

UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY

Chairman: Prof Alan Mycroft

Secretary: Mrs D E Pounds

Minutes of the meeting of the Tripos Management Committee
held on Monday 3rd October 2011 at 16:15 in GS22

Present

Prof A Mycroft (chair)

Prof Peter Robinson

Ms D Pounds

Dr R Harle

Dr I Wassell

Ms M Sammons

Dr Sean Holden

1. UNRESERVED BUSINESS

I. Apologies for Absence were received from Dr A Moore

II. Notification of any other business

None received.

MINUTES OF THE PREVIOUS MEETING

2. The minutes of the previous meeting were approved.

3. Matters Arising

The examiner's report for Part I and Part II are under review. This item was deferred to the next meeting.

The meeting expressed disappointment that Part II examiners did not conduct oral examinations as expected. The Committee believes vivas are an important part of quality control.

The committee thanked Christine Northeast and wished her well in her retirement. Ms D Pounds was welcomed as the incoming Teaching Administration Manager and secretary to this committee. Ms M Sammons will step down as secretary and was thanked for her contribution.

The Committee thanked Dr Marcelo Fiore who has retired as Part II Course Director and congratulated Dr Sean Holden who takes up the role. The post amalgamates the roles of Course Director with his existing role as Part II Supervision Co-ordinator. In the light of this, the Committee considered whether a replacement committee member is now needed. This item was forwarded to the next meeting.

Action: Chair to consult Department Administrator.

4. Sabbatical leave and substitute teaching

The Committee discussed the best approach to covering two anticipated paternity leave requests this term. It was agreed a policy of 'best effort' should be adopted. Each lecturer should have a back-up lecturer ready to cover at short notice. The Committee felt it was unreasonable to cover the first lecture of an absence but that subsequent lectures should be covered.

5. Review of Staff-student Consultative Forum minutes

This item was deferred to the next meeting in the absence of new minutes.

6. Revision of Tripos

- i. Part IA. The possibility of offering 3 papers in addition to NST Maths. This item was deferred to the next meeting.
- ii. The addition of Biology of Cells to the first year options was discussed. The Chair agreed to present the proposals to the Natural Science Management Committee for further consideration.

7. Date of next meeting

Monday 17th October 2011 14:15.