

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

**Chairman: Professor I. Leslie**

**Secretary: Ms D. E. Pounds**

Unapproved minutes of the meeting of the Tripos Management Committee  
held on Monday 19 November 2012 at 14:15 in GC22

**Present**

Prof Ann Copestake (*Deputy Head of Dept*)  
Dr Richard Gibbens (*Representative on Mathematics Faculty Board*)  
Dr Robert Harle (*Parts IA and IB Course Director and Chair of SSCoF*)

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*)

**2. Sabbatical and other leave**

None requested

**3. Notification of any other business**

- i. A draft of the proposed Marking and Classing Document for 2012-13 was tabled. (Item 7i)
- ii. Faculty Board have requested the Teaching Committee consider the National Student Survey results for 2011 and present a response to the next meeting of the Faculty Board.

**MINUTES OF THE PREVIOUS MEETING**

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

The minutes were approved and signed.

**5. Matters arising**

- i. The report from Dr Richard Gibbens is postponed until the Mathematics Faculty Syllabus Committee has met. The Committee reiterated their view that the current Maths for Natural Science course is not ideal for our students. The view was expressed that the time was ripe for a wholesale review of CST IA. Dr Harle will send a summary of student views to be taken forward to the meeting. The Committee further discussed the Part IA options and the inappropriate choices made by applicants and requested Dr Harle lead a discussion group. Members of the 'Wednesday' group and Directors of Studies will be approached to join the group. The Committee agreed that the earliest a change can be implemented is the academic year 2015-16. The discussion group will be active until Easter 2013, after which time, should no agreement be reached, a proposal could still be made to end the IA option of Computer Science with Mathematics. **Action RKH**
- ii. In addition, Professor Leslie confirmed that the Mathematics Faculty have resolved the timetable clash in Lent term affecting IA students taking CS with Maths.

## 6. Reports from other committees

- i. Staff and Student Consultative Forum.  
Feedback on courses so far this year has been largely positive. However, in a small number of courses there are complaints that mirror those received from students over the last two years. Chair to discuss with the lecturers concerned. **Action IML**  
Students also commented on the use of cohort tracking to determine the class list which is perceived as unfair and resulting in a high number of 2.2 classes being awarded.
- ii. Joint teaching Strategy Committee.  
Nothing to report.

## 7. Correspondence

- i. Email from Dr Stephen Clark (Item 2012-11-19c) regarding CS Tripos grade boundaries. Professor Ann Copestake tabled a draft Marking and Classing document which it is hoped will be much simpler and more transparent and remove the impression that cohort-tracking is the main determinant of Classing. The Committee confirmed that cohort tracking should only be used as a means of quality control and for use in marginal or borderline cases. Professor Copestake will generate a consultation document to be sent to examiners for consideration. The Committee also considered the workload of Part II examiners and the current practice of triple reading dissertations. It was suggested that a double reading and one practical inspection was preferable. To be discussed further. **Action AAC**
- ii. Correspondence from the Senior Tutor's Committee (Item 2012-11-19d) on recommendations for the on-going training of supervisors, and improving communication between lecturers and supervisors within Faculties and Departments. Teaching Administration are currently arranging training events. It is proposed to invite lecturers to join the events to improve communication. **Action DP**

## EXCEPTIONAL ITEMS

### 8. Examinations for 2012/13

The Committee discussed whether Part II Overseer's reports should be made available to examiners for the purpose of verifying student's work but did not consider this appropriate.

### 9. Teaching Administration

- i. Written Part II overseer reports. These are to be formalised. **Action IML**
- ii. Changes to the 'Pink Book'. It is proposed to reduce the printed booklet to the size of the IB group-project booklet which contains only key information. All the additional detail would be displayed on the website teaching pages. The Committee supported this suggestion and agreed that the printed booklet was unnecessary.

## 10. Any other business

National Student Survey 2011

The Committee received the National Student Survey for 2011 and expressed concern at a fall in ratings for overall satisfaction for Computer Science but also noted that several of the complaints have already been addressed.

In particular:

- The Department has not been publishing anonymised student feedback. This has been caused by the way Camtools presents the data which includes individual comments on lecturers not always appropriate for publication. The Committee will revisit the documents to enable publication in order to provide a better context in which Faculty action can be judged. **Action IML/RKH**
- Exam question solution notes have now been published and the criteria for Marking and Classing are being addressed.
- The course content for Part IA is also under review. (see Item 5i).
- The Committee noted the student complaint that they have to work too hard and agreed that Part IB is overloaded. This will also be reviewed.
- The Committee felt that the current criteria for allowing students to progress to Part III are in line with other departments including the Mathematics Faculty and was correct.
- The Committee also noted the difference in supervision provision between colleges and regretted the imbalance in applications amongst colleges with some colleges receiving an enormous number of applications compared to others.
- The Committee felt that a smaller response rate to the survey may have given an unrepresentative result and would like some measures in place to improve the response rate next year.
- Professor Copestake agreed to draft a circular of questions to gauge student opinion on the current courses.
- Professor Ian Leslie will create a draft response to the survey for presentation to the next Faculty Board meeting on Tuesday 4 December 2012.

**Action IML and AAC**

## 11. Date of next meeting

The date of the next meeting has been changed to Monday 21st January 2013