II:** First Friday of term, 3.30-5.30pm (Fri 6 October 2023)

Ideas and feedback on what should be included, especially from the student members, were invited.

The IA talks would highlight the transition from school to university, as part of the access and participation plan. It was planned for former students to return for the talks.

8. **Responses to Lent Term 2023 student feedback (PBSMC23.14)**

Support for PBS IA statistics and R was a continuing issue, and this had been discussed at the Teaching Committee. Additional support had been run during the academic year but this had not been well attended. It was recommended that this be more actively advertised to students by the Department and DoSes. It was also planned to offer more support for the neuroscience elements within PBS 2.

As outlined in Item 6, the PBS 4 Lent Term timetable had been disrupted due to strike action. The Department would review what would be best practice in any future cases, as in certain cases rescheduling rather than cancelling the sessions had caused more disruption.

Student feedback highlighted a desire for more clarity on the course's learning objective. This would be reviewed over the summer, with EW also consulting the DoS committee.

Part II supervisions: an online sign-up tool was introduced in this academic year, and it was proposed to fully roll this out for all Part II courses in the 2023-24 academic year. The Teaching Committee had agreed that there should be a strong steer to supervisors from the Department but that the sign-up process

should not be mandated. It was recommended that information on each paper, module or lecture's supervision sign-up process should be included in the course guide at the start of the year, which would encourage those organising them to have actively considered their process plenty of time in advance.

The structure of PBS 7 supervisions, which had been run as group presentations this year, would be reviewed.

Feedback had been received regarding the new PBS 6 Developmental Psychopathology in Adolescence module. This was being discussed and reviewed with the Faculty of Education.

The process for collecting and distributing Part II project titles had been moved earlier, so that this could be completed before the start of the next academic year. A programme of increased support for project students was also being devised by Tristan Bekinschtein, the incoming projects coordinator.

9. Comments from student members

a. Part IA

JC reported:

- Some students struggled with the maths and biology elements of the course, and appreciated the extra support sessions offered by the department.
- There was positive feedback for the Inspira bootcamps. GF confirmed that more would be running in the run-up to the exams.
- It was queried whether the structure of the PBS 1 exam could be considered, so that students submitted one longer essay and three shorter essays rather than four essays of equal length.

b. Part IB

CT reported some concerns over the guide for the PBS 4 written exams. It was agreed that this would be reviewed over the summer.

c. Part II

KB reported:

- There had been positive feedback for the rationalising of supervisions sign-ups.
- For PBS 7, it was asked whether the small group supervisions could use questions from the sample paper.
- There was a strong desire for revision supervisions and lectures in Easter Term. It was noted that whilst there was not a requirement for lecturers and supervisors to run these, they were permitted at their discretion. Relatedly, the supervisors guide would be reviewed by the Management Committee, and the issue of supervision supervisions could be included in this review.

Action – review of supervisor guide to be included in July meeting agenda

The Committee thanked the student reps for their input and engagement during their time on the Management Committee, especially to KB who had been a member for three years, and wished them a successful exams season and enjoyable summer break.

10. Any other business

KB suggested that the start-of-year students events incorporate careers talks and guidance. CH noted that in previous years, a student-matching event had also been run for students to– welcome back/induction, incorporating careers event? CH mentioned previous speed-dating event, HC in PDN careers service join for orientation, ongoing discussions with careers service
LdW – Education tripos other papers that could be offered, will run consultation with staff and students

RESERVED BUSINESS

CONFIDENTIAL