

**Faculty of Computer Science and Technology
Tripos Management Committee
Monday 17th May 2021 at 14:00 via Teams**

Chair: Dr Robert Harle

Secretary: Ms Dinah Pounds

MINUTES (unconfirmed)

Present:

Prof Alastair Beresford (*Deputy HoD*)
Marion Cobby (*Student Administration*)
Dr Hatice Gunes
Dr Robert Harle (*Chair*)
Dr Sean Holden
Helen Neal (*Student Administration*)

Dinah Pounds (*Secretary*)
Caroline Stewart
Prof Frank Stajano
Dr Ian Wassell (*Chair of Examiners*)
Dr Damon Wischik

1 Apologies for Absence

Caroline Stewart.

2 Notification of any other business

2.1 Various additional items relating to Tripos were added to item 9 below.

2.2 It was noted that Prof Tim Jones had stepped down from the committee due to his promotion to Deputy Head.

3 Approval of the minutes of the previous meeting 01 March 2021

With no corrections to be made the minutes were approved as an accurate record of the meeting.

4 Update on pending actions

4.1 Computer Vision: details of the content of the proposed new Part III course and whether this could also be offered as a Part II unit as a replacement to the current Part II Computer Vision course (item 3.2):

This had now been resolved. Dr Cengiz Oztireli would now be offering a course related to this as a Part II unit, Machine Perception, which would also be offered to ACS students.

4.2 Translation of exam questions from ML to OCaml: link to a PDF of past papers to be provided, with updated questions and solutions being available on a newer link (item 3.4.2):

It was confirmed that this was all happening and no problems had been identified.

4.2.1 It was confirmed that either Stewart Carswell or Graham Hatt would be taking over this process whilst Markus Kuhn was on sabbatical.

4.3 Number of supervisions to be updated on the website (item 3.9):

It was confirmed that this had been done.

- 4.4 Weblink to the feedback page to be posted to the Teams 'chat' prior to the next meeting of TMC, for committee members to access (item 3.10):
It was confirmed that the links had been emailed to the committee several weeks prior to the meeting.
- 4.5 Update on request made to HoD for an additional UTO for MLRD (item 3.1.1):
It was confirmed that a new UTO, Andreas Vlachos, had been recruited for this by the Head of Department.
- 4.6 Discussion document explaining how ticks work and who does what across the whole year (item 3.14.5):
Dr Damon Wischik had written a paper outlining the different stages of the ticking processes and identifying who was responsible for each one. It was proposed that this should become our model for the next academic year as a means to reduce the ticking for the UTOs.
- 4.6.1 It was confirmed that TAs should be PhD level at least, as were the Tickers already.
- 4.6.2 Tickers would be appointed by UTOs and trained by them on the use of Moodle.
- 4.6.3 It was suggested that the Head of Department could specify, in the Research Skills logbook, that there would be an expectation of PhD students to be involved in the ticking.
- 4.6.4 It was agreed that tickers would need to be rewarded for this additional work, which could be reflected by adding more hours to their timesheets as increasing the pay rate would not be possible.
- 4.6.5 It was agreed that the information about the roles of tickers and TAs should be published on the website. *(action: DP)*
- 4.7 Comments received by Chair from committee members about the new syllabus being proposed for a Mathematics unit to replace the NST Mathematics course in 1A (item 4.1):
It was agreed to defer this to the July meeting of TMC in order to have more time to consider it. *(action: MC to add to next meeting's agenda)*
- 4.8 IB Concurrent and Distributed Systems: any specific changes that David Greaves was proposing to be considered by the committee (item 10.2.2):
Dr Robert Harle confirmed that he would follow this up and report back to the July meeting. *(action: RKH)*
- 4.9 Check undertaken to ensure no past exam questions had been re-used for 2021 examinations before publishing them (item 11.2):
It was confirmed that this had been done.
- 4.10 Tick deadlines to be provided on Moodle by lecturers and student administration (item 15.2):
It was confirmed that this would be responsibility of the TAs, once the deadlines were formally confirmed by the tutors.

5 Other matters arising

- 5.1 None to report.

6 Reports from other committees

- 6.1 SSCoF, 16 March 21021:
Feedback for Algorithms had been very positive, but Operating Systems had been less popular; there had also been some issues around MLRD ticking process but there was no need for them to come to TMC.
- 6.2 Directors of Studies, 30 April 2021:
There had been nothing specific to bring to this meeting.

7 Sabbatical requests

- 7.1 None had been received.
- 7.2 Interaction Design – it had been noted that a UTO would be needed to oversee this next year, whilst Dr Hatice Gunes was on sabbatical, even though a deliverer for the unit had already been identified.

- 7.3 It was agreed to ask Prof Alan Blackwell to take this on as it was very much in his academic area.
(action: DP)

8 IB Preparation for Project Proposals

- 8.1 Dr Robert Harle outlined his proposals which had been circulated prior to the meeting.
- 8.2 Proposal for the Part II Projects:
<https://docs.google.com/document/d/1VX0TJpDRRZ8KmKoY1cRot7o8vZv1KvE7IHHqOco88ZU/edit?usp=sharing>
- Example updatable form for potential supervisors to complete:
<https://forms.gle/qVvWDq82sU7hjkd6>
- Example updated sheet given to students after exams:
<https://docs.google.com/spreadsheets/d/1fmd1UrF4oLuPgV-K-7DjRPTP8N3pSyN-kWNmPUxw-Os/edit?usp=sharing>
- 8.3 It was agreed that potential supervisors should complete and publish their project offerings, but that students should not contact UTOs to discuss any details until the marking of exams was complete.
- 8.4 Students would be encouraged to submit a Phase 1 proposal before the end of full term but this would not be mandatory. Students would be expected to have submitted it before beginning their Part II studies in the autumn.
- 8.5 It was agreed that the information to be circulated in the Pink Book and on the videos would be the same as in previous years but with a note that deadlines were changing.
- 8.6 It was agreed that it would be important to get the form out to potential supervisors quickly so that they could begin to sign up students.
- 8.7 Dr Robert Harle agreed to work out the details with UTOs. (action: RKH)

9 Tripos Course Planning

- 9.1 Formal Models of Language: Dr Robert Harle agreed to contact Prof Tim Jones to see if a UTO had been identified to oversee Formal Models of Language whilst Paula Buttery was on sabbatical, although it would be delivered by Andrew Caines. (action: RKH)
- 9.2 Hoare Logic: no lecturer had been identified for this for next year – it was agreed to ask the UTOs in the Theory team if they thought it was essential to continue it, and if so for them to identify somebody. (action DP)
- 9.2.1 It was noted that if Hoare Logic were to disappear there would no longer be a paper 8 or 9 in Easter term, as Advanced Algorithms was about to be combined with Probability for next year and to run in Lent term. However, this was not seen as a problem.
Information Theory: Dr Robert Harle was planning to move this to Lent term from Michaelmas in order to have time to fully review the syllabus.
- 9.3 It was confirmed that Computer Science exams would be run in the same way as last year, even though NST were planning to do closed-book exams and which would not be graded.
- 9.4 Dr Hatice Gunes confirmed that her sabbatical would now be taking place over a calendar year, not an academic year.

10 Student Surveys

- 10.1 Prof Frank Stajano had outlined his dissatisfaction with the timing, circulation and content of the student surveys.
- 10.2 It was agreed that all survey results should go to all members of TMC as soon as they were completed, rather than later in the term.

- 10.3 It was suggested that the same questions should be used for every course and it was noted that if there were too many questions the response rate would be low.
- 10.4 It was agreed that some degree of flexibility with questions for practical classes would be needed.
- 10.5 It was agreed that a summary spreadsheet of all the responses would be preferable, in order to highlight the top and bottom ten percent.
- 10.6 It was noted that the current software used (Qualtrics) did not produce the reports that would be preferred.
- 10.7 Prof Frank Stajano agreed to look at all the questions and to suggest a standardisation of them for future distributions. He also agreed to investigate alternative systems that would produce the information in the format that UTOs would find helpful. *(action: FMS)*

11 Course revision for 2021

- 11.1 Algorithms – proposal to formally divide into two consecutive deliveries, Algorithms 1 and Algorithms 2 by Prof Frank Stajano:
- 11.1.1 This would be a minor change which would enable the two parts to be independent of each other as they were currently delivered differently, using different texts and notes.
- 11.1.2 It was agreed that this would start in the next year and that Prof Stajano and Dr Wischik would work out the division of the ticking between them.
- 11.2 Re-naming of Data Science, Principles and Practice:
Neil Lawrence was planning to introduce a Data Science 2 (into Part II), so wanted to rename the 1B Data Science 1 in order for it to be clear to see that the two units followed each other. This concept was accepted but the naming convention to be used would still need to be sorted out. *(action: RKH)*

12 Lecture Video Guidance

There was nothing to report here.

13 Any Other Business

- 13.1 Discrete Mathematics: Prof Frank Stajano had indicated that he would be happy to continue to be responsible for the final part in the future provided that a helper can be recruited for exam marking, as per this year. All were in agreement with this and Dr Robert Harle would finalise the details outside of the meeting. *(action: RKH)*

Date of next meeting: Friday 2 July 2021