



Faculty of Computer Science and Technology
Unconfirmed minutes of a meeting of the Tripos Management Committee

Monday 27 February 2023 13:30 via Zoom

Members

Mrs Helen Averill (*Undergraduate Teaching Administration Manager*) (HPA)
Ms Marion Cobby (*Undergraduate Teaching Administration; Minutes*) (MJC)
Prof Robert Harle (*Chair; Director, undergraduate teaching*) (RKH)
Dr Evangelia Kalyvianaki (*Advisor*) (EK)
Dr Rafal Mantiuk (*Chair of Examiners*) (RKM)
Ms Helen Neal (*Undergraduate Teaching Administration*) (HN)
Prof Thomas Sauerwald (*Deputy HoD*) (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)
Vacant (*Deputy Director, IA undergraduate teaching*)

1 Apologies for Absence

Dr Evangelia Kalyvianaki, Prof Thomas Sauerwald, Caroline Stewart.

2 Notification of AoB

None

3 Approval of the minutes of the meeting of 23 January 2023

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

4 Actions from the meeting of 23 January 2023

- 4.1 Further consideration of FMS paper on Ticks and Plagiarism – Chair to talk off-line to the 1A and 1B Deputy Directors of Studies and report back to the next meeting of the TMC (*item 4.7.1*).
- 4.1.1 The Chair reported that there had not been much progress on this as the Deputy Director for 1A had resigned, but it was noted that the concept of awarding no marks for ticks was not universally popular with the students. The process of ticks would form part of the planned review of the Tripos.
- 4.2 Discussion with EAMC about Unit of Assessment choices for intermitters – DJW to discuss policy off-line, whether or not EAMC had replied, and produce a report to be considered at the next meeting of the TMC (*item 4.11.1*).
- 4.2.1 Dr Damon Wischik confirmed that he was due to meet staff from EAMC shortly and would report back to the next meeting of TMC (**action: DJW**).
- 4.3 Variation of difficulty in examination questions for Discrete Mathematics - Prof Rafal Mantiuk confirmed that he had made investigations and that the questions written by Prof Marcelo Fiore

were more difficult than those set by Prof Frank Stajano. It was agreed that this would be discussed to suggest a more thorough review of the exam questions for the 2023 Easter examinations (*item 4.16.1*).

- 4.3.1 Prof Mantiuk reported that he had emailed Prof Fiore to suggest that he might provide easier questions for the 2023 exams and that the examiners, as well as the checkers, would keep an eye out for them, which would result in a more robust checking system than in previous years.
- 4.4 Policy for the procedure for appointing TAs – additional comments to be requested from TMC members off-line for inclusion. Caroline Stewart to check that this policy was in line with ACS in order to have a combined approach. The outcome of discussions at the new Strategy Group to be reported to the next meeting of TMC (*item 4.18.3*).
- 4.4.1 It was noted that a response from ACS was still outstanding, but that there had been no objections to the policy from any other groups (**action: CS to chase ACS**).
- 4.5 Discussion about whether 25% penalty for a UoA was too harsh – all UoA lecturers to be invited to submit a short proposal for the coming academic year, which would be reviewed at the next TMC, using DJW wording as a guideline to produce their proposals, including the idea of the addition of any penalties to be applied (*item 4.19.2*).
- 4.5.1 An alternative approach had been agreed, for individual discussions to take place with Prof Robert Harle and Helen Averill, rather than inviting written responses (**action: RKH/HPA**).
- 4.6 The Chair confirmed that he would ask the Deputy Directors of each year group to discuss any concerns which had been raised through the Michaelmas Term student feedback, with the relevant lecturers (*item 6.1.2*).
- 4.6.1 It was noted that this was still on-going, which would be followed up once a new 1A Deputy Director had been identified.
- 4.7 Programming language teaching: working group to be formed by the deputy directors for 1A and 1B, to investigate the details of the programming teaching in other universities, and to report back to the next TMC (*item 6.3.2*).
- 4.7.1 It was confirmed that this area of discussion would be covered in the Tripos review.
- 4.8 SysAdmin support during teaching weeks: an increasingly concerning issue which was to be discussed at the HoD Team and reported back to TMC (*item 6.6.2*).
- 4.8.1 Caroline Stewart had formally requested a greater presence of SysAdmin staff in the building during teaching weeks.
- 4.8.2 A contact number for SysAdmin support had now been published in the lecture theatres.
- 4.9 It was confirmed that the ACS team had already requested more information about the proposed new UoA Natural Language Processing with Deep Learning, to ensure there was not too much overlap with existing courses. Once available this would be circulated to the TMC by Helen Averill (*item 6.7.7.2*).
- 4.9.1 It was confirmed that this unit would not be running this year, so there would not be an issue. It would be considered in detail during the Tripos review.
- 4.10 It was suggested a tick box could be introduced, for the students to confirm that the submission was their own work (as in other departments) and that the tick box might be integrated on Moodle. (*item 7.2*).
- 4.10.1 It was confirmed that this would happen, and would be part of the ChatGPT ongoing discussions, despite some reservations. A line would be added to the description field on Moodle, including a link to the policy, reminding students to adhere to the policy (**action: HPA**).

5 Other matters arising

- 5.1 There were no further matters arising.

6 General Teaching Matters

6.1 1A MLRD cover for future years (Professor Simone Teufel attended for this item)

- 6.1.1 Professor Teufel suggested a number of ways to change the delivery of this course, including potentially separating it from the NLP group and appointing an additional lecturer to share the teaching.

6.1.2 It was confirmed that the impending Tripos review would be considering all the groups and the teaching within them, so these suggestions would form part of the review process.

6.2 Tripos review

6.2.1 The Chair confirmed that a complete review and re-vamp of the Tripos was being planned, to look closely at what was being offered and how it was being taught. This was felt to be long overdue and had also been prompted by a large number of staff retiring.

6.2.2 Streams through the Tripos would be identified, with members of each stream being invited to plan future teaching offerings, led by a senior professor in each stream.

6.2.3 It was agreed that there should be a fairer share of the teaching of the fundamentals as well as specialisms, especially in the light of a number of new teaching staff joining in September 2023.

6.2.4 It was suggested that a review of the supervision process should also be part of the exercise.

6.2.5 The Chair confirmed that it would be an open process and that input from everyone would be encouraged and welcomed.

6.2.6 It was confirmed that the changes would be introduced year by year, rather than all years of the Tripos changing at the same time.

6.2.7 It was noted that the 1A Deputy Director position was currently vacant, and suggestions of names to fill it were invited.

6.3 ChatGPT

6.3.1 It was agreed that the departmental policy on ChatGPT needed to be formulated, for students to confirm that they were not using any AI technology or similar tools for their work, and that vivas may be called if there were any suspected cases of AI text used as own work.

6.3.2 It was noted that there was the possibility that this could be unfair to those students who were approaching their exams honestly.

6.3.3 It was agreed that the Examiners would need to be fully engaged with the concerns of the use of AI for assessment.

6.4 Part II Project feedback and the Dissertation-marking process

6.4.1 It was suggested that the supervisor form could be used for this process, with UTOs providing written feedback which could then be edited by any additional markers.

6.5 Grading process for CST

6.5.1 A Part III student had expressed concerns over the CST process of awarding final degrees based on a set percentage of students achieving each category, rather than having set boundaries (eg 70% and over for a First). After some discussion it was agreed that very little would be gained by changing it and that the student would be informed (**action: HPA**).

6.6 Name change for 'Overseer'

6.6.1 The argument for changing the term 'Overseer' had been explained as the word had associations with parts of history that some cultures and societies might find offensive. It was agreed that the term would be changed but no conclusion was drawn as to what it would be replaced with, despite various suggestions.

6.6.2 Members of the meeting were encouraged to send any suggestions to the Chair, to take forward as a final recommendation to the next meeting of the TMC and subsequent ratification by Faculty Board (**action: RKH**).

6.6.3 It was agreed that the replacement term would take effect from the new academic year.

7 Any Other Business

There was no further business.

Date of next meeting: Monday 15 May 2023, 14:00 on Zoom.