

**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 17 June 2013 at 14:15 in SW00

Present

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

Prof Ian Leslie (*Chairman*)
Ms Dinah Pounds (*Secretary*)
Prof Peter Robinson (*Exchange Programme Organiser*)
Dr Simone Teufel (*Representative for MPhil in ACS*)

UNRESERVED BUSINESS

- 1. Apologies for Absence**
Dr Sean Holden (*Part II and Supervisions co-ordinator*)
- 2. Sabbatical and other leave**
None requested
- 3. Notification of any other business**
None

MINUTES OF THE PREVIOUS MEETING

- 4. Approval of the minutes of the previous meeting**
The minutes were approved and signed.
- 5. Matters arising**
Item 5iii. All monies from the Research Development Fund are distributed at the start of the academic year and therefore none was available for publishing student survey data. The replacement of Camtools by Moodle may also make this unnecessary in future.
- 6. Reports from other committees**
 - I. Staff and Student Consultative Forum. (Item 2013-06-17a: Minutes of the meeting held on Wednesday 8 May 2013)
Dr Harle reported student comments on the 2013 examinations.
 - a. Some Part IA students were surprised by new material examined in Paper 1. Some material was only taught in Paper 2 giving CST students an advantage. No future action was felt necessary as the new Part IA course rectifies this. Students reported an error in the string in the question on Algorithms I. Part IB students found taking examinations on four consecutive days difficult.
 - b. All three Part II questions on Principles in Communications were unusually in essay format. It is not intended to repeat this in future years. Students also suggested this course be restructured into two parts. This will be considered at a later date.

- c. The PhD representative requested some revision material and example exam questions for the new Part IA courses be made available for supervision material.
 - d. Students requested that Part II Business Seminars are publicised to all students. **Action DP**
- II. Joint Teaching Strategy Committee (Item 2013-06-17b: Minutes of the meeting held on Wednesday 15 May 2013.
- a. Following on from the reorganisation of Part IA, it is proposed to hold consultations on the revision of Part IB next year.
 - b. Robin Walker, Chair of the Directors of Studies Forum, is due to retire in 2014 and a replacement is needed. The issue is to be raised at the forthcoming Directors of Studies meeting on 2 July 2013.

7. Correspondence

Part II project supervisor report forms. (see item 11.ii)

EXCEPTIONAL ITEMS

8. Revision of the Part IA course.

All Part IA partners have been notified regarding changes. The proposed Discrete Maths syllabus has been circulated. The Committee applauded the proposed syllabus and offered suggestions. In particular, it was felt that aims and objectives needed to be clarified. Chair will feed back comments. The course will be a prerequisite for any course which requires Maths. **Action IML**

9. 2013-14 timetable

The draft has been circulated and is now being finalised.

10. Online teaching

The University will be replacing Camtools with Moodle <https://moodle.org/about/> in 2015. Members would like further information including whether Moodle can run surveys. **Action DP**

11. Tripos exams

- I. The Examiners have requested that this committee review the selection criteria of Part II dissertation candidates for *viva voce* examination in the light of the revised marking and classing document. The Committee agreed clarification of the reasons for holding *vivas* should be added to the 'Pink Book'. Chair to draft. **Action IML**
- II. Supervisor report forms. The Examiners have requested an additional section on the report forms enabling supervisors to give further feedback on the project. The Committee agreed. **Action DP**

12. Any other business

None.

13. Proposed meeting dates for 2013-14

Meetings will be held twice termly on Mondays at 14:15 in SW00 on the following dates:

14 October 2013
 18 November 2013
 20 January 2014
 24 February 2014
 28 April 2014
 16 June 2014