



UNIVERSITY OF
CAMBRIDGE
Computer Laboratory

Faculty of Computer Science & Technology
Tripos Management Committee

Chairman: Dr David Greaves

Secretary: Ms Dinah Pounds

Minutes of the Tripos Management Committee
held on Monday 22 January 2018 at 14.15 in GC22

Members

Prof Alan Blackwell (*Deputy HoD*)
Dr David Greaves (*Chairman*)
Dr Hatice Gunes
Dr Robert Harle (*Part IA coordinator*)
Dr Mateja Jamnik

Dr Sean Holden (*Part II and supervisions coordinator*)
Dinah Pounds (*Secretary*)
Megan Sammons (*Student Administrator*)
Dr Damon Wischik

1. Apologies for Absence

Dr Mateja Jamnik

2. Notification of any other business

- i. Protocol for guest lecturers
- ii. Software and Security Engineering syllabus

3. Approval of the minutes of the previous meeting

The minutes of the previous meeting were approved with amendments.

Item 7iv: Dr Gibbens name to be added.

Item 8: We will move away from using a pro-rata penalty to a fixed penalty of 10 marks per tick for Part IA and Part IB.

4. Matters arising.

5. Correspondence.

Directors of Studies- see item 6

DSP Part II course- see item 8i

6. Reports from other committees

I. SSCoF

- i. Students have expressed some concern that some courses do not have examples sheets. Advice to lecturers on best practice for lecture notes should be reinforced in the staff handbook.
- ii. There are still problems with a shortage of supervisors for Part II courses. The Wiseman awards have not improved recruitment. It would be useful to revisit the reward system to consider if any more can be done.

Action DP

II. **Directors of Studies**

- i. Consultation on 50% option. Directors of Studies discussed the matter in the forum meeting of 12 January 2018 and were asked to email any concerns. The majority of responses were in favour of terminating the 50% option. There were two concerns expressed. One was the loss of CST+Maths. These tend to be more able students who may look elsewhere. The second concern was that female students may be deterred from applying as the Director of Studies' experience is that they may not be familiar enough with Computer Science pre-arrival and often prefer broader options.

The Committee agreed to monitor female numbers and to look for some content modularity, especially in Maths content, within existing CST courses.

The Committee also agreed to consider ways of making the entry into IA 75% smoother for students with little programming experience and to advertise more widely the large number of options available to students in their 3rd year. It may be possible to further extend this by replicating or re-teaching Engineering modules.

- ii. Admission numbers. 145 offers have been made, an increase of 15 from last year. If the atrophy rate remains the same as 2017 we can expect a cohort of 110.

7. **Requests for sabbatical leave.**

- i. Dr Robert Watson- academic year 2018 -19. Teaching cover has been resolved and the Committee is happy to support the application.
- ii. Dr David Greaves- academic year 2018 -19. Teaching cover has been resolved and the Committee is happy to support the application.

8. **Development of Part II papers and units.**

- i. Unit details. The Committee agreed that DSP should be offered as a Unit in conjunction with Computer Music. DSP can continue to be assessed by examination and also be available to ACS students. There will be 10 units offered to the students. Preliminary choices will be made by division of Lent term and be confirmed in September. Some places will be limited but wherever possible, we will match demand. Students will take two units, preferable one in Michaelmas and one in Lent term.
- ii. Assessment dates will be formally logged in the timetable. Some concerns have been raised by Directors of Studies about vacation work. University statutory requirements will be checked. Our recommendation is that any vacation work be set at least one week before the end of term enabling students to complete it during term time should vacation work prove problematic. **Action DP**
- iii. Publicity: The modules will be presented to the students and Directors of Studies by Monday 5 February and preliminary selections should be completed by Friday 16 February. Students will be formally enrolled by September with any requests for changes requiring Directors of Studies to sign off. We anticipate handling exams ourselves and will use DRC support mechanisms for those students with support arrangements in place.

9. **Michaelmas term course feedback.** Feedback is now available to all Committee members via Moodle. Actions for courses with problems will be circulated.

Action DJG

10. Limiting Paper 1 Numbers: The Committee considered the letter from the chair of the Senior Tutors' Standing Committee concerning the Computer Science Department's proposal to limit numbers of Natural Science students taking Computer Science Paper 1. This Committee agreed with the view of the Senior Tutors that the need for a firm basis in computer science, as it is with mathematics, has become a necessary part of every science subject.

In response, the Committee believes that the issue with CS Paper 1 is more complex than just limiting NST. CS Paper 1 needs revising to meet the needs of CST students, particularly now more of them already study CS in school. Paper 1 would then no longer offer NST students the basic skills in CS they need.

We are also very under-resourced for demonstrators, supervisors and tickers and are under pressure to expand the numbers of CST students due to a vastly increased number of high quality applicants.

We suggest this is the right time to change and for NST to produce their own course. We would perhaps be able to assist Natural Sciences in developing their own syllabuses.

If agreed, the admissions timetable will allow these changes to be in place for 2020 on the same schedule as the removal of the 50% option in IA. Proposals for a revised IA syllabus will be further discussed at a future date.

11. Teaching capacity projections: DJG reported that the Lab has enough seminar rooms and capacity should numbers expand apart from Lecture Theatre 2 which only has a capacity of 107. The café also has limited capacity.

12. Dissertation Archive: The Committee were satisfied with the proposed arrangements subject to the new GDPR requirements being satisfied.

Action DJW

13. Any other business

- i. The Committee clarified the recommendations on guest lectures. Up to two guest lectures in a course by a UTO is acceptable. The TMC should be consulted for more than two. Our concern is about quality and the TMC should always be consulted before a non-UTO offers a lecture. A one-off lecture by an expert is normally the expectation. The staff handbook will be updated. **Action DP**
- ii. The content of Software and Security Engineering has been revised to include software design for testability.

Date of next meeting – 26 February 2018