



UNIVERSITY OF
CAMBRIDGE
Computer Laboratory

Faculty of Computer Science & Technology
Tripos Management Committee

Chairman: Dr David Greaves

Secretary: Ms Dinah Pounds

Minutes of the Tripos Management Committee
held on Monday 9 October 2017 at 13:30 in GC22

Members

Dr David Greaves (*Chairman*)

Dr Hatice Gunes

Dr Robert Harle (*Part IA coordinator*)

Dr Sean Holden (*Part II and supervisions
coordinator*)

Dr Mateja Jamnik

Dinah Pounds (*Secretary*)

Prof Peter Robinson (*Exchange*)

Programme Organiser and Deputy HoD)

Megan Sammons (*Student Administrator*)

Dr Damon Wischik

1. Apologies for Absence

Mateja Jamnik

2. Notification of any other business

- i. Issues with Lab AV.
- ii. Payment structure for 'Paper 10' demonstrators.

3. The minutes of the previous meeting were approved.

4. Matters arising.

None

5. Correspondence.

None

6. Reports from other committees

None

EXCEPTIONAL ITEMS

7. Requests for sabbatical leave

- i. Dr Robert Watson- academic year 2018 -19.
- ii. Dr Robert Harle – one academic year beginning Easter term 2018.
- iii. Dr David Greaves- academic year 2018 -19.

The Committee were happy to support all three applications providing suitable teaching cover is in place.

- iv. Dr Mateja Jamnik - academic year 2018 -19. There are no courses to resume and the Committee support this application.

- 8. Student report from MIT. Of particular concern was college provision of supervisions.** (2017-10-09a). The Committee agreed that this is a piece of student journalism that does not require action. The main issues have also been raised through the NSS survey and concern colleges rather than the Department. (Item 9)
- 9. NSS survey 2017** (2017-10-09b) The Committee noted a lack of error bars and that the student boycott resulted in a small sample of participants. The three areas of concern, and in particular, practical work and overload have already been addressed in the recent tripos revisions. Disparity of college provision has been highlighted with the Pro-Vice-Chancellor who will raise the issue with the Senior Tutors' Committee.
- 10. Part IA and IB ticks.**
- i. **Weighting of individual ticks.** This is currently undefined. A formula is to be devised by the division of term which will stand as a recommendation to the examiners. Negative scoring for all of IA and IB will achieve a greater variation in marks. Some concern that IB may be overloaded was expressed and it was felt that Papers 3 and 7 should be balanced in terms of workload.
Action DJG
 - ii. **Extensions for completion of small ticks.** The Committee agreed the following:
All extension requests should be received before the deadline.

Extensions for individual ticks must be supported by a Director of Studies. The tick should be completed by the catch-up session in the term following the original deadline which is, at most, one week after the start of full term.

The final portfolio should be completed by two weeks before the start of exams, as given on the HoD notice. Any extension to this requires a written request from the College Tutor to the Chair of Examiners. The Chair of Examiners is permitted by Regulations to grant a short extension only.
 - iii. **Scientific Computing Tick(s).** The final syllabus was approved. Students should complete the work during the Christmas vacation. There will be one ticking session alongside Further Java and ML tick 5 at the start of Lent term. The tick will be granular but everyone is expected to be awarded all parts of it.
- 11. Syllabus for SW+Security Engineering.** A new learner's guide and a supervision guide with exercise sheets is requested. In line with all courses, a peer lecturer has been appointed. The Committee would like to see the materials during Lent term to moderate any overlap with IA Interaction Design and IB Security. **Action DJG**
- 12. Accreditation - Professional Practice and Examiners' Notes.** Old Schools have confirmed the University data retention guidance that examiners' notes should not be scrutinised by accreditors. This role is carried out by an external examiner. This will be conveyed to the BCS. We have updated guidance for examiners and students on the Part IB Group Project and the Part II Dissertation to cover professional practice.
- 13. Part II Project Word Counting.** The word count requirements have been updated in the Pink Book. Students will be asked to submit two documents, one containing the five main chapters which will be checked by Turnitin and one containing everything else. Students should not change titles after the division of Michaelmas term except by permission from the Examiners.

14. Development of Part II papers and units. (2017-10-09c). The timetable is as follows:

- i. Each themed group will meet simultaneously as a Wednesday meeting during November.
- ii. The proposed courses will be published to students by the division of Lent term.
- iii. The Committee noted that a larger percentage of students are now taking this option which will increase group sizes and add pressure on the recruitment of demonstrators. Extra funds may be needed to train demonstrators.

15. Student numbers. These continue to grow. There are 106 students taking Part IA of whom 18% are female, 102 in Part IB and 98 in Part II. A larger percentage of IA is taking CST Paper 3 than last year resulting in extra pressure in recruiting enough demonstrators for practical courses. The Committee agreed to request funding to train new demonstrators. **Action DP/PR.**

16. Supervision norms. The Committee recommended a reduction in supervision hours for Part IA from 80 to 60 hours to reflect the increase in practical courses. The possibility of running larger group classes instead, which are still funded by the colleges, should be explored. **Action DP**

17. Any other business

- i. There were some issues with the Lab AV provision in the lecture theatres at the start of term. A work diary is to be prepared for the technician and extra resources to cover spares in the event of failure. **Action DP**
- ii. Payment structure for 'Paper 10' demonstrators is deferred to a later meeting.

18. Date of next meeting – 13th November 2017