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UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY

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Chairman: Professor I. Leslie   **Secretary: Ms D. E. Pounds**

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Minutes of the meeting of the Tripos Management Committee
held on Monday 25 February 2013 at 14:15 in SW00

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Present

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**
   Prof Ann Copestake

2. **Sabbatical and other leave**
   Jon Crowcroft- Oct 2014 – 15 (Item 2013-02-25a). The Committee were happy to support this request subject to cover being provided for the Part II Principles in Communications course. The Chair to discuss cover with Professor Crowcroft. **Action IML**

3. **Notification of any other business**
   None

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**
   Revision of the Part IA course. The Committee discussed the way forward for Part IA at some length. It was felt that the present course is too fragmented and contains much overlap between courses. The Committee would like to propose consolidating both papers into three broad areas, one for each term. A detailed proposal will be presented to the 'Wednesday' group for further discussion.

6. **Reports from other committees**
   Staff and Student Consultative Forum. (Item 2013-02-25b) The Committee received the Minutes of the meeting held on Wednesday 13 February 2013). Comments on the proposed Part IA revision did not show a consensus of opinion but concerns about the Maths for Natural Scientists course were expressed. This course is now undergoing a comprehensive review by the NST Management Committee. Dr Richard Gibbens *(Representative on Mathematics Faculty Board)* and the Chair will monitor progress. **Action RJG and IML**

7. **Correspondence**
    I.   1A Ticks (Item 2013-02-25c Dr Alastair Beresford). A meeting of all parties concerned has been arranged for 13 March 2013 to further discuss this proposal.
    II.   Senior Tutor's Standing Committee on Education. (Item 2013-02-25d, correspondence regarding insufficient Part IB supervision). The Committee questioned whether the Department's targets were set unrealistically high and whether the recommended number of supervision hours should be reduced. Members felt the need for further investigation into the data to establish an accurate understanding of the level of supervision offered to Computer Science students across the colleges. **Action IML.**

EXCEPTIONAL ITEMS

8. **Revised Marking and Classing document and median variance.**
   (Item 2013-02-25e Prof Ann Copestake). The Committee expressed concerns about fairness in classing candidates due to the variance between years. Using boundaries to set classes may therefore be problematic and it was suggested using percentages instead. The Committee would like Professor Copestake to offer guidance to examiners.
   Action AAC

9. **Student feedback.**
   Chairman to report. How to publish survey results is still problematic. Due to the way Caret produce the survey results via Camtools, producing a format for publication will be very time consuming. Currently, ACS students receive a summary report only each term and it was suggested this might be a way forward. The Chair will consider further the best course of action. **Action IML**

10. **Teaching Administration.**
    Part II supervision report. All courses have been adequately provided with supervisors so far this year apart from Artificial Intelligence II for which there were more supervision requests than the three available supervisors could cover. Examples classes have been provided for this course.

11. **2013-14 courses and timetable**
    Lecturer timetable requests will be circulated. These are deferred until the next meeting pending discussion on revising the Part IA timetable.
    Online teaching. (Item 2013-02-25f Prof Mike Gordon). This item is also deferred until the next meeting.

12. **Any other business**

13. **Date of next meeting** Monday 22nd April. The venue is SW00.