UNIVERSITY OF CAMBRIDGE
Department of Computer Science and Technology

The Directors of Studies in Computer Science Forum held on Thursday 17 October 2019 at 14:00 in FW26 in the William Gates Building

Minutes

Members

Prof J. Bacon (JE)
Prof A. R. Beresford (Q)
Prof A. F. Blackwell (DAR Sabbatical)
Dr Luana Bulat (ME)
Dr J. K. Fawcett (CHU,H,HH,LC,N,M,)
Dr D. J. Greaves (CC)
Dr T. G. Griffin (K)
Dr R. K. Harle (DOW, F)
Dr S. B. Holden (T)
Mr M. Ireland (SID)
Dr G.C. Jenkinson (ED,)
Dr T. M. Jones (CAI
Prof C. Mascolo (JE)
Prof S. W. Moore (TH)
Dr R. M. Mortier (CHR)
Dr R. D. Mullins (JN, PET,G)

Prof A. Mycroft (ROB)
Ms H. Neal (Undergrad Administrator)
Prof L C Paulson (CL)
Ms D. Pounds (Manager Teaching Admin)
Dr A.S. Prorok (PEM)
Dr. A. Rice (Q)
Prof P. Robinson (CAI)
Dr T. M. Sauerwald (EMM)
Dr R. Sharp (ROB)
Prof F M Stajano (T)
Mrs C. Stewart (Dept Sec)
Dr S. Taraskin (CTH)
Dr G. Titmus (CAI)
Dr C. P. Town (W, JE)
Dr R. R. Watts (SE

1. **Apologies for absence**
   Larry Paulson, Rob Mullins, Andy Rice, Anuj Dawar, Jean Bacon

2. **Minutes from previous meeting**
   The minutes were approved.

3. **Update on pending actions**
   Java ticks. There will be a take-home test 21-23 April worth 2 ticks. Full details are in the HoD notice https://www.cl.cam.ac.uk/teaching/exams/headofdeptnotices.pdf

ARB noted that for 2020 these will be a take-home test for 2 ticks, so the results will be 0 or 2 ticks. In future years this will be a graded assessment.

The times will be 9am Tues 21st April to 9am 23rd April for the ticks and therefore time-bound over two days to be done before beginning of lectures. Some members were concerned that this is too much work as the dates are the same week as many colleges hold mock exams. There are no plans to convert other ticks. The intention of the Teaching Committee is to reduce the number of ticks. Star ticks will continue as at present and remain non-assessed.

Action TMC

4. Other matters arising

Ocaml update from AVSM and JL**.**

Jupyter has proved a success with students. There is no supervision mechanism -please instruct students to write in ML using Jupyter as a crutch. There have been some problems with using Jupyter with ticks, JL is working towards modifying this.

Students will see ticks on the updated Moodle page after the ticks have been completed on paper. Encourage students to hand-write on paper as examination practise.

Practise examination questions are needed for supervisor questions- AVSM hopes to have these next week. AVSM and JL were thanked for their work. **Action AVSM**

5. Tripos matters
   i.   Rules on coursework extensions

For ticks, lecturers may give short extensions providing the Director of Studies agrees. For larger pieces of coursework, extensions are only given providing the request the college tutor requests this in writing to the CST Chair of Examiners. If Part II students wish to request an extension to the Part II dissertation deadline, they should apply the Registry Committee.

https://www.student-registry.admin.cam.ac.uk/files/guidance_notes_-_dissertation_and_coursework_extensions_201920.pdf

   ii.   The number of Part II units will need to expand next year to accommodate the large increase in Part II students. The TMC would welcome DoS input on course provision.

TMJ noted the need for new ideas for courses, What can we offer that will appeal to the students? MRS and NLP were oversubscribed this year and TMC are looking for other courses with which the students will engage. Members suggested the Department should ask Part II students near the end of the year 'what would you have done if it was available?'

(Action All)

   iii.   From 2020 the Department is asking colleges to support large group supervisions for the units to enable the Department to continue offering the scope of courses to an increasing number of students.

On average, there will be 6 supervisions will be needed per unit, and the maximum in a group is 15. Members were happy to support the introduction of college large group supervisions.
(Action DP)

6. Chair of Examiner's report

The examinations went well this year. The main challenge was normalising the unit marks. In future, the unit convenors will be asked to get the units marking closer to the values of papers. Members discussed the references to plagiarism in the report. This was deemed to be poor scholarship rather than a deliberate attempt to plagiarise. **ARB will give a Turnitin example lecturer in Lent term to improve student understanding of plagiarism and how to reference their work.**

7. Admissions
   i.   Number of applications

There has been an increase of 1449 applications (10%) on last year's figures. As of date, DoS did not have clear figures for their individual colleges.

 Action - **All to email RKH numbers as soon as available**.

   ii.   Correspondence 2019-10-17b

Concern about inconsistent entry tests, please read this correspondence and consider.

   iii.   Numbers management

The Department needs to request numbers management on an annual basis. The capacity of Lecture Theatre 2 is 138 which is a significant factor. There are also 7 50% students in the current IA cohort and therefore a cap on numbers will be required again for 2020. Members noted that college-led numbers management had produced the same outcome as Department constraints. Colleges are asked to suggest the numbers they would like to admit. **Action All**

Action - RKH to contact the Admissions Office.

   iv.   Subject Moderation and the Winter Pool dates

The winter pool dates are 6, 7 and 8 January, 2020. SMI subject Interface is replacing the spreadsheets and DoS will be asked to enter data with an online tool. Members voiced concern about using interfaces. DoS prefer to enter data onto a traditional spreadsheet where they will have read access including Ctmua results. This will be used as a fall-back if the new interface does not work. Admissions tutors to give instruction and demos. A representation to be made to the Head of UIS regarding the introduction of SMI

Action DP

8. Exam entries for 2020

Example exam entries were circulated and will be emailed**- Action DP**

9. **Any other business**

Members were reminded that their supervisors should complete an online unconscious bias course. The link will be circulated. **Action RMM**

10. **Date of next meeting**
    10th January 2020