

**Minutes of a meeting of the Administrative Support Panel
Held on Tuesday 26th January at 11:15am in room GS15**

Present were: Dr. A. Beresford (in the chair), Mr. N. Cutler (Secretary), Mr. C. Hadley, Mr. B. Jones, Dr. M. Kuhn, Ms. C. Northeast.

Apologies were received from: Mr. I. Davies, Ms. L. Gough, Mrs. M. Levitt.

1. Minutes of previous meeting

The minutes from the previous meeting were circulated, and subject to two minor typing errors were accepted as being a true record.

2. Matters arising

- Lecture theatre audio/visual equipment. Mr. Jones reported that although no final decision had been made, it was possible that management of the lecture theatres may not be handed over to Estate Management and Building Service (EMBS). In this case, given that there had been a number of equipment failures a plan was needed for work to take place over the summer. It was resolved that Mr. Jones would compile a draft list of equipment requirements.
- Library move. Mr. Cutler reported that he had consulted with Building Services and confirmed that it would be possible, structurally, to relocate the library to the Intel lab. However, in practice, this would take half of the existing space in the Intel lab, which was needed for practical classes and being well used at present. It was felt that improving the existing library space would be a more sensible idea. Suggestions included fitting larger floor to ceiling windows, or a door directly from the 'street'. It was resolved that Mr. Cutler would investigate such possibilities.
- Departmental databases. Dr. Kuhn reported that his plan remained the same, although the original timescale had been too short and therefore there was little to add at this stage.
- Website. This would be changed to use the 2008 version of the University house style during the year. It was suggested that the web pages appeared less modern than some other major Computer Science departments. Mr. Hadley reported on his experience from college websites that dynamic front pages with moving images were almost universal. It was resolved that Dr. Beresford would consult with the outreach meeting and gather suggestions for improving the site.

3. PhD/MPhil Admissions review system

Mrs. Gough was not present so this could not be discussed in depth. However, Dr. Kuhn reported that this was one application that he wanted to build to demonstrate new web application frameworks. The stages in doing this would be as follows: firstly make the existing Student Administration database accessible to relevant academic staff, add a facility

to append comments, link to PDF documents such as research proposals, and finally giving the applicants write access to update their own documents.

4. Student feedback system

Dr. Beresford reported that along with Dr. Andrew Rice he had demonstrated use of the feedback system on CamTools, which appeared to work reasonably well. He would report on his experiences to the Teaching Committee. If this system were to be used for all courses then there may be a problem in automatically setting up the initial configuration for every course taught. Dr. Beresford would investigate this.

5. Typesetting CST exam questions

Dr. Kuhn reported that the existing system was based on the use of plain TeX which limited what was easily possible when setting questions, and that the skills for maintaining this were no longer common. He therefore proposed that a new system based on LaTeX should be built. As this is a matter between Dr. Kuhn, Ms. Northeast and the system administration staff, it was suggested that Dr. Kuhn produce a specification and discuss the implementation with those concerned. The new system could be tested on the questions for the 'college January test'.

6. Any other business

There were no further matters which required discussion.

7. Next meeting

It was agreed that the panel would aim to meet again in the 3rd week of the Easter term, with the exact date to be agreed nearer the time.

There being no further business the meeting closed at approximately 12:30pm.