

UNIVERSITY OF CAMBRIDGE
FACULTY OF COMPUTER SCIENCE & TECHNOLOGY

Chairman: Dr David Greaves

Secretary: Ms D. E. Pounds

Minutes of the meeting of the Tripos Management Committee
held on Monday 19 January 2015 at 13:30 in GS15

Present

Dr Richard Gibbens (*Representative on
Mathematics Faculty Board*)

Prof Mike Gordon (*Deputy Head of
Department*)

Dr David Greaves (*Chairman*)

Dr Robert Harle (*Part IA coordinator*)

Dr Mateja Jamnik

Prof Ian Leslie

Dinah Pounds (*Secretary*)

Prof Peter Robinson (*Exchange
Programme Organiser*)

Megan Sammons (*Student Administrator*)

1. Apologies for Absence

Dr Simone Teufel

2. Sabbatical and other leave

Dr Sean Holden

3. Notification of any other business

Publishing student surveys. RKH

4. Minutes of the previous meeting

The minutes were approved and signed with the following correction. Item 6i- the students made a request for some more security for bikes but not for a bike cage.

5. Matters arising

None

6. Reports from other committees

- i. **Staff-student Consultative Forum.** The minutes were received.
- ii. **Directors of Studies forum.** Minutes to be circulated.

7. Correspondence (2015-01-19b)

- i. The Committee confirmed that having background information on new students will be useful to the Department for long term planning. It was agreed that a questionnaire completed at IA registration will collect this information. **Action DP**
- ii. **Dr Graham Titmus regarding replacement of workstations in the Intel lab by laptops.** (see item 10)
- iii. The Committee welcomed Prof Fiore's suggestions for revising Part IA Discrete Mathematics but agreed that it was preferable to refine the course within the current framework for 2015-16. Changes to structure should now wait until for the new CS tripos which will be introduced in 2016 or 17. The Maths working party will meet shortly to consider what students will need to study in IA for progression to IB. This Committee will provide lecturers with a framework for courses based on its over-arching view of the tripos.
- iv. The Committee supported Prof Mascolo's request for sabbatical leave for Lent and Easter term 2016.

8. It was noted that increasing student numbers will increase demand for supervisors. The teaching administrators were commended on their efforts so far to help increase the supply of supervisors. Current levels of supervisions are in line with Natural Sciences with which our tripos is linked. The Committee agreed not to change the present ratio but to recommend a range of 1 supervision to every 3 or 4 lectures in IA to allow for some flexibility. This will be included in published material for Michaelmas 2015. **Action DP**
9. Students surveys have generally given a positive response to Michaelmas courses. In response to student comments, the C/C++ course notes will be different next year: the lecturer was new in post and did not have time to adapt them to his own style this year. Having more demonstrators would be a good idea and payment levels need reviewing. The Committee confirmed that it is not necessary for every piece of Part IA practical work to be viva'd as student work is now marked by the automated system. Having 50 percent of the machine-marked work being viva'd was sufficient to avoid plagiarism. A recommendation will be made to Faculty Board to change assessment procedures for IA ticking. Some problems have been reported with IA practicals in ML and Hardware. The Chair will discuss these with the course convenors. **Action DJG**
10. The Committee discussed suggestions for the replacement of MCS machines in the Intel Lab and agreed that moving to virtual machines made sense. The Committee felt that Dr Titmus and Prof S. Moore were best placed to decide on the way forward and will approach them to provide a concrete proposal for discussion with the wider department. **Action DP**
11. **Part II Courses 2015-16.** The Committee agreed to the proposal that Prof A. Pitts will resume the Types course and extend it to 12 lectures. Prof I. Leslie will take over Prof Pitt's section of Part IA Discrete Mathematics. Prof A. Mycroft will take over Hoare Logic extending to 12 lectures to cover some elements of TLMC. The Committee requested that Prof C. Mascolo should begin discussion with Dr Richard Mortier and Prof Jon Crowcroft about the possibilities of restructuring strands within Part II. Discussion on Information Retrieval is deferred until the next meeting. Prof Ted Briscoe will lecture NLP during Prof Copestake's sabbatical leave. **Action DJG**
12. The Central University Administration has now agreed all the details on the proposed revised tripos for adoption in 2016 or 2017, whichever is preferable to the Department. The Department can now move forward with structuring the modules.
13. The Department's Teaching and Learning Review will take place in spring 2015.
14. **Any other business**
 - I. Dr Harle has now created a script which will enable the group items in surveys to be published. The Librarian will be approached to make the surveys ready for presentation on the website. **Action RKH**

Date of next meeting: Thursday 26 February at 13:30 in GC22