

**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 Monday 16 March
2009 in GC22 in the William Gates Building

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

1. Apologies for absence.

An apology was received from Dr Alastair Beresford.

STANDING ITEMS

2. Sabbatical leave and substitute teaching.

Nothing to report.

3. Review of staff-student consultative committee minutes.

Minutes from February 2009 meeting tabled.

Nothing to report.

4. Revision of the Tripos.

Nothing to report.

5. Liaison with the MPhil in Advanced Computer Science.

5a. Draft lecture timetable for ACS for 2009-10.

Draft lecture timetable tabled.

The draft timetable was approved in principle by the Teaching Committee, but it was noted that item 9 might require some rework to fine detail; Part IA and IB scheduling has to be done first.

6. Liaison with the MPhil in CSTIT.

Nothing to report.

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

Nothing to report.

EXCEPTIONAL ITEMS

8. Teaching Committee to approve or amend the proposal to change the machines that provide the PWF Linux remote access to students.

Email from Martyn Johnson tabled.

The Teaching Committee expressed concerns about the specification of the computers provided. It was agreed that SWM would discuss any concerns with Martyn Johnson and ask for a quote.

ACTION: SWM

9. Draft Timetable for 2009-10.

Draft lecture timetable and teaching load tabled.

The Teaching Committee agreed to changes to the draft timetable and lecture load. AM to produce an amended version of the timetable. It was agreed that CHN would create the official timetable based upon the amended version.

ACTION: AM and CHN

10. Student Satisfaction Survey.

The Teaching Committee encouraged students to complete the survey to ensure statistically representative results. It was agreed that JCU would send out an email reminder to students.

ACTION: JCU

11. Transferable skills for PhD students.

11a. Summer lecture series.

It was suggested that the transferable skills budget could be used to set up a summer lecture series, taught by PhD students, and aimed at undergraduate students who either are performing poorly, or are transferring from 25 % Natural Science to Computer Science Part IB.

11b. Supervision mentoring system.

It was also suggested that the more established PhD students could mentor PhD students who are new to supervising undergraduate students.

The Teaching Committee felt that there were outstanding issues in regards to designing transferable skills events and that it was not appropriate to start running either the summer lecture series, or the supervision mentoring system, at present.

12. Possible Tripos Part III

It was suggested that the current MPhil ACS could be shared as a fourth year, or Part III, of the Computer Science Tripos following the example of the Maths Tripos. The Teaching Committee approved this proposal in principle and seek Faculty Board support. Comments from the ACS committee would be welcome too.

MINUTES OF PREVIOUS MEETINGS

13. Approval of minutes of the previous meeting

The minutes were agreed and signed.

14. Any matters arising not already dealt with

15. Dates of future meetings

Mon 20 April at 2:15pm in GC22

Tue 19 May at 2:15pm in GC22

Tue 16 June at 2:15 in GS15