

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

**Chairman: Dr David Greaves**

**Secretary: Ms Dinah Pounds**

Minutes of the Tripos Management Committee  
held on Friday 24 June 2016 at 13:30 in GS15

**Members**

Dr Richard Gibbens (Representative on  
Mathematics Faculty Board  
Dr David Greaves (Chairman)  
Dr Robert Harle (Part IA coordinator)  
Dr Sean Holden (Part II and supervisions  
coordinator)  
Dr Mateja Jamnik

Prof Ian Leslie  
Dinah Pounds (*Secretary*)  
Prof Peter Robinson (*Exchange  
Programme Organiser and Deputy HoD*)  
Megan Sammons (*Student Administrator*)  
Dr Simone Teufel

**1. Apologies for Absence**

Sean Holden  
Robert Harle

**2. Notification of any other business.**

Dissertation submission

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

**4. Matters arising**

- i. Sabbatical requests from Prof L. Paulson for one year from MT 2017 and Dr S. Teufel for one year from ET 2017 are agreed. Prof Ann Copestake has confirmed she will cover all course and examination requirements for the new Paper 3 RDML course during Dr Teufel's leave. The Committee approached Dr Mateja Jamnik to provide cover either Foundations of Computer Science or IB Logic and Proof. **Action DJG/ MJ**
- ii. Dr R. Gibbens to report on the meetings to review IA Discrete Maths and on the future of IB Mathematical Methods for Computer Science (See under item 8iii).
- iii. Request for a female author for the preliminary reading list. The Committee agreed to add an article on computational thinking by Jeannette Wing of Carnegie-Mellon University. **Action PR/DP**

**5. Reports from other committees**

Staff-student consultative forum.

Students have requested that Part II courses without supervisors have guidance on questions and additional exercises for revision with up to date exam questions and solutions suitable for personal study. Lecturers of these courses are expected to offer to set and take in work and mark it and it is expected that DoS will approve CamCORS payment if desired.

**EXCEPTIONAL ITEMS**

**6. TMC guidance for staff and students.**

- i. The draft lecturer teaching guide was welcomed and some additional points proposed. This will now be available for new staff. **Action DP**

- ii. Student study and exam guide. Additional text was agreed on student workload and will be added to the current guidance document. Students need to be prepared for the amount of work required. We will publish an expected study hour guide covering both term and vacation periods. **Action DP**

**7. Tripos revision. Outstanding items for next year.**

- i. Pre-arrival course topics. Last year's syllabus will be retained and some additional ML will be added. Unix tools will become a separate online course.
- ii. The tick structure for all of Part IA requires final confirmation and this will be agreed and approved by the TMC using email. It is important that they provide a fair assessment for both streams of students. Currently it is planned to integrate the practicals into Moodle for consistency. **Action DJG/RKH**
- iii. The new software design/engineering course needs a detailed syllabus, a supervision guide and example sheets. The course lecturer has agreed to provide these. The Committee agreed that an exam question containing one essay for 20 marks was not appropriate.
- iv. The online probability course. There is some probability taught in the Maths for Natural Sciences course which all IA students will continue to take. Dr Teufel will consider the syllabus and produce a list of requirements. **Action SHT/DJG**

**8. Student overload.**

- i. The University's working group output. The report recommends a 48 hours per week workload for students which the Committee felt was still on the heavy side. It was agreed to recommend a workload of no more than 48 hours per week during the 8 weeks of term and approximately 6-10 hours per week during vacations. Our expectations should be made clear to students and published before the start of the next academic year. **Action DP**
- ii. Student overload in Part IB has been addressed to some extent with the new syllabus but will be further revised for the year starting October 2017. **Action DJG**
- iii. Dr R. Gibbens reported on the meetings to review IA Discrete Maths and IB Mathematical Methods for Computer Science. Two lectures from Regular Languages will be given over to DM to help cover the syllabus. It was agreed this rebalancing could be achieved without altering the content of Regular Languages. Discrete Maths problem sheets will be organised into basic, core and advanced material to make it clearer to students and supervisors with advanced sheets only to be attempted once the basic and core material is mastered. Course notes will also be reordered with advanced material moved into appendices. Exam questions will be structured to have progression of difficulty from essential core to more challenging material. The Committee was concerned that this information be disseminated to Directors of Studies in a meeting before the course starts after the division of Michaelmas term. **Action DP**  
IB Mathematical Methods for Computer Science will be revised from 2017 and latter half moved into Part II. Dr Gibbens will make some small revisions in his part for 2016 to reduce workload.

- 9.** The Faculty Board requested TMC to consider the CamCours supervision data analysis for 2014-15 and comment as appropriate. The Committee has no further comments on this data.

- 10.** Easter term student surveys. There were no issues with the courses requiring action.

**11. Any other business**

The Committee agreed that online submission of Part II dissertations would be preferable as the primary and only form of submission and a regulation change will be implemented provided we are completely happy with provisions for reliability.

**Afternote:** Dr Harle suggests using Moodle. The advantages are that the students are familiar with the system and it can cope with large numbers of submissions close to the deadline. **Action DP**

**12. Date of next meeting – TBC**