

FACULTY OF COMPUTER SCIENCE AND TECHNOLOGY
TEACHING COMMITTEE MEETING

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on Tuesday 16 June
2009, GS15, William Gates Building

Present:	Dr Alastair Beresford	Prof Alan Mycroft	Dr Simon Moore
	Prof Larry Paulson	Prof Andy Pitts	Dr Frank Stajano
	Dr Ian Wassell		
	Dr Rob Harle	Miss Christine Northeast	Mrs J Underhill

1. Apologies for absence

An apology was received from Dr Simone Teufel.

MINUTES OF THE PREVIOUS MEETING

2. Approval of minutes of the previous meeting

The minutes were agreed and signed.

3. Any matters arising from the previous minutes

No matters arising.

STANDING ITEMS

The Chairman introduced Dr Rob Harle as an observer of the committee, and invited him to speak about Item 4a.

4. Strategic discussion on course structure and content

4a. Part IA: Following on from the discussion at the Teaching Committee meeting on 19 May 2009 (Item 13), a finalised proposal from ACR, ARB and RKH has been received.

The Teaching Committee were generally supportive of the papers from Harle *et al* for implementation in the academic year 2010/11, subject to the discussion of timetabling. It was felt that the course Professional Practice and Ethics should remain a separate item on the syllabus.

It was agreed that LCP and FMS would identify overlaps between Algorithms I and Foundations of Computer Science and make a proposal for changes.

[The courses 'Software Design' and 'Programming Methods' have since been adjusted and the latter renamed to 'Object-oriented Programming'.]

ACTION: LCP, FMS

4b. Part IB: Comments requested.

Nothing to report.

4c. Part II: Course needs review for 2010/11 following changes to Part IB in 2009/10.

It was agreed that this would be discussed at a future Teaching Committee meeting.

4d. Part III: The recent GB “learning and teaching review” of the department encouraged us to get this approved as soon as possible. There are two issues to discuss:

1. It has been suggested that it should result in an M.Eng.

The Teaching Committee were happy for the four year course to result in an MEng.

[This has since been supported by the Head of Department and the Engineering Department.]

2. The material should largely follow the ACS courses; however as an integrated masters it should diverge from an MPhil course in some respects. Options: rename the MPhil as an MAdvStud, or reduce the research element of the part III versions (e.g. having mini-projects instead of the 6-unit research element in option B of the ACS).

It was felt that the best way to make the fourth year diverge from the MPhil would be to exchange the research work for research training. It was agreed that the usual class marks would be awarded upon successfully completing the course.

5. Sabbatical leave and substitute teaching

Nothing to report.

6. Review of staff-student consultative committee minutes

The minutes from 22 May were read by the Teaching Committee and it was agreed that there were no actions to be taken.

7. Revision of the Tripos

Nothing to report.

8. Liaison with the MPhil in Advanced Computer Science

Nothing to report.

9. Liaison with the MPhil in CSTIT

Nothing to report.

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

10a. Proposed syllabus for Concurrent and Distributed Systems.

It was agreed by the Teaching Committee that the syllabus was very appropriate and they have requested that JMB produce a smaller version for the syllabus book. The Teaching Committee were pleased to note that the course had been designed in consultation with the new Part IB practicals in Java.

EXCEPTIONAL ITEMS

11. Members of the Committee

It was noted that AMP would discuss his replacement with the Head of Teaching; it was suggested that Anuj Dawar may be a suitable candidate.

SWM felt that his own role was already covered by the other members of the committee, and as such, felt that it was appropriate to retire from the Committee. It was felt that having one less member would not have a negative impact on the Teaching Committee.

It was agreed that upon ARB's retirement from the Teaching Committee, RKH would take his place.

It was noted that, as agreed with Head of Department, LCP will be taking on the role of Head of Teaching in the academic year 2009/10.

12. Part IA Examination (Coursework Component)

Frank King notes that the penalty formula for missing ticks (5 marks per tick up to a maximum of 50 marks) is likely to produce at least one extreme case this year.

Do we wish to change the penalty per tick or the maximum?

The Teaching Committee supported the proposition from FHK suggesting that the overall mark should equal the mark on the written papers with a penalty of five marks per missed tick, but should be subject to the total not becoming negative.

[This minute has been overtaken by events. From 2009/10 all Part IA courses will score separate, positive marks for practicals as in other NST subjects, see Head of Department announcements.]

13. Funding for ECAD+Arch laboratory equipment

SWM has requested that the department underwrite the cost of new ECAD+Arch equipment.

The Teaching Committee felt that it was appropriate to support the proposal from SWM and would like to recommend to Faculty Board that the £20,000 for equipment should be budgeted for.

14. Review of student feedback for Easter 2009 courses

The Teaching Committee reviewed the feedback from Easter Term and agreed that everything seemed encouraging.

It was noted that due to identified overlaps on some courses the current feedback forms should be updated, by JCU, to ask students if they felt that there were any significant overlaps.

[The Head of Department has since decided that we will use CamTools from 2009/10 and this includes a 'course evaluation' feature; CamTools will run in parallel with the existing paper and web mechanisms in 2009/10.]

ACTION: JCU

15. Any Other Business

15a. The Teaching Committee agreed to look at the text of the Head of Department's notice, the exam structure for 2009/10, and the Part III approval documents via circulation.

15b. CHN requested that lecturers inform her of any proposed significant changes to Part IA and Part IB courses, it was agreed that CHN would circulate any changes to the Teaching Committee for approval.

16. Date of next meeting

It was agreed that there would be no further meetings this academic year, unless an urgent matter arises. Therefore, the next meeting of the Teaching Committee will be held on Thu 01 October at 2:15pm in GC22.