Department of Computer Science and Technology
Tripos Management Committee

Chairman: Dr Timothy Jones   **Secretary: Ms Dinah Pounds**

Minutes of the meeting of the Tripos Management Committee
held on Monday 12 October 2020 at 14:00 via Teams

Members

Prof Alastair Beresford (*Deputy HoD)*   Dinah Pounds *(Teaching Admin Manager)*
Dr Hatice Gunes   Helen Neal *(Student Administrator)*
Dr Robert Harle   Marion Cobby *(Student Administrator)*
Dr Sean Holden   Caroline Stewart *(Departmental Secretary)*
Dr Timothy Jones *(Chairman)*
Prof Frank Stajano
Dr Damon Wischik

1   **Apologies for Absence**
        None.

2   **Notification of any other business**
2.1   It was requested that action points should be attributed to named people, not just initials, to avoid
        any possible confusion – this was agreed.

3   **Approval of the minutes of 26 June 2020**
        These were approved.

4   **Matters arising from the minutes of 26 June 2020**
4.1   It was reported that nothing further had been heard from Anuj Dawar re 1A Maths and that he would
        be chased up about it.

4.2   It was confirmed that the review of group projects for next year had all been completed and that, in
        terms of marking and output, there would be nothing different from before.

4.3   It was confirmed that Eva Kalyvianaki had recruited a teaching assistant to assist her with covering
        Operating Systems during the Prof Mortier's sabbatical.

4.4   It was confirmed that Damon Wischik was working on the algorithm for improvement of the process of marking and moderating Part II dissertations and that it would be completed later in the year.

4.5   It was reported that the Part II project submission forms had been produced and that the process was working well. Students were uploading pointers to suggestions of topics that their dissertations may include. Overseers had all been assigned with 9 or 10 students in their groups. The process would be carefully watched and reviewed in February 2021.

4.6   It was reported that Part II project guidelines from all the different sources had been collated, ready for the new CST website. It appeared to be a great improvement but the test would be what the students and overseers and supervisors made of it.

4.7   It was confirmed that the supervisors' report form had been revised to increase supervisor input in order to provide examiners with more expert advice and that this had been done prior to the previous meeting of TMC. The draft had been circulated but no response had been received, so it would be brought to the next meeting of TMC as a PDF with the aim of gaining approval without further edits. Supervisors would not need to complete the form until May 2021 so there would be no issues with timing.

4.8   It was confirmed that the request to provide some specifics of how work could be covered if ticks were reduced had been resolved, in that as much as was manageable was being done, within the constraints. This would remain under continued review and would be discussed with the HoD team.

4.9   The issue of lecture captioning was discussed, with various options suggested, none of which seemed to be ideal, as it would be a significant addition to the lecturers' workloads. It was reported that the University had announced that it would not be legally required to comply with captioning but that individuals could voluntarily engage with it. There was an assumption that automated captions should be sufficient, although perhaps not sufficient for more technical courses.

        It was agreed to discuss this with SSCoF although to date there had been no reports of any students urgently requesting it.   **Action: Rob Harle**

4.10   It was confirmed that all meeting papers would be on the website so a wiki page would not be needed.

5   Reports from other committees
        None.

6   Sabbatical requests
6.1   Cecilia Mascolo – Mobile and Sensor Systems
6.1.1   Cecilia Mascolo had requested for Mobile and Sensor Systems to be dropped for a year whilst she was on sabbatical, with a view to her re-vamping it entirely. Although this unit is shared with Rob Harle, he and the Committee were happy to agree to her request.

6.2   Markus Kuhn - Security
6.2.1   In the light of Markus Kuhn's proposed sabbatical from Michaelmas 2021, Frank Stajano had offered to cover his Security, on condition that he could keep it for the next 7 to 10 years due to the substantial re-working that he would need to undertake to deliver it.

6.2.2   It was suggested that the condition should be re-phrased so as to indicate an 'intention for 7 years but that it may potentially be re-worked during the course of its delivery'.

6.2.3   It was noted that Markus would need to be reminded to submit a sabbatical form if that was his plan for 2021.   **Action: Tim Jones**

7   Correspondence
7.1   Supervisor report form and advice on Part II project guidance.
7.1.1   It was confirmed that this had already been covered in the discussion in the previous meeting of TMC.

7.1.2   There was discussion about the inclusion of research in part 2 projects and whether this should be encouraged to potentially achieve higher marks, although still making it clear that higher marks could also be achieved without a research contribution.

7.1.3   It was confirmed that there is already a link for students to follow, regarding marking criteria (https://www.cst.cam.ac.uk/teaching/part-ii/projects/assessment).

7.1.4   It was agreed to bring the supervisor form for consideration at the next meeting of TMC.
                                                                                    Action: Dinah Pounds

8   Review of the start of term
        It was reported that the on-line registration seemed to have gone well but that it was very difficult to judge when the videos and microphones were all switched off.

9   Appointment and vetting of Part II project supervisors
        It was confirmed that the project briefing slides specify that it is the responsibility of the Director of Studies to help identify supervisors and that they can also veto them if necessary (as outlined in the Pink Book).

10   Access to course material on the website for the wider University
        After much discussion it was proposed that any request for materials should be directed to the relevant lecturer, rather than it being the responsibility of the Student Admin office. Should there be no response from the lecturer the student would be advised to notify the Admin office. This was agreed.

11   Any Other Business
11.1   There was a request for supervision for Scientific Computing practicals and for this to take place in groups of four now that there were ticks on only 10% of the students.

11.2   It was confirmed that this would be a DoS decision and that the item would be on the agenda of the DoS Forum meeting on 16 October 2020.   **Action: Tim Jones to DoS**

12   Date of the next meeting: Monday 23 November 2020.