Present
Dr Richard Gibbens-(Representative on Mathematics Faculty Board) Prof Ian Leslie (Chairman)
Dr Robert Harle-(Parts IA and IB Course Director and Chair of SSCO) Prof Peter Robinson-(Exchange Programme Organiser)
Dr Sean Holden (Part II Course and Supervision Co-ordinator) Ms Dinah Pounds-(Secretary)

UNRESERVED BUSINESS

1. Apologies for Absence
Dr Simone Teufel (Representative for MPhil in ACS)
Professor Ian Leslie was welcomed as incoming Chair of the Committee and members’ roles were defined as above.

2. Sabbatical and other Leave
Dr Robert Mullins requests leave for 2013-14. The Chair confirmed that arrangements have been made to cover Dr Mullins teaching.

3. Notification of any other business
   I. Release of exam question solution notes.
   II. Professor Peter Robinson to comment on Teaching Web pages.
   III. Dr Simone Teufel requested future meetings should not be held on a Monday.

MINUTES OF THE PREVIOUS MEETING

4. Approval of the minutes of the previous meeting.
The minutes of the previous meeting were approved and signed.

5. Matters Arising
   None

6. Reports from other committees

   I. Staff and Student Consultative Forum.
      The Committee’s discussion on the issues raised at the last SSCO meeting are noted in the minutes of the TMC meeting held on 19 June 2012.
   II. Joint teaching Strategy Committee.
      The Chair noted that Professor Ann Copestake (AAC) would like the division of business between committees further discussed. The Committee also noted that applications to take Computer Science with Maths in order to avoid a Natural Science subject is still an issue which needs to be addressed (Item 3.ii JTSC 2012-05-21). This Committee would like the JTSC to further assess the strength of feeling of those involved in admissions. (Action IML/AAC).
7. **Correspondence**
   None received.

**EXCEPTIONAL ITEMS**

8. **Mathematics teaching in IA Natural Science**
The Chair reported that the Physics Department has requested a whole-scale revision of Maths for Natural Science and would like to take this opportunity to input content useful to Computer Science. The Chair requested our Maths specialists, Dr Gibbens and Professor A Pitts discuss and look at content to consider what we need from the papers and note the overlaps with content of some CS courses. *(Action RJG/AMP)*

Professor P Robinson also raised the merits of teaming up with Engineering leading to 75% CS in the IA course instead of 50%.
The Committee expressed some concern that Mathematics have introduced a scientific computing course without consultation but were reassured that this is an historic course which has been upgraded and is sound. The course is now at the start of Michaelmas term and, although not optional, it will be easy for our students. The Committee welcomed the use of `Matlab` in the course.

9. **Examinations for 2012/13**
Marking and Classing document 2012-13. The Chairman reported that Professor A Copestake, Deputy Head of Department is currently redrafting the Marking and Classing document. The conclusions will be presented at the next TMC meeting. *(Action IML/AAC)*

10. **Teaching Administration**

I. **Student surveys.** D Pounds reported that two lecturers welcomed the use of initial course review sheets and that the wording of end-of-course surveys had been updated for this year as requested.

II. **Course lecture notes.** The cost for 2012-13 was in the region of £25,000. The Committee felt this represented only a tiny percentage of student fees and that the notes are a valuable study tool. The Committee did not consider offering students a kindle or tablet a good substitute at present, but anticipate a better device will soon be forthcoming. The Committee would like to encourage lecturers to be more careful in the design of their notes to reduce costs.

11. **Any other business**

I. Release of exam question solution notes. The Committee recommends that the time restrictions on solution notes be lifted and that they be made freely available to anyone with Raven credentials. The students now have access to them through `Facebook`, as was anticipated and it is preferable if access was from an official site. At the least this would ensure that the caveats about the value and use of the solution notes would be clearly visible. The Committee would like a disclaimer placed on the website to remind students that solution notes are copyright. *(This proposal is forwarded to the Faculty Board for consideration. Afternote: The Chairman of Faculty Board has approved this item under delegated powers as of 26/10/2012.)*

II. Professor Peter Robinson commented that the advice on the Teaching Web page [http://www.cl.cam.ac.uk/teaching/](http://www.cl.cam.ac.uk/teaching/) focuses on using Linux and would like an additional mention of Raspberry Pi.
12. Proposed dates of meetings 2012-13
Dr Simone Teufel requested future meetings should not be held on a Monday. DPounds confirmed the Committee are not bound to Mondays. Dr R Harle requested meetings should not be held on a Tuesday. The Chair agreed to explore alternative dates but could not guarantee a change. (Action IML)