

**FACULTY OF COMPUTER SCIENCE AND TECHNOLOGY  
TEACHING COMMITTEE MEETING**

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

**Minutes of the meeting of the Tripos Management Committee held on  
Tuesday 5 October 2010, GC22, William Gates Building**

**Present:**

**Dr Robert Harle  
Dr Sean Holden  
Dr Andrew Moore**

**Prof Alan Mycroft  
Miss Christine Northeast**

**Prof Peter Robinson  
Mrs Jennifer Underhill  
Dr Ian Wassell**

**1. Apologies for absence**

Apologies were received from Marcelo Fiore.

**MINUTES OF THE PREVIOUS MEETING**

**2. Approval of minutes of the previous meeting**

The minutes were approved and signed.

**3. Any matters arising from the previous minutes**

**3a. Item 5, 22 June 2010. Review of staff-student consultative forum (Solution notes and supervision problems)**

The committee requested that lecturers advise JCU where their supervision problems are at the point of sending their lecture notes to Student Administration for printing. Lecturers should also advise where the solutions to their exercises are held.

**STANDING ITEMS**

**4. Sabbatical leave and substitute teaching**

AM reported on a meeting with Andy Hopper in which it was agreed that departmental funding should not be used to fund sabbatical cover where RAs, postgraduates or undergraduates are lecturing. It was suggested that central funds may be available for when paying for sabbatical cover is unavoidable, it was agreed that the Chairman would investigate into whether this funding remains available.

**ACTION: AM**

The chairman felt that soliciting and validating sabbatical applications should be prime responsibility of the Deputy Head of Department for Teaching (AD); however any substitute teaching should be approved by TMC before approval by Deputy Head of Department for Teaching.

**ACTION: AM**

[Note: afterwards AM talked to AD and they agreed that since sabbatical leave and potential non-UTO lecturing affects both TMC and ACTC, then Deputy Head of Department (Teaching) would take over sending out annual emails enquiring of sabbatical leave and determining payment (or not) for substitute lecturing by non-UTOs]

**5. Review of staff-student consultative forum minutes**

Nothing to report.

**6. Revision of the Tripos**

**6a. Checking for syllabus overlap**

Any overlap in Parts IA and IB should be brought to the attention of the Chair of the Tripos Management Committee so that a note can be inserted into the syllabus booklet showing students that the content has been covered in another course. The committee would welcome being made aware of where material is unintentionally covered twice.

**7. Liaison with the MPhil in ACS**

The committee regret that Part II Denotational Semantics lecture course made available as an ACS course without consultation with TMC, and therefore, would like to invite the Joint Teaching Strategy Committee to discuss the sharing of lecture courses between Part II and the MPhil in ACS.

[Note: Steven Hand (ACTC chair) afterwards explained that the Part II course "denotational semantics" and the ACS course "denotational semantics" were logically distinct; while lectures were shared, they had different forms and standards of examination. He argued that this arrangement provided educational benefits and flexibility, and JTSC concurred.]

## EXCEPTIONAL ITEMS

### 8. Undergraduates as demonstrators

The committee were happy with the guidelines written in regards to using undergraduates as demonstrators, with the exception of a minor change to the wording. These were noted during the meeting and an updated version will be sent to the committee for approval.

**ACTION: AM**

### 9. Tripos Management Committee Remit

While, on the whole, the committee were happy with the remit, they decided that a few changes were needed. These were noted during the meeting and an updated version will be sent to the committee for approval.

**ACTION: AM**

### 10. Non-UTO lecturers and payment arrangements

The committee felt that there was no reason to offer payment to any of the non-UTO lecturers. It was agreed that the Chairman would ask for confirmation that these lecturers are not expecting payment for lecturing.

**ACTION: AM**

[AM: this item is subsumed by the comment on item 4 for future requests]

### 11. On-line lecture review system

#### 11a. Distribution of feedback

The committee noted that they liked the ability to see feedback as it comes in, rather than at the end. It was agreed that RKH would discuss with CARET about how to make feedback viewable to all lecturers.

**ACTION: RKH**

#### 11b. Feedback questions

PR suggested a new set of questions by email to the committee, it was requested that he send these out again for the committee to consider.

**ACTION: PR**

### 12. Expected provision of supervision for CST undergraduate students

The committee were happy with the report produced by the department, however they would like to request that Alice Benton consult the supervision figures from CamCORS for the actual provision of supervision.

**ACTION: AM**

### 13. General Board review of the Cambridge-MIT Exchange

It was reported that the University no longer has central funding to send students on the MIT exchange and that the burden would have to be covered by the department, or the student. The committee were happy with the report written by PR in response to the General Board. It was agreed that, while the committee were happy for MIT students to come to the Computer Lab, there would be no departmental funding for Cambridge students who wished to take part in the exchange.

### 14. Date of next meeting

The next meeting is scheduled for Tue 9 November, 2.15pm in GC22.

Further meetings are provisionally scheduled as follows:

Mon 6 December, 2.15pm in GC22

Tue 11 January, 2.15pm in GC22

[AM: do we wish to meet so far out of term?]

Tue 15 February, 2.15pm in GC22

Tue 22 March, 2.15pm in GC22

Tue 26 April, 2.15pm in GC22

Tue 24 May, 2.15pm in GS15

Tue 28 June, 2.15pm in GS15