

UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY

Chairman: Prof A Mycroft

Secretary: Ms D E Pounds

Minutes of the meeting of the Tripos Management Committee
held on Monday 23 April 2012 at 14:15 in GC22

Present

Dr R Gibbens (*Representative on
Mathematics Faculty Board*)
Dr R Harle (*Parts IA and IB Course
Director*)
Dr Sean Holden (*Part II Course Co-
ordinator and Supervisions Co-ordinator*).
Dr Andrew Moore (*Chair of SSCoF*)

Prof Alan Mycroft (*Tripos Co-ordinator,
Representative for NatSci Management
Cttee*)
Ms D Pounds (*Secretary*)
Prof Peter Robinson (*Exchange
Programme Organiser*)
Dr I Wassell (*Representative for MPhil in
ACS*)

UNRESERVED BUSINESS

1. Apologies for Absence

None

2. Sabbatical and other leave

Prof Alan Mycroft informed the Committee he would be requesting sabbatical leave in Lent term 2013. No objections were raised and no substitute teaching will be required.

3. Notification of any other business

Correspondence regarding Part IA Discrete Mathematics II (Item 12).

MINUTES OF THE PREVIOUS MEETING

4. The minutes of the previous meeting were approved.

5. Matters Arising

- I. **Minute 6ii.** Dr R Gibbens noted that the division of Mathematical Methods into 2 parts should be communicated to Prof John Daugman as joint lecturer of the course. Prof A Mycroft confirmed the changes would not affect him.
- II. **Minute 6iii.** The Committee considered the unhelpful response from the Custodian of the Hopkinson Theatre regarding the installation of microphones. It was felt that, while both this lecture theatre and the Arts School theatre were in need of upgrading, money was unlikely to be forthcoming at present. The Committee felt the concerns expressed by students warranted action and therefore agreed to ask Faculty Board to request lectures take place in Mill Lane instead.
- III. **Minute 6iv.** The Committee agreed that, as the calculation of grade boundaries is clearly defined in the Marking and Classing document 2012, any changes must be deferred until 2013.
- IV. **Minute 6v.** Prof P Robinson's recommendation that
Filer\www\html\teaching\exams\answers be made visible to lecturers to edit sample questions for use as revision material which subsequently will be posted on the website 2 weeks before the examinations was agreed although

a significant minority of the Committee expressed strong reservations regarding the policy of making all exam question solutions public. Action **MGK/AM**.

6. Reports from other committees.

The committee received the notes of the Staff and Student Consultative Forum meeting held on Wednesday 14 March 2012 and discussed the following:

The report from the Part 1B representative regarding group projects expressed some student disquiet at the relationship between some groups and their clients. One group was unhappy at being asked to undertake market research for their client. The Committee felt that some additional guidance to the clients would be beneficial and requested the Group-project co-ordinator be approached for a response to this suggestion. **Action AM**.

The committee received the notes of the Joint Teaching Strategy Committee meeting held on Wednesday 21 March 2012 and discussed the following:

Minute 4ii. The issue of cohort tracking and classing was discussed at length. The Committee agreed that, while the procedure agreed for the current academic year must stand, the matter should be considered afresh for future cohorts.

7. Correspondence

7i. The Chair reported he had provisionally approved the KIS spreadsheet for CST subject to the two following corrections:

* changing 284 to 224 (in cell G20, part II DIS practical hours)

and

* changing 229 to 181 (in cell G15, part IB PF practical hours).

This will give better comparability between Part II and Part III.

The Committee was asked to confirm this. **Afternote: No objections were raised.**

The modified KIS spreadsheet is recommended to Faculty Board.

7ii. The Committee welcomed efforts by the CST Part IA student representative to provide revision aids although some concern was expressed at the use of a Facebook page. For the future, members will also explore alternative social networking mechanisms which will enable lecturers to monitor information given to students. Committee members also requested that, if students found good sources of revision material, they should pass it to the lecturer for publication on the web for the benefit of all students. **(Afternote. Ms D Pounds responded to the student representative.)**

8. **Timetable 2012/13.** Discussion was deferred to the next meeting as further preparation is needed. **Action AM**

9. **Part II Supervisions and additional measures to improve Part II teaching.** The Committee considered the proposal by Prof Peter Robinson to adopt the approach currently used by the Institute of Astronomy (Papers: item 9). Some concerns about lecturer's workloads were expressed and the Committee agreed they would like more time to consider this proposal. Discussion was deferred to the next meeting.

10. **Preliminary reading lists.** The Committee agreed the reading lists and the practical advice to new students need updating and requested this be undertaken. **Action PR/ RG.**

11. Exam templates and marking sheets. Prof Peter Robinson informed the Committee that the Natural Science Tripos Committee were revising their examination paper templates and marking spreadsheets. The Committee deemed it desirable that the Computer Science templates matched these. Dr Markus Kuhn has developed a template and support software which has been successfully piloted for the CST exams this year. The Committee would like to commend this programme to the Natural Science Tripos Committee and requested the Chair should liaise further with Natural Science on this matter. **Action AM**

12. Any other Business

The committee considered correspondence from a supervisor currently supporting students taking the Discrete Mathematics II course. It was felt the concerns expressed were justified and the course content too difficult for Part IA students. The Committee also noted that there were no solution notes on the course webpage. The Chair agreed to discuss changes to the syllabus with the lecturer concerned. **Action AM**

13. Date of next meeting

Tuesday 19 June at 14:15 in GS15 (revised date)