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 16 May 2022 at 14:00 via Zoom

Members

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

1	Apologies for Absence

Dr Damon Wischik
Dr Jeremy Yallop

2	Minutes of the meeting of 28 February 2022

With no corrections to be made, these were signed as an accurate record of the meeting.

3	Action from the meeting of 28 February 2022

3.1   Discussion of the provision of a brief for the next lecturer of OOP, covering the detailed content of this subject *(item 5.1.4)*

3.1.1   No person had yet been identified to take this over from next year. There was a plan to cover it for one year along the lines of how it currently ran, with a longer-term view to re-write it for future years after that.

3.1.2   It was confirmed that Further Java would now be non-examinable, although the ticks would still take place off-line.

3.2   Update on the marking of the current take-home test *(Item 5.1.6)*

3.2.1   This had all taken place successfully, led by Prof Thomas Sauerwald, who had been assisted by Prof Andy Rice and a group of tickers.

3.2.2   It was noted that no checks for plagiarism had taken place but that there was confidence that any suspicions would have been raised by the tickers.

3.2.3   It was agreed that if checking were to take place in future deliveries (eg on Turnitin) then the students would have to be informed of this.

3.3	Proposal to suggest which subjects could be moved to a different term to address the workload balance for students between terms *(Item 5.2.2).*
3.3.1	No progress had yet been made on this, but it was uncertain as to whether Databases could be moved if somebody new was taking it on.
3.3.2	It was agreed that there would be no changes for the coming academic year, but that some may be planned for the following year.
3.3.3	It was as yet undecided as to whether or not the take-home test would continue, but that decision would be made by the lecturer teaching this subject. There would be discussions, to identify the pros and cons, before any decision was reached.

3.4	Update on draft guidance document on the marking of Part II units and approval of policy proposal *(Item 7.1: Dr Damon Wischik)*
3.4.1	Following lengthy off-line consideration of this proposal, it was agreed that it was at a stage where it could now be accepted.
3.4.2	It was noted that the most important thing was to sort out the discrepancies between units, as these were pre-selected whereas examination questions were only chosen at the time of the exam itself.
3.4.3	It was agreed to recommend achieving a median of 13 and to then consider what would happen if this did not happen. However, it was agreed that this was a new subject for discussion which could be dealt with separately at a future meeting.

3.5	Consideration and approval of Policy proposal about course web pages and Moodle *(Dr Damon Wischik)*
3.5.1	The committee agreed for this proposal to be adopted as a formal guidance document, subject to the suggested change which was included in the draft version.
3.5.2	It was agreed that it would be useful document and was not contentious in any way.
3.5.3	Prof Harle agreed to confirm the final version off-line with Dr Wischik.
3.5.4	It was confirmed that there would be no obligation to use the automatically generated Moodle page for each course.

3.6	Update on offline feedback from all TMC members re Mobile Health *(item 7.3)*
3.6.1	It was agreed to trial this in the coming year, with a view to reviewing it afterwards to see if it was a good offering that was actually necessary, given the content of other units already taking place.

3.7	Part II Unit modules for 2022-23: update on summary of the load between terms and impact on students *(item 7.4.3)*
3.7.1	At the time of the meeting, the split of the offering between terms was still being considered.
3.7.2	The timeline for making final choices had, therefore, been adjusted in order to accommodate any last-minute changes of the term of delivery.
3.7.3	It was expected that two more units may become available for Lent Term which would be an improvement on the existing balance between terms.
3.7.4	It was confirmed that all students were being allowed three choices per term, in order to give more flexibility.

3.8	Investigation of Moodle as a suggested alternative for student feedback surveys *(item 8.5)*
3.8.1	It was confirmed that Qualtrics would remain as the feedback surveys provider, as Moodle would not add anything that wasn't already available on Qualtrics.

3.9	Confirmation of a replacement lecturer for Databases *(item 9.3)*
3.9.1	It was confirmed that Dr David Greaves would take over the teaching of Databases, following the retirement of Prof Tim Griffin. Dr Greaves was thanked by the committee for this.
3.9.2	It was noted that somebody would need to be identified to team-teach Concurrent and Distributed Systems with Dr Greaves from the coming academic year, due to the departure of Dr Martin Kleppmann.

3.10	Confirmation of approval by the Examiners of Prof Robert Harle's proposal for project feedback *(item 10)*
3.10.1	It was confirmed that this had been approved by the Examiners and that students would be informed of the outcome.

3.11	Outcome of investigation into suspected plagiarism in IA and IB ticks *(item 11.1)*
3.11.1	Eleven students had been interviewed, resulting in four having their tick withheld and a further three being given a 2-mark penalty even though their tick was still awarded.
3.11.2	Advice was offered to those students who had acted unwisely so as to avoid a repeat occurrence.
3.11.3	It was agreed that the entire student body should be made aware that this process had taken place, as a warning for the future *(action: HPA to draft an announcement to come from the department)*.

4 Reports from committees

4.1 DoS Forum 29 April 2022

4.1.1	Proposal paper prepared for discussion after DoS Forum re part II supervision (from Prof Cecilia Mascolo)
4.1.1.1	This paper had been put together by Prof Cecilia Mascolo who had raised concerns about inconsistency between colleges in how Part II students decided on their projects and who had the ultimate responsibility for the outcome, ie UTOs or postgraduate students.
4.1.1.2	After much discussion it was agreed to extract data from the previous year's marks to identify whether or not this was actually an issue and to bring the results to the next TMC meeting *(action: DJG/HPA)*.

4.2 SSCoF 16 March 2022

4.2.1	Students had reported that the new West Hub was more expensive than the WGB Café or West Café.
4.2.2	IB students were still very keen for their final year exams to be online in 2023.

5 Part IA *(Prof Thomas Sauerwald)*

Nothing to report.

6 Part IB *(Dr Jeremy Yallop)*

Nothing to report.

7 Part II *(Dr Damon Wischik)*

Nothing to report.

8 General Teaching Matters

8.1	Examination paper structure for IB 2022-23 – proposal of changes from Prof Alan Mycroft
8.1.1	A number of changes had been proposed by Prof Alan Mycroft, which were highlighted in blue on the paper circulated prior to the meeting.
8.1.2	It was agreed that this proposal should be accepted and implemented for the 2023 examinations.

8.2	Prospectus updates
8.2.1	Helen Averill reported that any updates to the prospectus had to be provided by 17 June. She confirmed that updates in terms of the departmental fact file (eg number of applicants) would be updated, in addition to the proposed changes agreed in item 8.1 above.

8.2.2	After discussion it was agreed that the IA description should be left as it is, rather than changing anything.
8.2.3	It was confirmed that the updates would be circulated for TMC approval prior to the final deadline *(action: HPA)*.

8.3	West Hub facilities for teaching
8.3.1	It was noted that due to the number of good teaching spaces in the West Hub, there could be a consideration to move the CST 1A teaching from the New Museum Site to the William Gates Building from MT 2023, and for some Part II unit teaching to take place in the West Hub. The committee approved this suggestion.
8.3.2	Helen Averill agreed to investigate this further and report back to the next TMC *(action: HPA).*

8.4	Ticking processes and deadlines – HoD Notices
	It was noted that any revisions of the HoD Notices had to be in place by the end of Easter Term for Part II and by the division of Michaelmas Term for IA and IB.
8.4.1	It was agreed that the Part II deadline was manageable and should remain as it is. It was also agreed that the IA and IB deadline should definitely be kept as the division of Michaelmas Term.
8.4.2	It was agreed that people should be held accountable to the deadlines which must be consistent between the tick markers and the HoD notice, as this had varied in the current year and had caused confusion.

9   Any Other Business

9.1	1A Scientific Computing: identification of an alternative lecturer to shadow/take over the teaching of this course*.*
9.1.1	This had been requested to cover the eventuality of a sabbatical being awarded to the lecturer concerned. The Chair agreed to talk to Dr Wischik off-line as he had been unable to attend the meeting *(action: RKH)*.

9.2	Alternative student computing resources once UIS withdraw MCS Linux (and for OOP if Chime is no longer used).
9.2.1	It was believed that the current Linux provision in the Intel Lab would not be replaced with another Linux-supported programme which could cause problems for some subjects, and whether or not courses could be run on a Windows-enabled programme, with the possible option of offering students accounts, although this would be a big policy change.
9.2.2	It was felt that UIS should not be permitted to decide to close down the Linux provision.
9.2.3	Prof Harle agreed to talk to Dr Markettos to see if switching over to laptop use would be acceptable, in which case this would be a more straightforward decision *(action: RKH to ATM).*

10	Date of next meeting
	1 July 2022, 14:00