



UNIVERSITY OF
CAMBRIDGE
Computer Laboratory

Faculty of Computer Science & Technology
Tripos Management Committee

Chairman: Dr Timothy Jones

Secretary: Ms Dinah Pounds

Minutes of the meeting of the Tripos Management Committee
held on Monday 11 May 2020 at 14:00 via GoogleTeams

AGENDA & NOTES

Members

Prof Alastair Beresford (*Deputy HoD*)
Dr Timothy Jones (*Chairman*)
Dr Hatice Gunes
Dr Robert Harle
Dr Sean Holden

Dinah Pounds (*Secretary*)
Tara Leggett (*Student Administrator*)
Prof Frank Stajano
Dr Damon Wischik
Caroline Stewart

1. Apologies for Absence

Professor Frank Stajano

2. Notification of any other business

Nothing to report

3. Approval of the minutes of the previous meeting

The previous minutes were approved.

4. Update on pending actions

- i. SSCoF FAQ's. The committee agreed that this was something that would be beneficial for undergraduates, and is something to look into completing over the summer period. **Action RKH**
- ii. Student internship interviews. Nothing to report – conversations still being had.
- iii. Dr Luke Church will cover Hatice Gune's sabbatical leave.
- iv. Issues regarding Introduction to Probability as Maths aspect is already covered in NST Maths. TJ to discuss with AD. **Action TMJ.**
- v. Contracts for associate lecturers. DP and CS to discuss the protocol regarding what should happen with associate lecturers in an emergency. **Action DP/CS**
- vi. Review of Group Projects. Ongoing issue. RH to write up and discuss with RM. **Action RH.**

5. Other matters arising.

Nothing to report

6. Reports from other committees.

- i. SSCoF. Nothing to report. Student reps understand and accept implications of current situation regarding COVID-19.

7. Applications for sabbatical leave

- i. Paula Buttery to return imminently – no further cover is needed.

8. Correspondence.

- i. Supervision Materials/preparation for 2020-21 Academic year. Department to have discussion regarding structured supervisions. The committee agreed that surveys will be sent out to students and supervisors in order to best prepare. There is a need to prepare for the 2020-21 academic year in order to ensure quality if lectures and supervisions remain online. Professor Beresford agreed to look into how other departments have tackled the issue. Dr Jones to look into courses that need improving based on previous feedback and match lecturers to someone that can assist in case they are overloaded. **Action ARB/TMJ**
- ii. Easter 2020 exams. Parts IA and IB will have 1 week to complete their papers. Part II will complete their exams as originally scheduled, but will submit online.
- iii. Online supervisors report form. The committee agreed that an online supervisor's report form should be constructed. DP agreed to ask DoSes to complete this form so that they are aware. **Action DP.**
- iv. Syllabus updates for 2020-21. No issues with the changes proposed. MGK is considering sabbatical leave for the academic year 2021-22. This leaves a large number of courses to be covered. Consideration is deferred until the sabbatical request is confirmed.
- v. Teaching arrangements for 2020-21. The timetable continues to be useful as this aid's with structure for the students and courses need to run in sequence. The Committee questioned whether ECAD practicals could be run in Easter. The Committee proposed to give lecturers the opportunity to be prepared and assume online lectures all year. This would need to go through AAC before any announcements. Some practical courses will need more problem solving. TMJ to create a list of the courses which will be a problem to convert to online. **Action TMJ.**
- vi. Ticking Administration Report. Previous proposals suggested that supervisors may be able to take on tick marking. The Committee agreed that supervisors would not have the in depth knowledge needed to take on tick marking. Ticks are incremental learning so the students learn the algorithms. Another alternative is to check 10 random students and their code. Proposed changes would need to go to Faculty Board. The Committee concluded that a randomised viva for ticking would need to be raised after ACR report on the take home test.
- vii. Course Surveys for Lent Term 2020. The Committee reviewed comments from students regarding the notes on several courses. With Operating Systems RMM agrees that the course needs updating. EK will be covering this course next year and will need help from an UTO. TMJ to discuss this with RNW if he knows anyone to approach. **Action TMJ.**

9. Proposed Part II units 2020 – 21

- i. Deep Neural Networks is very popular; NK has agreed to take 11 more students. Some of the new courses only have 2-4 students. DP to look into which courses are shared with the MPhil. Those courses with too few numbers will need to be cancelled and students informed. **Action DP.**

10. Any other business

- i. Engineering student request to transfer to 1B CST. Student will need to follow up with DoS and College Tutor.

- ii. The Committee discussed a collective place for reports. Members discussed that while Moodle is a place where DoS can look up student reports, this is not intuitive platform. DP to liaise with STC to create a DoS page for DoS to find student reports. **Action DP.**

Date of next meeting: Friday 26 June 2020