

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

Chairman: Dr David Greaves

Secretary: Ms Dinah Pounds

Minutes of the Tripos Management Committee
held on Monday 14 November 2016 at 13:30 in GC22

Members present

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
Dinah Pounds (*Secretary*)
Prof Peter Robinson (*Exchange
Programme Organiser and Deputy HoD*)
Megan Sammons (*Student Administrator*)

1. Apologies for Absence

Prof Ian Leslie

2. Notification of any other business.

None

3. Approval of the minutes of the previous meeting

The agreed wording on our expectations for Part II courses is- 'It is expected that every course will offer supervisions. Where this is not possible, the Department will offer examples classes. Best practice is that work will be set for the examples classes and solutions made available.'

The minutes were approved.

4. Matters arising

- i. It was agreed to further develop 'Good citizenship' amongst PhD students to improve the level of undergraduate supervision. This will come under the remit of the Joint Teaching Strategy Committee (JTSC) who will consider recommended supervision levels. (see under item 7)
- ii. Dr Mateja Jamnik has agreed to cover IA Foundations of Computer Science for 2017-18. It is anticipated that one of the newly appointed lecturers will cover IB Logic and Proof and another one will cover IA Algorithms in 2018.

5. Reports from other committees

Directors of Studies Forum.

- i. The Committee agreed that the supervision norms for the new regs. Paper 3 should be set at the IB level with a ratio of 1 per 4 lectures.
- ii. The Committee agreed it is desirable for the Pre-arrival course to become a pre-requisite to studying the CS Tripos. This information will need to be circulated to NST and a short paragraph circulated to colleges before interview week. **Action DP**

Staff and Student Consultative Forum

Lecturers will be encouraged to make supervision material available earlier to facilitate students in their course choices. Further information is requested on which courses are lacking supervision material from the PhD rep.

Action RKH

School of Technology Undergraduate Committee

This Committee meets once a year to discuss any developments amongst the Departments within the School. New developments include a computer science element introduced into IA Engineering and Chemical Engineering. Programming is to be taught using Python in a Microsoft environment. Chemical Engineering are trialling the University's lecture capture facility and have found student interaction on the Moodle forum to be beneficial. (It was noted that, for Computer Science, whilst this was successful during our pre-arrival course, students are now too busy to be active in helping other students with peer learning.) All departments are working to reduce student workload. The restructured Maths for natural Scientists course is still awaited.

The facilities on West Cambridge site are progressing with the development of a shared technology library hub under the oversight of the University Library which it is hoped will be useful to all departments. There will not be any additional teaching space available until Cavendish 3 is completed in 3 to 5 years' time. Computer Science will investigate whether there is additional space which can be used in the Roger Needham Building should the Tripos revision make this necessary.

JTSC

(see under item 7)

EXCEPTIONAL ITEMS

6. Requests for sabbatical leave.

None received

7. Admissions.

- i. Increased numbers of undergraduate applicants has not led to lower applicant standards and therefore it is likely the selection progress will be more rigorous with more candidates placed in the pool.
- ii. The Committee agreed that much of IA computing can be taught by people with only a few years' experience. The current college system results in experienced Directors of Studies teaching basic material. It is hoped that more forum-based work will reduce the need for supervision. Good students can be paid as a 'chat room' moderator although this needs to be overseen by lecturers. Advice will be offered to lecturers on how to set up and monitor a forum. **Action RKH/DP**
- iii. There are currently 121 research students in the Department. As part of the 'Good Citizenship programme', this Committee would like the JTSC to consider the proposal of making supervising undergraduates compulsory for research students and to determine an appropriate level of supervising. We propose that every new PhD student is asked to identify 5 courses they could supervise and this information be circulated to Directors of Studies. A webpage for information will be set up and records kept as part of the PhD research skills programme. **Action PR/DP**

- 8. Examinations: Marking and Classing 2016.** It was agreed we adjust our Baxter score to 3.45 to be placed approximately midway in the University Baxter tables. The Marking and Classing document will be revised accordingly. **Action PR**

9. Revision of Paper 7. It was agreed that Paper 7 will generally contain 'further' material beyond Paper 3, such as further computer design, further graphics and further HCI. Paper 7 will also contain re-factored material that was previously spread evenly across old-regs Papers 7-9. The DoS Forum will be asked to consider whether the department helps organise supervision for Paper 7.

10. Revision of new regs. Papers 8 and 9. Part II lectures have been reduced from approximately 300 to 200 hours. This material will go into Paper 7 and in Paper 10. Papers 8 and 9 must retain material pre-requisite on Papers 4-6 not offered in Paper 10 modules. For Paper 10, Part II 75% students will need 150 seats of module-style learning and assessment in 2018 using the approximately 100 hours of lecturer time freed up. Paper 10 will consist mainly of optional modules selected from the (new) Part II module pool. It may or may not also have a written examination in June. We might aim to offer 250+ hours to allow choice and candidates will read two such modules as their Paper 10 portfolio.

Paper 10 cannot just be 150 Part II students turning up for existing Part III advanced modules due to the following: lack of capacity; differing baselines; lack of progression; assessment standards not compatible; but teaching materials are expected to be freely interchanged.

There are no Part III modules in Easter term and fairness between the two streams of students (75% and 50%) is important.

All teaching staff to be shortly invited to participate in curriculum refactoring and will be asked to address the following:

What goes in Paper 7?

What goes in Papers 8-9?

What goes in Paper 10 Modules?

Is there an Easter Term or written examination component for Paper 10?

Are there any existing modules that can be used for Paper 10?

JTSC will set the framework and ensure fairness between course options. It was agreed a sub-committee be formed to manage the process consisting of the Chair of the TMC and the Chair of the ATCMC. Information will be circulated to TMC members during this process.

Action DJG

11. Date of next meeting – Monday 23 January 2017.