

FACULTY OF COMPUTER SCIENCE AND TECHNOLOGY  
TEACHING COMMITTEE MEETING

Chairman: Prof Alan Mycroft

Secretary: Mrs Jennifer Underhill

**Minutes of the meeting of the Tripos Management Committee held on  
Wednesday 12 January 2011, GC22, William Gates Building**

**Present:**

**Dr Marcelo Fiore  
Dr Robert Harle**

**Dr Sean Holden  
Prof Alan Mycroft  
Miss Christine Northeast**

**Mrs Jennifer Underhill  
Dr Ian Wassell**

**Observer: Mrs Megan Sammons**

**1. Apologies for absence**

Apologies were received from Andrew Moore and Peter Robinson.

**MINUTES OF THE PREVIOUS MEETING**

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

The minutes were approved and signed.

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

**3a. Item 8, 5 October 2010. Undergraduates as demonstrators**

The committee noted that the guidelines had been updated.

**3b. Item 9, 5 October 2010. Tripos Management Committee Remit**

The committee were happy with the updated remit, although suggested that the committee should be consulted before sabbatical leave is approved and would like the corresponding point to be expanded to say "in consultation with Head of Department for Teaching".

It was agreed that this remit should be placed on the Tripos Management Committee web page.

**Action: CHN**

**3c. Item 11b, 5 October 2010. On-line lecture review system, Feedback questions**

In response to the committee's request that lecturers be able to see feedback before the survey has closed, CARET have agreed that they would look into the possibility of implementing this functionality. It was mentioned that this would be low-priority for CARET as this had not been requested by any other department. It was suggested that as the feedback system is now open-source, it may be beneficial for someone at the Computer Laboratory to look into this.

For the most part, the committee agreed to the changes to the feedback questions, proposed by PR. Changes to the new set of questions were as follows:

Question 9: add 'not applicable' function

Question 10: Remove 'learning guide', add 'not applicable' function

Question 11: add 'not applicable' function

It was noted that the new questions were a significant improvement from the previous set.

It was agreed that RKH would look into how the feedback should be distributed to Part II students, taking into account that not all students would be attending every course, and at present they are all asked to fill in feedback on each course.

**Action: RKH**

It was noted that Alice Benton had given AM the permissions of 'course organiser' in CamCORS, and therefore he now has access to the last ten years of supervision data for the Computer Science Tripos. It was agreed that he would investigate into this and report back to the committee in due course.

**Action: AM**

**3d Item 4, 5 October 2010. Sabbatical leave and substitute teaching**

It was noted that, at present, the department receives £3000 for extra teaching, this money is currently spent on demonstrating and therefore all payment for substitute lecturing comes from the departmental budget.

**3e. Item 7, 5 October 2010. Liaison with the MPhil in ACS**

The Chairman reported that, although there had been concerns about module sharing between Part II and the ACS, he had been re-assured by the fact that the forms of examination differ, along with the standard of assessment.

## STANDING ITEMS

### 4. Sabbatical leave and substitute teaching

Nothing to report.

### 5. Review of staff-student consultative forum minutes

The committee noted that there were concerns about Computer Fundamentals.

### 6. Revision of the Tripos

#### 6a. ML help sessions

It was noted that there were problems with the sequence of lectures and practicals after changes had been made to Computer Fundamentals and ML. It was agreed that the Chairman would discuss the sequence issues with LCP.

It was also noted that Thomas Tuerk would no longer be available to run the help sessions after 2010-11 and it was therefore agreed that the Chairman would also discuss the issue of finding a replacement demonstrator with LCP.

**Action: AM**

#### 6b. Syllabus overlap - Software Design and Software Engineering

It was agreed that the Chairman would discuss the overlap with the lecturers (RJA and AFB) and request that they review the overlap between themselves, reporting back to the committee in due course.

**Action: AM**

#### 6c. Difficulty with Computer Fundamentals

It was reported that there had been concern in regards to the difficulty of Computer Fundamentals. It was agreed that the committee would review the content, length and examination arrangements for this course.

**Action: RKH**

### 7. Liaison with the MPhil in ACS

Nothing to report.

## EXCEPTIONAL ITEMS

### 8. National Student Survey

The committee received the National Student Survey with interest. They noted that the Computer Science Tripos received a lower than average score for 'criteria used in marking have been made clear' but felt that assessment information was clearly and easily available on the web site.

### 9. WWW rapid feedback

The committee were concerned to hear that the rapid feedback facility was being abused and therefore decided that it would be beneficial to insist upon a Raven login for those using the facility outside of the cam.ac.uk domain.

### 10. Any other business

#### 10a. Directors of Studies - Access to supervision material

It was reported that Directors of Studies had requested permission to access supervision material online, in the same way that members of 'Wednesday' are able to. The committee felt this was a reasonable request and it was agreed that RKH would discuss setting up access with MGK.

**Action: RKH**

### 11. Date of next meeting

The next meeting is scheduled for Thu 03 March, 2.15pm in GC22.

Further meetings are provisionally scheduled as follows:

Tue 22 March, 2.15pm in GC22

Tue 26 April, 2.15pm in GC22

Tue 24 May, 2.15pm in GS15

Tue 28 June, 2.15pm in GS15