



Outreach Committee Meeting

10:00 - 11:30, Monday 4 March 2024
William Gates Building, Room GC22

Agenda

Committee Membership:

Tim Jones (Chair, TMJ)
Aga Niewiadomska, Outreach Administrator (Secretary, AN)
Celia Burns, Faculty Administrator (Notetaker, CB)
Carl Henrik Ek (CHE)
Laurie Gale (LPG)
Rachel Gardner, Communications Manager (RG)
Lise Gough, Graduate Education Manager (LMG)
Neel Krishnaswami (NK)
Peter Ochieng (PO)
Sue Sentence (SS)
Becky Straw, Undergraduate Teaching Manager (RS)

- 1. Apologies for Absence**
- 2. Conflicts of interest**
- 3. Updated terms of Reference**
To review the attached updated terms of reference.
- 4. Updates on current outreach projects**
 - i. DeepMind internships**
 - ii. STEM SMART**
 - iii. Women in CS**
 - iv. Cambridge Festival**
- 5. Discussion on outreach strategy**
- 6. Collaboration with external groups on outreach activities**

To discuss how to approach requests from external groups asking to collaborate on outreach events.

7. Any Other Business

8. Date of Next Meeting

Updated Terms of Reference

The Outreach Committee aims to promote Computer Science at Cambridge, and the subject more broadly, to a diverse range of potential applicants to our undergraduate and postgraduate degrees. The overall goal is to improve diversity in the student population, raising aspirations and encouraging participation from applicants from disadvantaged and underrepresented backgrounds.

To achieve this it will:

- Set the overall strategy for outreach within the Department;
- Work with the Outreach Administrator to develop programmes that implement the Department's outreach aims;
- Monitor the planning and delivery of these programmes;
- Evaluate the effectiveness of the Department's outreach initiatives in meeting the outreach aims;
- Liaise with the Department's ED&I committee to identify areas of improvement in admissions;
- Work with the Cambridge Admissions Office to design, deliver and evaluate centrally managed outreach programmes.

The Outreach Committee will meet termly and will consist of at least:

- Three UTOs;
- One Research Associate;
- One PhD student;
- The Undergraduate Education Manager;
- The Postgraduate Education Manager;
- The Communications Coordinator;
- The Outreach Administrator, who will act as Secretary to the Committee.