



Outreach Committee Meeting

Monday, 8 February 2021, at 2 p.m.
Meeting held via videoconference

Minutes

Present:

Tim Jones, Chair (TMJ)
Vasundhara Agarwal, Undergraduate Student Representative (VA)
Celia Burns, Faculty Administrator, Secretary of Committee (CB)
Marion Cobby, Undergraduate Course Administrator (MJC)
Rachel Gardner, Digital Communications Manager (RG)
Lise Gough, Graduate Education Manager (LG)
Helen Neal, Undergraduate Course Administrator (HN)

1. Apologies for Absence

Apologies were received from Dinah Pounds, Teaching Administration Manager, and Bogdan Roman, Research Fellow.

2. Minutes from the Previous Meeting

The minutes from the previous meeting held on 9 November 2020 were approved.

3. The Future of the Committee

In the light of the general refresh of Department committees, Committee members discussed the Committee's remit and membership.

TMJ suggested that the Committee would benefit from having more UTOs, who would be able to do outreach events and activities; and that the Committee should be more strategic and proactive, setting out what it wants to do, setting up initiatives to further those aims, and having UTOs available to carry out those initiatives. Currently the Committee is mostly reactive, responding to central University initiatives and external requests, and dependent on finding ad hoc volunteers.

Suggestions and ideas from the Committee were as follows:

- **Links:** It would be beneficial to link up with College outreach offices and the Equality and Diversity Committee.
- **Membership:** It would be beneficial to have at least one Director of Studies on the Committee. A good starting place for recruiting UTOs would be via Directors of Studies to find people who have had College outreach experience, as well as UTOs who are new to the Department. The balance between academic and non-academic members would depend on the Committee's remit.

- **Remit:** The current remit, short and broad, focuses mainly on generally increasing the appeal of computer science as a future career.
- **Pool of volunteers:** The Committee would benefit from having a pool of interested and willing volunteers to draw on.
- **Postgraduate outreach:** The problem is not with attracting women and BAME applicants but with the lack of funding for those applicants, so more industrial partners funding studentships would mean more diversity in PhD courses. It was suggested that this minute could be provided to the HoD Team with a view to its message being shared with the Supporters Club and Ring.
- **Event for Directors of Studies and UTOs:** it was suggested that Directors of Studies and UTOs could be invited to an event to present information about the outreach they already do and/or explain what they are looking for in terms of outreach.

The Committee's views would be shared with the HoD Team.

Action: TMJ

4. Report on Actions from the Previous Meeting

i. Research Group Film

Ilia Shumailov, Graduate Student Rep, was not at this meeting, so not available to provide an update on the progress of his Research Group film – informal interviews with graduate students about their experience in the Computer Lab. RG noted that she would contact Ilia to ask if she could put his film on the website if/when it is available.

Action: RG

ii. Outreach Focus

At the February 2020 meeting, the Committee had discussed how to deal with the various requests for volunteers. TMJ had agreed to speak to the Head of Department about what aspects of outreach she would like the Committee to focus on. TMJ noted that this tied in with the discussion on the future of the Committee (item 3, above).

iii. Isaac Computer Science Platform for Outreach

At an earlier meeting, the Committee had discussed the level of involvement to request from Isaac Computer Science and Raspberry Pi for some of our own outreach events, and RG was going to explore with Matt Patterson options for collaboration. The Committee decided to put this item on hold in the light of possible changes to the Committee.

iv. Rotary Club 'Technology Tournament'

TMJ reported that he had had no further contact with the Rotary Club since the last Committee meeting regarding their sponsoring a technology event around Easter 2022.

v. Volunteer Alumni

RG reported that she had circulated an email to Ring alumni to gauge their interest in outreach activities, and there had been a good discussion on the Ring forum about the topic. There is a lot of interest amongst alumni (who are keen to mentor applicants and help with mock interviews, for example) but there is also a need for assistance and guidance, perhaps from Directors of Studies (for example with mentoring and best interview questions). One of the problems noted by alumni was that a lot of applicants had not studied maths and physics to the same level as the alumni.

LG noted the importance of working with the Colleges and suggested Hop In software (<https://hopin.com/>), which had recently been used successfully for a women@CL event, to use for a speed dating-style online event for introducing alumni and Directors of Studies and exploring what they have to offer and are looking for, respectively. LG suggested that the Hop In software could also be used for the Open Day.

5. Outreach Requests / Enquiries

One request had been received since the last meeting:

i. *Programme of supervisions for Norfolk state school students*

The Schools Liaison Officer at Gonville & Caius had contacted us to advise that the College was launching a programme of sustained engagement for Norfolk state school students and was looking for Computer Science PhD students to lead a programme of supervisions. LG had forwarded the request to research students.

6. Any Other Business

There was no other business.

7. Date of Next Meeting

The next meeting is scheduled for 11 a.m. on Tuesday, 18 May 2021.