Agenda

The meeting of the Outreach Committee will be held on
Monday 9 April 2018, 2:00pm, SW00

Dr Tim Jones (Chairman)
Claire Chapman (Secretary)
Lise Gough
Dr Bogdan Roman
Megan Sammons

1. **Apologies for absence**
None.

2. **Minutes from previous meeting**
The minutes from the meeting on 20 April 2017 are attached (2018-02-04).

3. **Committee Membership**
Can members suggest a new member to replace Rob Harle due to him stepping down from the committee for his sabbatical leave?

4. **Outreach Remit**
Do members have any comments on the attached Remit which will be taken to Faculty Board to formalise staff participation in Outreach as official workload? (2018-04-04).

5. **How to consider Outreach at Masters and PhD Level**
It has been suggested that the department is failing to attract the best graduate students to the PhD and MPhil programmes. The issue is retaining MPhil students who are at the top of their classes. What measures can be taken to address this?

6. **Departmental Calendar**
Do members agree that a functioning departmental calendar to include Outreach Activities such as below would be beneficial?

- Oxbridge Conferences
- Open Days (Graduate and Undergraduate)
- Sutton Trust Summer School
- Science Festival

7. **Sutton Trust Summer School, 6-11 August 2018**
Update from TMJ.

8. **Undergraduate Open Days – 5 & 6 July 2018**
Confirmation of events below needed to be submitted for the Cambridge Open Days.
x 4 Admissions Talks (13:30 and 15:00 on both days)
x 4 CSAT Talks to follow Admissions Talks and CSAT stand
Agreement to purchase marketing materials (pens, pencils, bags and T-Shirts)
Cost last year ~ £1,000.

9. **Any Other Business**
10.

Date of next meeting

This page has been left blank intentionally

UNIVERSITY OF CAMBRIDGE
COMPUTER LABORATORY

Chairman: Ms J M Samols   **Secretary: Ms J M Samols**

Minutes of the forty-first meeting of the Outreach Committee held at 14:00 on Thursday 20th April 2017 in the Computer Laboratory, William Gates Building, JJ Thomson Avenue.

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

Apologies: Ms C Chapman

1. **Sutton Trust Summer School**

    The Committee discussed the curriculum for the August STSS. Rob Harle confirmed that Alex Chadwick would run a low level Raspberry Pi workshop. He suggested that a daily lecture, and another workshop (possibly led by Sam Aaron), could form the remainder of the curriculum. Bogdan Roman agreed to speak to Robert Mullins about the possibility of securing around 30 Raspberry Pis, and to Sam Aaron to ascertain his availability and whether he was willing to lead a workshop.

    Rob Harle stated that three additional helpers would be required, per day, to help students with the projects. Jan Samols noted that while two PhD students had originally volunteered, they had now withdrawn their help.

    It was agreed that, once the curriculum was finalised, the Committee would be in a better position to cost the course and make a decision on whether a top-up to the basic budget of £1400 was required. Jan Samols confirmed that, if additional funds were required, the CAO must be approached by June 1st 2017.

This page has been left blank intentionally

Department of Computer Science and Technology

At the meeting of Faculty Board on 2 May 2017, it was agreed that the Secretary of the board should produce a document outlining the Department's aims for undertaking outreach activities. It was agreed that the Outreach Committee would agree these proposals and submit them to the Faculty Board for approval.

The proposals below form the revised Remit for the Outreach Committee, to change its title to the University's preferred term of 'Public Engagement' which would include activities currently designated as outreach.

Public Engagement Committee

Remit:

   i.   To develop, co-ordinate and promote the Department's public engagement
        activities.
  ii.   To promote an equal gender balance of students.
 iii.   To encourage a more diverse background of applicants.
  iv.   To facilitate the recruitment of an excellent calibre of students.

Definition of Public Engagement

'Public Engagement is defined as any activity that involves a contact external to the University to promote science and technology in the wider community or to provide short training courses and/or continued professional development.'

The definition includes:

- activities by any member of staff or student that involves them as a
  representative of the University or Department, whether or not this is
  directly related to their normal job role.
- contact with the general public, community groups, schools and industry,
  whether directly or through other departments within the University.

 Specifically excluded from the definition are:
   - any matters relating to intellectual property transfer, consultancy or research
   contracts
   - presentations at normal scientific conferences or publications in normal
   scientific journals and books
   - normal activities associated with undergraduate and post graduate
   admissions and teaching

Encouraging participation

The Faculty Board agrees that Departmental staff public engagement should be encouraged. It was hoped that with the increased level of central co-ordination and background help from the University's Public Engagement Office, more staff would find the time to become involved.

The Faculty Board agrees the following points as an initial step in raising awareness and encouraging participation in the Department

i. Increase the Departmental profile of and support for public engagement.
ii. Early career UTOs, and those who are not involved in the work of a College, should be asked to undertake public engagement activities as part of their departmental workload.
iii. It is proposed that 2 days per year should be the expected amount of time for these staff to spend on formal public engagement activities. They would receive an appropriate score against their Departmental workload for these activities (subject to approval from new HoD).
iv. PhD students and Researchers who make a substantial contribution to public engagement activities may be nominated for the Wiseman Award. It was noted that all new PhD students and researchers would need to be kept informed of this.
v. Undergraduate students should be encouraged by their Directors of Studies to participate in the schemes undertaken by the Department.
vi. A Departmental database recording all public engagement work undertaken by staff in the Department should be maintained. This information would be available in a Web based format that all staff can access. A member of the Public Engagement Committee should contact all staff termly for information on their public engagement activities for input into the database.
vii. It is noted that schools often look for 'outreach continuity' i.e. regular (annual) programmes. It was noted that CRB checks are often required for work with schools and, at the moment, there is no help with the costs of these. (Note: the Graduate School of Life Sciences offers a 'Working with Schools' workshop aimed at PhD students and Post-docs.)
viii. Staff to be informed of the advice, training, grants and awards for public engagement work available through the University's Public Engagement Office.

Functions of Public Engagement Committee

- To develop and maintain the Departmental policy and guidelines for those involved in public engagement.

- To develop and maintain a database of public engagement activities.

- To develop and publicise the public engagement resources available within the Department.

- To provide summary data regarding public engagement activities within the Department.

- To prioritise and make requests to the Department for funds to carry out public engagement activities.

- To liaise with other public engagement committees/working groups within the University

- To identify and facilitate applications to obtain external funding to support the public engagement activities of the Department.