



UNIVERSITY OF CAMBRIDGE

Department of Computer Science
& Technology

Minutes of the Outreach Committee held on Monday 9 April 2018, 2:00pm, SW00

Present: Dr Tim Jones (Chairman) (TMJ)
Claire Chapman (Secretary) (CLC)
Lise Gough (LMG)
Dr Bogdan Roman (ABR)
Megan Sammons (MS)

1. Apologies for absence

None.

2. Minutes from previous meeting

The minutes from the meeting on 20 April 2017 were approved.

3. Committee Membership

It was suggested that an undergraduate and graduate student (who did their undergraduate study in the Department) may possibly be recruited to sit on the committee. MS will contact the SSCOF members and LMG will contact the Graduate Students Forum.

Action: MS and LMG

4. Outreach Remit

TMJ said the proposed change to 'Public Engagement' is more public focused and considerably widens the scope of the committee's work, which the remit does not capture. TMJ and ABR will discuss this further with Ann Copestake on 11/04/18.

Members said that the Department should be asked to commit to fund Outreach Activities. These minutes go to Faculty Board and this will item will be put up for discussion.

It was felt that a Moodle poll to find out what outreach IA and IB undergraduates currently do would be useful. This would help to target prospective undergraduates, who may be willing to help with future outreach activities in the Department.

ABR reported that he is setting up an online forum so that current undergraduates can interact with potential students. Introductory material and CSAT questions will be posted online and students don't necessarily have to apply to Cambridge in order to access it. It is anticipated that the forum will be run entirely by undergraduates, but the content will be moderated. It was felt this type of forum will increase our diversity pool and also encourage staff participation. Once it is up and running, the Communications Office will be approached to ask them to advertise it to schools.

Action: MS and CLC

5. How to consider Outreach at Masters and PhD Level

It has been suggested that the department is failing to attract the best graduate students to the PhD and MPhil programmes. LMG felt this was not the overall consensus and this may be the feeling of one research group.

The issue is how to retain MPhil/Part III students who are at the top of their classes as they often leave, due to lack of funding.

LMG reported that MIT subsidise a taster day for all PhD students who have been made an offer. She felt this may be beneficial for us to replicate to help UK students decide whether or not to accept their offer. However, this would require substantial funding. LMG will ask Caroline Stewart if this is possible.

Action: LMG

6. Departmental Calendar

LMG said that there is already a departmental calendar of important dates. However, this is not widely known to all staff and if possible, a link to the calendar will be put on the front page of the Lab's website.

Action: CLC

7. Sutton Trust Summer School, 6-10 August 2018

TMJ gave a report. There are 3 activities to take part in:

1) Summer School from 6-10 August 2018.

The course and content will run as last year.

2) One day Computer Science Taster Session to be held on Friday 17 August 2018.

3) Experience Cambridge Day on Saturday 28 July 2018 for all students (and their family) who applied for the Summer School but who did not get selected.

Members felt it would be useful to know if any attendees from last year's Sutton Trust Summer School have been offered a place. A list of attendees will be obtained.

Action: MS

Addendum: The Cambridge Summer Schools Team are unable to share names of attendees with Departments. They are only allowed to send out basic tracking data and the most recent 'cycle' they have data for is from 2016, but the Department did not participate that year.

8. Undergraduate Open Days – 5 & 6 July 2018

ABR said he will be available to do the Admissions Talks and will include details of the CSAT. However, it was agreed to balance the workload and it was suggested to approach Paula BATTERY or Andy Rice. These names will be submitted to the Senior Management for their approval.

Action: MS

Addendum: It was decided that a member of the TMC will be asked to volunteer at their meeting on 14/05/18.

It was agreed to purchase marketing materials (pens, pencils, bags and T-Shirts) for this year's Open Days.

Action: MS and CLC

9. Graduate Open Day – Friday 2 November 2018

LMG reported that the low number of attendees at last year's Graduate Open Day was due to the Department of Engineering scheduling a full day of talks, which did not allow potential students time to visit our Department. This will be rectified this year.

10. Any Other Business

None.

11. Date of next meeting

This will be arranged by Doodle Poll for the end of May.