

**FACULTY OF COMPUTER SCIENCE AND TECHNOLOGY
TEACHING COMMITTEE MEETING**

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

Minutes of the meeting of the Teaching Committee held on Tuesday 19 May 2009, GC22, William Gates Building

Present:	Dr Alastair Beresford Prof Larry Paulson Miss Christine Northeast	Prof Alan Mycroft Dr Frank Stajano Mrs Jennifer Underhill	Dr Simon Moore Dr Ian Wassell
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1. Apologies for absence

An apology was received from Dr Simone Teufel and Prof Andy Pitts.

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

3a. Backup lecturers for Part IA and IB courses, Item 12 from Minutes of meeting on 20 April 2009

It was agreed that the Chairman would send a draft email regarding backup lecturers to the Head of Department.

ACTION: AM

STANDING ITEMS

4. Strategic discussion on course structure and content

It was felt that any changes made to IA and IB course content should be checked by the Teaching Committee before teaching commences.

5. Sabbatical leave and substitute teaching

The Teaching Committee noted that upon his return, IML will be available for lecturing between January and September 2010. It was also noted that SWM has had sabbatical leave approved for Easter 2010.

6. Review of staff-student consultative committee minutes

Nothing to report.

7. Revision of the Tripos

Nothing to report.

8. Liaison with the MPhil in Advanced Computer Science

Nothing to report.

9. Liaison with the MPhil in CSTIT

Nothing to report.

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

10a. Proposed practical-based Further Java course for Part IB in 2009/10.

The Teaching Committee supported this proposal including the idea of basing two exam questions on the course.

EXCEPTIONAL ITEMS

11. Supervising and Sabbaticals

Discussion of the recommendation that each Part II lecturer should keep a list of recommended supervisors so that they can pass on this list to substitutes covering their sabbatical.

The Teaching Committee felt that it was not clear that anything else could be done other than to encourage lecturers to give feedback about supervisors, both positive and negative, to Student Administration.

12. Affiliated Lecturer Appointment

Derek McAuley's two-year appointment ended on 31 December 08.

The Teaching Committee strongly supported the reappointment of Derek McAuley for two years from 1 October 2009.

13. Review of IA lecture courses and syllabuses

There are reports that lecturers each teach Part IA courses without taking into account what other lecturers teach, resulting in material being duplicated or repeatedly taught ab initio.

The Teaching Committee received a draft proposal from RKH, ACR and ARB with interest and agreed to discuss the finished document at the next meeting. It was agreed that Dr Robert Harle (RKH) would replace ARB as a member of the Teaching Committee from 1 October 2009, and that he should be invited as an observer until then. We invite the Faculty Board to approve this change of membership.

14. Any other business

14a. Synchronisation of lectures and practical sessions for Algorithms I

It was noted that it has been difficult to synchronise lectures and practical sessions for Algorithms I, but also that changes could best be made upon FMS' return from sabbatical. It was agreed that JCU would send an email to ARB and FMS on 12 March 2010 as a reminder that they need to discuss the Algorithms I summer tick.

ACTION: JCU

15. Date of next meeting

The next meeting of the Teaching Committee will be held on Tue 16 June at 2:15pm in GS15.