

FACULTY OF COMPUTER SCIENCE AND TECHNOLOGY  
TEACHING COMMITTEE MEETING ON  
MONDAY 20 APRIL 2009 AT 2:15 P.M. IN ROOM GC22

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on Monday 20 April  
2009, GC22, William Gates Building

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

**1. Apologies for absence**

An apology was received from Dr Simone Teufel and Dr Alastair Beresford.

**MINUTES OF THE PREVIOUS MEETING**

**2. Approval of minutes of the previous meeting**

The minutes were agreed and signed.

**3. Any matters arising from the previous minutes**

**a. Item 8 from Teaching Committee meeting on 16<sup>th</sup> April 2009.**

*The proposal to change the machines that provide the PWF Linux remote access to students.*

In principle the Teaching Committee are happy to go ahead with the terms suggested. It was felt that one machine managed by the Computing Service would be sufficient, with the reservation that an upgrade to better machines is available when needed.

**b. Item 9 from Teaching Committee meeting on 16<sup>th</sup> April 2009.**

*Draft Timetable for 2009-10*

The Teaching Committee felt that there were still a few issues to be resolved with the draft timetable and lecture load. It was agreed that the timetable should be circulated once CHN and the Chairman have resolved the issues.

A joint timetable for the Undergraduate course and the MPhil was suggested, however it was decided that this should be addressed next year when the CSTIT has finished.

ACTION: AM and CHN

**STANDING ITEMS**

**4. Sabbatical leave and substitute teaching**

Nothing to report.

**5. Review of staff-student consultative committee minutes**

*Minutes from March 2009 meeting tabled.*

Nothing to report.

**6. Revision of the Tripos**

Nothing to report.

**7. Liaison with the MPhil in Advanced Computer Science**

Nothing to report.

**8. Liaison with the MPhil in CSTIT**

Nothing to report.

**9. Proposals for new courses, significant changes to courses, and removal of courses**  
Nothing to report.

**EXCEPTIONAL ITEMS**

**10. Model answers for exercise sheets**

*It has been suggested that model answers to the exercise sheets, which are supplied with lecture notes, should be provided for supervisors.*

It was agreed that, while this would be welcome, the Teaching Committee did not want to mandate it. During discussion, the Teaching Committee felt, on balance, that having two or three separate sheets of exercises appearing at the end of the notes was somewhat preferable to having exercises embedded within notes. Ideally such exercise sheets should contain a range of problems including some of sub-tripos level.

**11. Review of student feedback for Lent 2009 courses**

Student feedback identified no significant problems in lecture courses and supervisions. It was noted that the Teaching Committee found the mixture of paper and electronic reports made analysis harder, it was suggested that graphical representation of student comments would be an improvement to the current situation. The Teaching Committee declined to make any instant recommendations in regards to the feedback.

**12. Backup lecturers for Part IA and IB courses**

*These have two advantages (i) to enable a course to continue when a lecturer is unavoidably absent and (ii) they generate additional dialogue on the structure and content of a course.*

The Teaching Committee were generally supportive towards the concept of backup lecturers, it was agreed that the Chairman would send a draft email to the Head of Department for forwarding to the teaching staff.

ACTION: AM

**13. Date of next meeting**

The next meeting of the Teaching Committee will be in GC22 at 2.15pm on Tuesday 19 May 2009

**14. Any other business**

Nothing to report.