Minutes of the meeting of the Teaching Committee held on
Tuesday 12 January 2010, GC22, William Gates Building

Present:
Dr Ann Copestake  Dr Rob Harle  Prof Larry Paulson
Prof Anuj Dawar  Dr Andrew Moore
Miss Christine Northeast  Mrs Jennifer Underhill

1. Apologies for absence
Apologies were received from Dr Ian Wassell

MINUTES OF THE PREVIOUS MEETING
2. Approval of minutes of the previous meeting
The minutes were signed and agreed.

3. Any matters arising from the previous minutes
3a. Item 6a. iii. 27 November 2009. Review of Part II, Age of courses
It was agreed that, for the purpose of keeping course content up to date, the Chairman
would ask all lecturers of Part II courses to advise the Teaching Committee when courses
were last revised. It was noted that CHN would provide the Chairman with a list of email
addresses.

ACTION: LCP & CHN

3b. Item 10. 27 November 2009. Any other business, Adding Operating Systems to Paper 1
The committee received a brief proposal outlining how hardware basics could be
incorporated into Paper 1. The committee were in favour of the idea, provided that RKH
could send a re-drafted proposal to the Teaching Committee via email.

ACTION: RKH

STANDING ITEMS
4. Sabbatical leave and substitute teaching
Nothing to report.

5. Review of staff-student consultative forum minutes
The Chairman of the staff-student consultative forum outlined the following comments from the
previous minutes
5a. There was a very small interest in the creation of a smaller Foundations of
Computer Science course for Natural Science Tripos students.
5b. There were no complaints about the removal of Cockcroft 4.
5c. A lecture list in iCalendar, to complement the existing timetable, was suggested.
5d. It was also noted by the Part IB students that the Group Project descriptions seemed
exceptionally hard this year.

The Teaching Committee thanked the Chairman of the staff-student consultative forum and
noted the comments.

6. Revision of the Tripos
6a. Review of Part II
A draft document of the Part II review has been received by the committee, with the
intention that it guide discussion and identify issues worth pursuing.
6a. i. Part II Supervision Quality Control
The Teaching Committee expressed concern over the lack of quality control of Part II
supervisors, as such, it was agreed that each lecturer should approve supervisors for their
course(s). It was noted that lecturers will have to take responsibility for supervisors, any
supervisor not approved will not be permitted to supervise.

ACTION: JCU
6a. ii. Supervisor Feedback
It was felt that finding a way for supervisors to feed back comments to lecturers about their courses would be valuable, however the Teaching Committee would not be the most appropriate place to discuss this.

6a. iii. Part II Project Overseeing
It was noted that the Part II Project Co-ordinator will brief overseers of their responsibilities.
It was agreed that the Chairman would contact the Part II Project Co-ordinator to request that he communicate to the overseers that the Teaching Committee are happy for overseers to swap students if they do not feel that they have enough knowledge in a specific area to oversee effectively.

ACTION: LCP

6b. Overlap between Digital Signal Processing and Information Theory & Coding
It was noted that there is a need for MGK and JGD to discuss the overlap between their courses, it was agreed that the chairman would initiate this discussion.

7. Liaison with the MPhil in ACS
Nothing to report.

8. Liaison with the MPhil in CSTIT
Nothing to report.

EXCEPTIONAL ITEMS
9. Michaelmas feedback
The Teaching Committee were generally happy with the feedback from Michaelmas courses.
It was agreed that the Chairman would email lecturers reminding them to look at the feedback,

ACTION: LCP &JCU

10. Reading list for accepted candidates
It was agreed that the reading list for prospective students needed updating, and as such, the Chairman invited the members of the committee to rewrite the reading list and propose their ideas at the next meeting.

11. Feedback System
The Teaching Committee trialled a new feedback system, using CamTools, which they felt was an improvement on the previous feedback system. It was noted that assistance may be sought from RKH in order to set-up the new feedback system.

12. Any other business
Nothing to report.

13. Dates of future meetings:
Tuesday 9th February, 2.15pm
Tuesday 9th March, 2.15pm
Tuesday 20th April, 2.15pm
Tuesday 18th May, 2.15pm
Tuesday 22nd June, 2.15pm