UNIVERSITY OF CAMBRIDGE

Department of Computer Science and Technology

Faculty of Computer Science and Technology

Minutes of the Meeting of the Tripos Management Committee

Monday 24 January 2022 at 14:00 via Zoom

Members

Mrs Helen Averill *(Teaching Administration Manager)* (HPA)	Dr Thomas Sauerwald (*Deputy Director, IA undergraduate teaching*) (TMS)
Prof Alastair Beresford (*Deputy HoD)* (ARB)	Prof Frank Stajano (*Advisor*) (FMS)
Ms Marion Cobby (*Minutes*) (MJC)	Caroline Stewart *(Departmental Secretary)* (CS)
Dr David Greaves (*Chair of Examiners*) (DJG)	
Dr Robert Harle *(Chair; Director, undergraduate teaching)* (RKH)	Dr Damon Wischik (*Deputy Director, Part II undergraduate teaching*) (DJW)
Dr Evangelia Kalyvianaki (*Advisor)* (EK)	Dr Jeremy Yallop (*Deputy Director, IB undergraduate teaching*) (JDY)

1 Apologies for Absence

There were no apologies for absence.

2 Minutes of the meeting of 22 November 2021

2.1 Professor Stajano's name had been incorrectly spelled in item 8.1
2.2 With this correction made, the minutes were signed as an accurate record of the meeting.

3 Actions from the meeting of 22 November 2021

There were no actions from the meeting of 22 November 2021.

4 Matters arising from the meeting of 22 November 2021

4.1 Formal recognition for work on the examinations system by Dr Khun *(item 8)*
4.1.1 The matter of recognizing the work Dr Kuhn had contributed to the examination and teaching systems had been discussed at the meeting on 29 November 2021 and it was noted that the proposal was not supported by the Head of Department. Professor Alastair Beresford and Caroline Stewart reiterated the decision taken by the Head of Department not to proceed with the proposal. Whilst the administrative contribution Faculty make towards the work of the Department was both essential and highly valued, it would be challenging to set up a recognition scheme which fairly weighed up the diversity of contributions made by individual Faculty members.

4.2   Java (*item 6.3)*

4.2.1   Dr Jeremy Yallop reported that he had been in discussion with various people about this and that the consensus was to keep the technical work and possibly tie in closely with Concurrent and Distributed Systems (IB). He would report further at the next meeting of TMC (*action: JDY).*

4.3   OOP *(item 7.1)*

4.3.1   Not much progress had yet been made on this. It had been agreed that Dr Robert Harle would write the question and that Dr Stephen Cummins would mark it. No progress had been made on the take-home test as it was not particularly straightforward and there had been little enthusiasm from anyone to take it on.

4.3.2   As time was of the essence, it was suggested that the wording could be changed to indicate that it would no longer be possible to continue in the proposed way. Helen Averill agreed to check whether a change in the wording part-way through the academic year would be permissible (*action: HPA).*

4.3.3   It was agreed that a section for each of the year group leaders would be a standing agenda item from the next meeting onwards *(action: MJC for future agendas).*

5   Tripos matters

5.1   There had been concern at the start of term about overloading LT2 due to the need for space and ventilation because of Covid. Part II students had, therefore, been asked to confirm which units they would definitely be taking, in order to monitor the use of LT2. Larger subscribed groups would revert to online delivery until the numbers settled.

6   Admissions for October 2022

6.1   It was clear that numbers could be quite large based on the statistics available; it was predicted that offers could translate into over 140 IA students for October 2022.

6.2   It was noted that if numbers continue to increase, the capacity of LT2 would not be adequate in the future although it was recognised that additional space in the Shared Hub should be available by then.

7   Planning of the courses and Part II units for 2022-3

7.1   Proposed new Part II unit called Mobile Health: Prof Cecilia Mascolo

7.1.1   This was being proposed as a Part II unit as it would be the best way for this material to be assessed. It would also be offered to MPhil/Part III students in a similar form.

7.1.2   There were mixed views about this, particularly in view of the proposal for it to become a unit with assessment, without knowing the full details of what the assessment would be, as some were perceived as being easier than others.

7.1.3   There was some concern about some overlap of the content with existing materials in other units and the lack of detail about the assessment, and whether or not a pre-requisite should be introduced.

7.1.4   Dr Robert Harle agreed to feed back the discussions to Prof Mascolo and to seek clarity on the details of the assessment.

7.1.5   It was agreed that diversity of methods of assessment and non-uniformity of grading needed to be dealt with. Dr David Greaves, as Chair of Examiners, confirmed that he would invite input from Dr Damon Wischik as he already done considerable work on this.

7.1.6   It was agreed that Dr Damon Wischik would draft a guidance document on the marking of units which would be circulated and applied from the next academic year.

7.2 Logic and Proof: Prof Larry Paulson

7.2.1   It was proposed that this should be taken by Prof Mateja Jamnik from Lent Term 2022/23, due to the retirement of Prof Paulson.

7.2.2   This was unanimously supported and subsequently approved.

7.3 Natural Language Processing – updated syllabus: Dr Andrew Caines

7.3.1   There was general support for this to be approved as the changes did not appear to be onerous. Dr Damon Wischik agreed to discuss it further with Dr Andrew Caines to ensure that students would not be overloaded (*action: DJW to report back to next TMC meeting).*

7.4 Further Graphics: Dr Cengiz Oztireli

7.4.1   A request had been received to consolidate the two hours of Further Graphics, to take place on one day only, either Tuesday, Wednesday or Thursday.

7.4.2   It was agreed that additional context was needed to make an informed decision, but that separate conversations about the whole subject area needed to take place in any case due to problematic feedback in general (*action: RKH to discuss with ACO and report back to TMC).*

7.5 Distributed Systems and Cryptography: Dr Martin Kleppmann

7.5.1   It was noted that the current fellowship for Dr Martin Kleppmann would end in September 2022 so if he were not to be here in October 2022 it was assumed that Dr Markus Kuhn would take Distributed Systems and Cryptography back when he returned from sabbatical.

7.5.2   The committee assumed that Dr Kuhn would be happy with this expectation.

8 Any Other Business

8.1 Opening-up of Moodle (Dr Damon Wischik)

8.1.1   The core ideas of the proposal were supported, with everyone being able to enrol as a student observer and the default being that all teaching materials should be available initially but that lecturers would be able to make their material invisible should they wish.

8.1.2   Dr Damon Wischik was invited to re-draft the proposal based upon the discussions at the meeting, including the creation of a new Moodle page to be created for each new year as well as a new page for each course.

8.1.3   It was agreed that any final decision would not be implemented until October 2022.

8.2 Request for the creation of an official calendar feed (Prof Frank Stajano)

8.2.1   It was noted that there had previously been full details of all dates and deadlines ((ticks, exams, meetings, deadlines, etc) available at the beginning of the academic year, and that these could easily be added to the intranet *(action: Helen Averill to investigate and report back to next TMC meeting).*

8.3 Consideration of extended deadlines and missed ticks in Michaelmas Term 2021

8.3.1   Dr David Greaves, Chair of Examiners, intended to review the details of the missed ticks and requests for extended deadlines that had been received during Michaelmas Term, as there had been a high number received. It was accepted that a lot of flexibility had been allowed due to Covid but that the process would need to tighten up once more.

8.4   Teaching Assistant request for Cloud Computing Part II unit

8.4.1   Dr Evangelia Kalyvianaki had requested the assistance of Andreas Grammenos, as last year, for this unit, due to high student numbers. The request was strongly supported and agreed.

8.5   Over-teaching in Part IB raised by the student rep at Faculty Board in December 2021

8.5.1   There was some debate as to what constituted 'over-teaching', as Covid had created a number of unusual factors (on-line lectures, numerous extension requests, etc) but that it would be worth analysing the volume of teaching in terms of lectures, supervisions and practicals.

8.5.2   It was suggested and agreed that the Deputy Directors for IA and IB should look at the workload in more detail with a possible consideration to move some teaching to other terms if the hours in Michaelmas Term were deemed to be too much *(action: TMS and JDY)*.

9   Date of next meeting: 28 February 2022, 14.00.