

**Minutes of the meeting of the Directors of Studies Forum held on Wednesday 4 July 2018 at  
10:00 in FW11**

**Chairman Dr R. M. Mortier**

**Secretary Mrs M. Sammons**

**Members**

Prof J. Bacon (JE)  
Dr A. R. Beresford (Q)  
Prof A. F. Blackwell (DAR)  
Dr P. J. Buttery (CAI)  
Dr D. Chisnall (ME)  
Prof A. Dawar (ROB)  
Dr J. K. Fawcett (CHU, N, M, HO, HH, LC)  
Dr D. J. Greaves (CC)  
Dr T. G. Griffin (K)  
Mr C. K. Hadley (G)  
Dr R. K. Harle (Sabbatical leave)  
Dr S. B. Holden (T)  
Mr M. Ireland (SID)  
Dr G.C. Jenkinson (DOW, ED, F)  
Dr T. M. Jones (CAI)  
Mr M. Kleppmann (CC)  
Dr A.V.S Madhavapeddy (PEM)  
Dr K. Moody  
Prof S. W. Moore (TH)

Prof C. Mascolo (JE)  
Dr R. M. Mortier (CHR)  
Dr R. D. Mullins (JN, PET)  
Prof A Mycroft (ROB)  
Dr A.C. Norman (T)  
Ms D. Pounds (Manager Teaching Admin)  
Dr A. C. Rice  
Prof P. Robinson (CAI)  
Dr Bogdan Roman (CSAT representative)  
Mrs M. Sammons (Teaching Admin Asst)  
Dr T. M. Sauerwald (EMM)  
Dr R. Sharp (ROB)  
Mrs C. Stewart (Dept Sec)  
Dr S. Taraskin (CTH)  
Dr G. Titmus (CAI)  
Dr C. P. Town (W)  
Dr R. R. Watts (SE, CL)

**1. Apologies for absence.**

Apologies were received from Dr P.J. Buttery, Dr T.G Griffin, Dr A.V S. Madhavapeddy, Prof. C. Mascolo, Dr K. Moody, Dr A. B. Roman, Dr C. P. Town. Dr M.A. Mahmoud was standing in for Dr T.G. Griffin.

**2. Minutes from the previous meeting**

There was nothing to report

**3. Matters arising**

There were no matters arising

**4. Tripos matters.**

- i. It was considered reasonable to conduct basic knowledge supervisions in larger scale groups. Where the work required more intense explanation, smaller groups were deemed to be favourable.
- ii. It was agreed that course exercises need to be improved and should be provided at the same time as lecture notes. The Department will encourage everyone to address the issue as a matter of urgency. **Action Student Admin/AAC.**
- iii. The Moodle wiki was considered immensely useful and new supervisors should be encouraged to sign up to it.

- iv. Disparity arose between supervisors, as it was reported that some subjects were well supervised and went further than the syllabus conversely, some not so deep. It was suggested this may vary because of the quality of the teaching. Directors of Studies requested better feedback channels from supervisors to lecturers. This will be set up online.
- v. A recommendation from some members is that DoS make a supervision schedule for supervisors to ensure students get regular supervisions and to ensure continuity of supervisors. It was suggested to allocate 2 supervisors per student for the academic year.
- vi. It was also suggested that adding supervising as a requirement to the Research Skills tasks may reach a higher volume of supervisors. The Wiseman award continues to act a positive incentive to encourage and attract supervisors.
- vii. It was recommended that the current ratio of supervising 1:3-4 supervisions per lecture in IA should be changed to 1:4. **Action DP**
- viii. Listing the exam paper, teaching room and lecture time on the course pages was requested. **Action DP**
- ix. There was support for moving towards a style of online lecturing mirroring IB Prolog. It was agreed it required more work in the initial stages, but the long term rewards were maximized. DoS requested a 1.5 lecturer playback and transcripts. **Action DP**
- x. Once again the emphasis of attending the supervisor's workshop is mandatory along with the inclusion of the topic of unconscious bias. DoS would like to be informed if supervisors do not attend training. Potential supervisors should take the University's online unconscious bias training. To achieve this, better channels of communication between the Graduate and Undergraduate offices will be sought.

#### **Action DP, LMG and MGK**

### **5. Accreditation**

After seeking support from students, employers and several acclaimed institutions, a feeling of mutual agreement held that there is no point in carrying on with the present accreditors of the IET and BCS. The criterion of both these bodies is no longer fit for purpose for the Department. Following recent consultation with ARM, (Softbank) it was deemed that international recognition is more relevant. It was advised to use ACM as a more realistic guide.

### **6. OCAML**

The move to Ocaml has been deferred for a year, a senior academic will concentrate on getting this up and running for the next academic year, 2019.

### **7. Part II Module selections**

As the existing Paper 7 disappears to be replaced by the Part II modules, the students have made their selections comfortably with no apparent over committing of any particular module. The structure of Papers 8 and 9 will change considerably and will be published on the website very soon. Links on Moodle course selections will be sent out to Directors of Studies shortly.

### **8. Chairman of Examiner's Report**

Dr Mullins reported that the examination period had transited smoothly and Dinah along with her team were thanked for this. The External Examiner was very happy with the drafts and there were few errors in the exam scripts. Two of the prizes awarded went to the same student and we will investigate spreading prizes more widely in future.

The Part II dissertations proved interesting to read and the quality was good. Next year a move will be made to apply anonymous submissions to dissertations. Other points to address for next year were;

- i. To consider whether to have a page count instead of a word count, as this is a constant form of worry for students.

- ii. With large amounts of AI information, it was hard to determine how much work had actually been done. To this end, it was suggested that a description of the source code be added to requirements.
- iii. Feedback is requested from Directors of Studies about moving the dissertation deadline to one week earlier than at present, to accommodate a longer period of revision without the distraction of dissertation submission. This proposal was agreed and DoS felt strongly that this would reduce pressure on students.
- iv. It was agreed to add a more detailed description to the dissertation marking scheme.
- v. The supervisor report form will be revised to allow supervisors to write a confidential report on Moodle.
- vi. **Comments from IA Examinations Chairman.**

Dr Mortier reported there was an error on a paper where the diagram labelling had failed to print on the sheet. The matter was dealt with quickly. There were insufficient papers produced for Paper 3, this was also dealt with before the students had entered the exam room. The Exam Board have been informed. Because of this, it was considered prudent to ask examiners to arrive 15 minutes early in order to check that the scripts are fit and in place.
- vii. There was a matter of negative marking which Chris Hadley was able to sort out.
- viii. The question of Ticks arose, are we over examining in obtaining so many ticks with varied deadlines? Comments welcomed from Directors of Studies.

**9. Any other business**

The CSAT test will be conducted at the same time as the interview, during December, as was conducted last year.

**10. Date of next meeting**

The meeting will be set for October, a date to be advised.