

**UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY**

Chairman: Professor I. Leslie

Secretary: Ms D. E. Pounds

Minutes of the meeting of the Tripos Management Committee
held on Monday 15 October 2012 at 14:15 in GC22

Present

Dr Richard Gibbens-*(Representative on
Mathematics Faculty Board)*
Dr Robert Harle-*(Parts IA and IB Course
Director and Chair of SSSoF)*
Dr Sean Holden *(Part II Course and
Supervision Co-ordinator)*

Prof Ian Leslie *(Chairman)*
Ms Dinah Pounds-*(Secretary)*
Prof Peter Robinson-*(Exchange
Programme Organiser)*

UNRESERVED BUSINESS

1. Apologies for Absence

Dr Simone Teufel *(Representative for MPhil in ACS)*

Professor Ian Leslie was welcomed as incoming Chair of the Committee and members' roles were defined as above.

2. Sabbatical and other Leave

Dr Robert Mullins requests leave for 2013-14. The Chair confirmed that arrangements have been made to cover Dr Mullins teaching.

3. Notification of any other business

- I. Release of exam question solution notes.
- II. Professor Peter Robinson to comment on Teaching Web pages.
- III. Dr Simone Teufel requested future meetings should not be held on a Monday.

MINUTES OF THE PREVIOUS MEETING

4. Approval of the minutes of the previous meeting.

The minutes of the previous meeting were approved and signed.

5. Matters Arising

None

6. Reports from other committees

I. Staff and Student Consultative Forum.

The Committee's discussion on the issues raised at the last SSSoF meeting are noted in the minutes of the TMC meeting held on 19 June 2012.

II. Joint teaching Strategy Committee.

The Chair noted that Professor Ann Copestake (AAC) would like the division of business between committees further discussed. The Committee also noted that applications to take Computer Science with Maths in order to avoid a Natural Science subject is still an issue which needs to be addressed (Item 3.ii JTSC 2012-05-21). This Committee would like the JTSC to further assess the strength of feeling of those involved in admissions. **(Action IML/AAC).**

7. Correspondence

None received.

EXCEPTIONAL ITEMS

8. Mathematics teaching in IA Natural Science

The Chair reported that the Physics Department has requested a whole-scale revision of Maths for Natural Science and would like to take this opportunity to input content useful to Computer Science. The Chair requested our Maths specialists, Dr Gibbens and Professor A Pitts discuss and look at content to consider what we need from the papers and note the overlaps with content of some CS courses. **(Action RJG/AMP)**

Professor P Robinson also raised the merits of teaming up with Engineering leading to 75% CS in the IA course instead of 50%.

The Committee expressed some concern that Mathematics have introduced a scientific computing course without consultation but were reassured that this is an historic course which has been upgraded and is sound. The course is now at the start of Michaelmas term and, although not optional, it will be easy for our students. The Committee welcomed the use of 'Matlab' in the course.

9. Examinations for 2012/13

Marking and Classing document 2012-13. The Chairman reported that Professor A Copestake, Deputy Head of Department is currently redrafting the Marking and Classing document. The conclusions will be presented at the next TMC meeting. **(Action IML/AAC)**

10. Teaching Administration

- I. **Student surveys.** D Pounds reported that two lecturers welcomed the use of initial course review sheets and that the wording of end-of-course surveys had been updated for this year as requested.
- II. **Course lecture notes.** The cost for 2012-13 was in the region of £25,000. The Committee felt this represented only a tiny percentage of student fees and that the notes are a valuable study tool. The Committee did not consider offering students a kindle or tablet a good substitute at present, but anticipate a better device will soon be forthcoming. The Committee would like to encourage lecturers to be more careful in the design of their notes to reduce costs.

11. Any other business

- I. Release of exam question solution notes. The Committee recommends that the time restrictions on solution notes be lifted and that they be made freely available to anyone with Raven credentials. The students now have access to them through 'Facebook', as was anticipated and it is preferable if access was from an official site. At the least this would ensure that the caveats about the value and use of the solution notes would be clearly visible. The Committee would like a disclaimer placed on the website to remind students that solution notes are copyright. **This proposal is forwarded to the Faculty Board for consideration. Afternote: The Chairman of Faculty Board has approved this item under delegated powers as of 26/10/2012.**
- II. Professor Peter Robinson commented that the advice on the Teaching Web page <http://www.cl.cam.ac.uk/teaching/> focuses on using Linux and would like an additional mention of Raspberry Pi.

12. Proposed dates of meetings 2012-13

Dr Simone Teufel requested future meetings should not be held on a Monday. D Pounds confirmed the Committee are not bound to Mondays. Dr R Harle requested meetings should not be held on a Tuesday. The Chair agreed to explore alternative dates but could not guarantee a change. **(Action IML)**