

**UNIVERSITY OF CAMBRIDGE
COMPUTER LABORATORY**

Chairman: Ms J M Samols

Secretary: Ms J M Samols

Minutes of the fortieth meeting of the Outreach Committee held at 11:00 on Thursday 16th February 2017 in the Computer Laboratory, William Gates Building, JJ Thomson Avenue.

Present Ms C Chapman
 Dr RK Harle
 Dr B Roman
 Mrs M Sammons
 Ms JM Samols

1. Sutton Trust Summer School

The Committee discussed the timetable and curriculum for the August STSS. Rob Harle suggested that six teachers would be required; Jan Samols stated that she would contact PhD students to seek volunteers. She also agreed to contact CAO to determine when the make-up (men vs women) of those attending would be available and whether the Laboratory's helpers could attend the formal dinner. She would also seek confirmation that the Laboratory was not required to provide activities on the opening day of the school.

2. Women in Computer Science Day

The Committee agreed to hold a Women in Computer Science Day though awaited confirmation from the Equity and Diversity Panel as to whether it should be held in 2017 or delayed until 2018. Claire Chapman agreed to contact the Panel for confirmation. Rob Harle suggested that the format of the event should be similar to the University's Subject Masterclasses which had been a great success.

3. Oxbridge Conferences

Jan Samols noted the difficulty in finding volunteers to host sessions at the 2017 events. She was grateful to those who had volunteered and noted that Tim Griffin was taking three of the six sessions. The Committee discussed the value of participating in the Oxbridge Conferences. It was agreed that the Laboratory should not participate in 2018 but should rather record the talk given at the July Open Days and put it on the website (along with the slides). Rob Harle agreed to contact his counterpart at Oxford to ascertain their opinion on participation.

4. July Open Days

Megan Sammons stated that she would order marketing material for the Open Days which will be held on 6 and 7 July 2017.

5. Outreach page (on the website)

The Committee noted that the Outreach page (listing activities undertaken by members of the Laboratory) had been set up at the request of the Athena SWAN committee. As the Equity and Diversity Panel no longer required the listing, the Committee suggested that the Outreach page should feature an explanatory paragraph, details of upcoming events (Open Days, summer schools et al) as well as relevant photographs.