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## Outreach Committee Meeting

**Monday, 18 May 2020, at 2 p.m.**  
**Meeting to be held remotely via Teams Video Chat**

### Agenda

#### Membership

Tim Jones, Chair (TMJ)  
Vasundhara Agarwal, Undergraduate Student Representative (VA)  
Celia Burns, Faculty Administrator, Secretary of Committee (CB)  
Rachel Gardner, Digital Communications Manager (RG)  
Lise Gough, Graduate Education Manager (LG)  
Tara Leggett, Undergraduate Course Administrator (TL)  
Helen Neal, Undergraduate Course Administrator (HN)  
Dinah Pounds, Teaching Administration Manager (DP)  
Bogdan Roman, Research Fellow (ABR)  
Iliia Shumailov, Graduate Student Representative (IS)  
Caroline Stewart, Departmental Secretary (CS)

#### 1. Apologies for Absence

#### 2. Membership of Committee

Welcome to a new Committee member, Rachel Gardner, Digital Communications Manager.

#### 3. Minutes from the Previous Meeting

Minutes from the last meeting held on 10 February 2020 are attached (2020-05-02).

#### 4. Report on Actions from the Previous Meeting

##### i. Research Group Film

The compilation of the Research Group film is ongoing. IS to update.

##### ii. Sponsorship Opportunity: IBM Sponsoring Events

TMJ had spoken to Helen Francis, the new Research Strategy Manager, about this issue, and she was going to follow up on it. TMJ to report.

##### iii. CS Enrichment Days—Teaching Content and Provision of Teaching

Following a request from Westcliff High School for Boys for CS enrichment days, ABR was going to look for volunteers to develop the teaching content and provide the teaching. ABR was also going to draft a budget proposal and contact the University's Widening Participation Team to enquire if funding was available. ABR to update.

iv. **Action from Athena SWAN Silver Application**

*Free places on the Cambridge Coding Academy:* at the time of the last meeting, the Cambridge Coding Academy had not booked the Computer Lab as a venue for the programme so the proposal to offer free room and facilities in the Department in exchange for ten free places for girls was redundant. However, we later discovered that Cambridge Coding did in fact intend to hold their events at the Computer Lab from 13 July to 7 August 2020 but had omitted to book the venue. Depending on government advice, the Computer Lab may not be available, at least for the July courses. Does the Committee wish to pursue the issue of free places, although this may now not be applicable until next year's Academy?

v. **Undergraduate Open Days—Volunteers**

Following feedback received from the Open Days held in July 2019, the Committee had discussed the difficulty in finding volunteers to present or facilitate the additional talks and activities required to complement the existing Open Days format. TMJ had agreed to speak to Helen Neal, the Teaching Administration Assistant responsible for finding volunteers, with suggestions about who to approach as potential volunteers. TMJ to report on the latest developments.

vi. **Calls for Volunteers**

At the February meeting, TMJ had agreed to speak to the Head of Department about what aspects of outreach she would like the Committee to focus on (for example, focusing solely on state schools, targeting particular POLAR quartiles, encouraging more girls, etc.). TMJ to report.

vii. **Women in Computer Sciences – Widening Participation Event**

A request from Fitzwilliam College had been received in November 2019 to include in its widening participation event a visit to the Computer Lab and/or to take part in an activity here. TMJ had responded to the College, expressing the Department's interest and requesting further information, but had not yet heard back from the College. TMJ to report.

viii. **STIMULUS – Help Children Learn in a Local School**

The Committee had agreed at the last meeting that it would be useful to have more information about this programme, and had proposed a presentation to staff by the STIMULUS Co-ordinator before a Wednesday meeting early in the Easter term. DP had agreed to contact Jacqui Watkins about this and CB would liaise with Jo de Bono to reserve a Wednesday meeting slot. It was suggested that semi-retired members of staff might be potential volunteers and it would, therefore, be useful to invite them to the relevant Wednesday meeting. DP suggested we pursue the Isaac Newton Platform instead. DP to report.

ix. **Rotary Club 'Technology Tournament'**

An enquiry had been received from Julian Landy enquiring about a technology competition for local schools that the Rotary Club could sponsor. TMJ had agreed to contact Mr Landy to find out more about their request. TMJ to report.

x. **Extended Projects Week at Hills Road Sixth Form College**

An enquiry from Nicolle McNaughton about possible outreach during the week of 18-22 May 2020 had been discussed at the last meeting. It was agreed that LG would explore whether any PhD students would be interested in volunteering in this context and TMJ and CB would respond to Nicolle McNaughton accordingly. LG to report.

**5. Open Days, 17 and 18 September 2020**

The Head of Department has requested that the Outreach Committee bring a recommendation on whether the Department will run an in-person Open Day event in September and, if so, how many volunteers we would need and what we would do. It has been agreed that we will participate in the September Open Day in town but not hold an event in the William Gates Building. TMJ to report further.

**6. Sutton Trust Summer School**

Cambridge Admissions Office (CAO) have advised that, In light of the latest advice about the COVID-19 pandemic, all outreach activities and events organised by CAO have been cancelled until the end of August 2020. CS reports that CAO have been in touch about online material. TMJ to report.

**7. Sponsor for Sutton Trust Summer School**

The minute from the February meeting stated ‘TMJ had spoken to the Cambridge Admissions Office about the sponsor who would like to fund extra places on the Summer School, and had put them in touch with the relevant Director of Studies. It would probably be too late to get the extra places set up for the 2020 Summer School but there would be plenty of time to get them in place for 2021.’ Should we carry this item forward to next year’s agenda?

**8. 2020 Oxford and Cambridge Student Conferences**

In light of developments with the coronavirus pandemic, the Universities of Oxford and Cambridge jointly took the decision to cancel the 2020 Conferences. However, before the decision was made, the following individuals had kindly volunteered to attend the conferences:

Aintree, 16 March 2020	Matthew Ireland
Newcastle, 17 March 2020	Matthew Ireland
Swansea, 23 March 2020	Michael Dodson
Birmingham, 24 March 2020	Jeremy Yallop
Epsom, 25 March 2020	Simone Teufel

**9. Outreach Requests / Enquiries**

No new external requests or enquiries have been received since the last meeting.

**10. Any Other Business**

**11. Date of Next Meetings**

Are Committee members content to schedule the 2020/21 meeting dates as follows:

Monday, 9 November 2020, 2 p.m.

Monday, 8 February 2021, 2 p.m.

Monday, 17 May 2021, 2 p.m.



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## **Outreach Committee Meeting**

**Monday, 10 February 2020  
2 p.m., Room GC22, William Gates Building**

### **Minutes**

**Present:**

Tim Jones, Chair (TMJ)  
Vasundhara Agarwal, Undergraduate Student Representative (VA)  
Celia Burns, Faculty Administrator, Secretary of Committee (CB)  
Lise Gough, Graduate Education Manager (LG)  
Dinah Pounds, Teaching Administration Manager (DP)

**1. Apologies for Absence**

Apologies were received from Bogdan Roman (ABR).

**2. Minutes from the Previous Meeting**

The Committee approved the minutes from the last meeting, held on 11 November 2019.

**3. Report on Actions from the Previous Meeting**

**i. Research Group Film**

The compilation of the Research Group film is ongoing. IS was not in attendance at this meeting. An update will be provided at the next meeting.

**ii. Sponsorship Opportunity: IBM Sponsoring Events**

TMJ reported that he has spoken to Helen Francis, the new Research Strategy Manager, about this issue, and Helen is going to follow up on it.

**iii. CS Enrichment Days—Teaching Content and Provision of Teaching**

Following a request from Westcliff High School for Boys for CS enrichment days, ABR was going to look for volunteers to develop the teaching content and provide the teaching; and draft a budget proposal and contact the University's Widening Participation Team to enquire if funding was available. ABR was not in attendance at this meeting. An update will be provided at the next meeting.

**iv. Action from Athena SWAN Silver Application**

*Free places on the Cambridge Coding Academy:* the Cambridge Coding Academy has not booked the Computer Lab as a venue for the programme, so the proposal to offer free room and facilities in the Department in exchange for ten free places for girls is now redundant.

#### 4. Undergraduate Open Days Report

The Committee had received the feedback from the Open Days held in July 2019. They discussed the need for additional talks and activities to complement the existing format of admissions talks and Directors of Studies answering questions in the Intel Lab.

Suggestions for additional events included research talks, shortened sample Part 1A lectures, displays by research groups, demonstrations by UROP students, taster events such as the one hosted by TMJ for GCSE students (see item 6 below), and PhD research presentations or talks about their study/research journey. These events could take place in the lecture theatres between the admissions talks, in the Intel Lab and in other venues such as SW01 and FW26.

The Committee acknowledged the difficulty in finding volunteers to present or facilitate these events and the importance of looking for volunteers as early as possible. Suggestions for volunteers included PhD and UROP students and members of women@CL.

TMJ agreed to talk to Helen Neal, the Teaching Administration Assistant responsible for finding volunteers, with suggestions about who to approach.

**Action: TMJ**

#### 5. Sponsor for Sutton Trust Summer School

TMJ reported that he had spoken to the Cambridge Admissions Office about the sponsor who would like to fund extra places on the Summer School, and had put them in touch with the relevant Director of Studies. It would probably be too late to get the extra places set up for the 2020 Summer School but there would be plenty of time to get them in place for 2021.

#### 6. Taster Day for GCSE-level Students

As part of a Science/Technology outreach event organised by the Cambridge Admissions Office, TMJ and his Post-Doc, Tobias Kohn, had run an event on 4 February 2020. TMJ reported that they ran a 45-minute interactive session at the Student Services Centre for about 40 GCSE students, based around creating and using a strategy for sorting cards. The event had gone well.

#### 7. Outreach Requests / Enquiries

Since the last meeting, the following enquiries had been received:

- ***Pint of Science 2020, Cambridge:*** a call for volunteers to help run this annual international science festival from 11-13 May 2020, where science researchers make their way from the lab to the pub to share their research stories with the public. The call had been sent to the Outreach email group. No response was required.
- ***Women in Computer Sciences – Widening Participation Event:*** a request from Fitzwilliam College to include in its widening participation event a visit to the Computer Lab and/or to take part in an activity here. TMJ had responded to the College, expressing the Department's interest and requesting further information, but had not yet heard back from the College.
- ***STEM Activity Day organised by Girlguiding Cambridgeshire East:*** a call for volunteers to help at the event on 1 February 2020. The call had been sent to the Outreach email group. No response was required.

- **Computer Science Opportunities for Year 11/12 Students:** an enquiry from Lucy Cavendish College on behalf of a student at a link school in Norfolk about upcoming opportunities. CB had responded, advising that the Department does not have any forthcoming events, and suggesting the Science and Taster Day and the Sutton Trust Summer School.
- **STIMULUS – Help Children Learn in a Local School:** DP had circulated this call for volunteers to undergraduate students, and to the Outreach email group for discussion about ways in which the Outreach Committee might support the programme further.

LG noted that she had circulated the call to PhD students, noting that this is the kind of contribution considered with regard to nominations for Wiseman Prizes.

The Committee agreed that it would be useful to have more information about the programme, and proposed a presentation to staff by the STIMULUS Co-ordinator before a Wednesday meeting early in the Easter term. DP agreed to contact Jacqui Watkins about this and CB would liaise with Jo de Bono to reserve a Wednesday meeting slot. It was suggested that semi-retired members of staff might be potential volunteers and it would, therefore, be useful to invite them to the relevant Wednesday meeting.

**Action: DP and CB**

- **Primary School STEAM Project:** an enquiry from Bewick Bridge Community Primary School for assistance at or ideas for a STEAM event at the end of March. CB had circulated the email to Outreach Committee members but there had been no response. TMJ and CB agreed to respond to the primary school. *Post-meeting note: we will recommend they contact Isaac Computer Science, the free online platform for students and teachers.*

**Action: TMJ and CB**

- **OxFizz Volunteering Opportunity:** a call from OxFizz, a social enterprise trying to improve access to Oxbridge, for volunteers for a 'Choose Your Subject' event. This had been sent to the Outreach Committee email group. No response was required.
- **Primary School Taster Sessions:** an enquiry from Cathy Edwards about taster sessions for a local primary school. TMJ noted the difficulty in creating activities relevant to the context and developing the associated material. TMJ and CB agreed to respond to the primary school. *Post-meeting note: we will recommend they contact Isaac Computer Science, the free online platform for students and teachers.*

**Action: TMJ/CB**

- **Rotary Club 'Technology Tournament':** an enquiry from Julian Landy enquiring about a technology competition for local schools that the Rotary Club can sponsor. TMJ agreed to contact Mr Landy to find out more about what they require from us.

**Action: TMJ**

- **Extended Projects week at Hills Road Sixth Form College:** an enquiry from Nicolle McNaughton about possible outreach during the week of 18-22 May 2020. Suggestions for possible outreach included a group of PhD students, each talking about their journeys into research for five minutes, followed by a brief overview of how the programme works; group project presentations; and presentations by clients within and local to the Department. VA noted that the timing was not good for undergraduate students, as they would have exams soon afterwards.

It was agreed that LG would explore whether any PhD students would be interested in volunteering in this context and TMJ and CB would respond to Nicolle McNaughton accordingly.

**Action: LG, TMJ and CB**

In consideration of the various calls for volunteers that we receive, the Committee briefly discussed how to deal with these in future. TMJ agreed to speak to the Head of Department about what aspects of outreach she would like the Committee to focus on (for example, focusing solely on state schools, targeting particular POLAR quartiles, encouraging more girls, etc.).

**Action: TMJ**

## **8. Any Other Business**

**a) *Oxbridge Conferences:*** TMJ reported that Michael Dodson would be volunteering for the Swansea event and Matthew Ireland for the Newcastle and Aintree events. Volunteers were still being sought for two events in Epson and one in Birmingham. It was agreed that DP would forward names of potential volunteers to TMJ and CB, who would endeavour to find volunteers for the remaining dates.

**Action: DP, TMJ and CB**

**b) *360° Photography:*** LG reported that a photographer had taken some 360° photography during the Postgraduate Open Day (in the Intel Lab, The Street, and a few other areas) for purposes of the prospectus.

## **9. Date of Next Meeting**

The next meeting will take place at 2 p.m. on Monday, 18 May 2020 in Room SW00.