

**University of Cambridge Computer Laboratory
Teaching Committee**

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on Tuesday 16 December 2008 in GC22 in the William Gates Building

Present: Prof Alan Mycroft Dr Alastair Beresford Dr Simon Moore
 Prof Larry Paulson Dr Ian Wassell Dr Frank Stajano
 Miss Christine Northeast Mrs Jennifer Underhill

1. Apologies for absence

An apology was received from Prof Andy Pitts, Dr Simone Teufel and Ms Lise Gough.

STANDING ITEMS

2. Sabbatical leave and substitute teaching

Chairman still to fix replacement lecturers for courses that will be affected by sabbatical leave.

3. Review of course feedback

Chair to approach someone in regards to revising the wording used in the feedback forms, it was noted that some of the options that students were able to select were not consistent throughout the form and the 'notes' section had poor option choices. Concerns were raised about the access to materials for the Security Part II course, photocopies of slides were not made available, and instead of course notes a large book was made available. Teaching Committee should review the syllabus. The annual task of checking that course feedback is working at the start of Michaelmas term is to be added to the Head of Teaching role description.

4. Review of staff-student consultative committee minutes

LCP advised that the SSCOM had noted that feedback forms would have a better return rate if they were paper based. FMS noted that a multiple choice form could be created using a Part II student whose project is in this area. LCP to investigate into alternative software for automating paper-based feedback forms. Chair to ask someone to contact Cambridge Assessment to find out how they utilise multiple choice paper forms.

5. Revision of the Tripos.

The Chairman to propose a set of lecturers for the current course structure for next year (as per point 2 above). Chairman also to propose revised list of courses for IB in 2009/10 following consultation.

6. Liaison with the MPhil in Advanced Computer Science

a) Unapproved minutes tabled

Concern was expressed that the machines would not be good enough. The Teaching Committee felt that it was important to have separate machines for the MPhils and the Undergraduates.

7. Liaison with the MPhil in CSTIT

Nothing to report.

8. Proposals for new courses, significant changes to courses, and removal of courses

a) Support for new machines in Cockcroft 4

The TC was asked to comment on role of Cockcroft 4. It was felt that Cockcroft 4 needs to be kept for the sole use of the Computer Lab, it was noted that it would not be possible to expect students to travel between the centre of Cambridge and the WGB for a practical session if they have lectures either side of the session. It was also noted that at present there is not enough room in WGB to house the number of computers currently held in Cockcroft 4, and the Chairman noted that with the numbers of students on the course growing, it is also necessary to keep Cockcroft 4 due to space issues.

b) Evaluation of lecture load

The Teaching Committee felt that they would reevaluate how well the sharing of lecture load is working after the new MPhil has started.

c) Use of Laptops in lectures

Some discussion was had about students using Laptops inappropriately during lectures, it was decided that there was not much that could be done to combat this because Laptops are often used validly.

EXCEPTIONAL ITEMS

MINUTES OF PREVIOUS MEETINGS

10. Approval of minutes of the previous meeting

The minutes were agreed and signed.

11. Any matters arising not already dealt with

a) Plagiarism

ARB offered to check plagiarism statement correctly includes the Java Tick.

12. Dates of future meetings

Tue 27 January at 2:15pm in GC22

Tue 17 February at 2:15pm in GC22

Tue 17 March at 2:15pm in GC22

Mon 20 April at 2:15pm in GC22

Tue 19 May at 2:15pm in GC22

Tue 16 June at 2:15 in GS15