

**University of Cambridge Computer Laboratory
Teaching Committee**

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on Tuesday 25 November 2008 in GC22 in the William Gates Building

Present:	Prof Alan Mycroft	Dr Alastair Beresford	Dr Simon Moore
	Prof Larry Paulson	Prof Andy Pitts	Dr Simone Teufel
	Dr Ian Wassell	Dr Frank Stajano	Ms Lise Gough
	Miss Christine Northeast	Mrs Jennifer Underhill	

1. Apologies for absence

There were no apologies received.

STANDING ITEMS

The chairman welcomed JCU as secretary to the committee.

2. Sabbatical leave and substitute teaching

It was noted that approval of sabbatical leave depends upon substitute teaching capability, it was also noted that lecturers should arrange substitute teaching. The chairman noted that there are 39 lecturers in the Computer Lab including Stephen Clark who will be joining the lab in January 2009. Five lecturers have requested sabbatical leave, as this is only a seventh of the number of staff this should not be a problem, however it was noted that "planning a new ACS course" was a separate issue from covering for sabbatical leave. The Chairman also noted that Part IA and IB courses are a priority, Part II courses can be dropped if no substitute teacher is available. The Chairman will contact academics who have applied for sabbatical leave in regards to identified issues and potential IB structure.

[Update: AM, FMS, SHT and Richard Gibbens had leave approved by Faculty Board; Markus Kuhn plans to apply for Lent and Easter 2010.]

3. Review of course feedback

It was noted that the Chairman will ask MGK and NAD about plans for feedback in 08-09.

[Update: the electronic feedback system is working again, although discussion at Wednesday suggested that some members prefer paper feedback.]

4. Review of staff-student consultative committee minutes

a) The minutes from the meeting on the 5th November are attached.

<http://www.cl.cam.ac.uk/local/committees/>

The minutes were accepted by the Committee and Part IB comments were noticed. The Chairman will make preliminary approaches to lecturers attracting negative comments.

[Update: both courses are scheduled for revision in 2009/10.]

5. Revision of the Tripos

a) Revision of Part IB and sharing the lecture load.

The Chairman welcomed help with new Part IB configuration.

The Chairman noted that Part IA has been reconfigured to 120 lecturing hours and in regards to Part IB he noted that there were too many lectures and not enough practical sessions. He proposed to reduce the overall lecturing to 200 hours from a current 248 hours, students would attend two lectures per day. It was also proposed that the streaming introduced in Part IA would continue in Part IB: Theory, Systems, Programming, and Signals & Symbols (Applications). There was some discussion about the exact breakdown and title, but the principle of streaming was agreed to be a good thing.

6. Liaison with the management committee for the MPhil in Computer Science

Nothing to report

7. Liaison with the MPhil in CSTIT

It was noted that there had been some disquiet about dropping CSTIT from Engineering.

8. Proposals for new courses, significant changes to courses, and removal of courses

It was agreed that revisions to the Part IA and Part IB syllabus must be approved by teaching committee, however Part II lecturers are able to change content without having to consult the teaching committee, although new Part II courses must go through teaching committee.

EXCEPTIONAL ITEMS

MINUTES OF PREVIOUS MEETINGS

10. Approval of minutes of the previous meeting

The minutes were agreed and signed.

11. Any matters arising not already dealt with

a) Plagiarism

CHN agreed to write the plagiarism page for the Computer Laboratory website.

12. Dates of future meetings

Tuesday 16 December at 2:15pm in GC22