Minutes of Meeting held on Tuesday 19th February, 2013

Present: Luke Ong, Julie Sheppard, Andrew Paverd, Alex Merry, Miriam Backens, Krzysztof Bar, Omer Gunes, Paul Tsui, Steven Yu, Vincent Nimal

Apologies: Shoshannah Holdom, Sara Dutta

No Apologies: Nal Kalchbrenner, Adrian Duncan, David Quick, Pengyu Wang, Hugo Nava Kopp

1. Minutes of Meeting held on 13th November, 2012

The minutes were agreed to be a true record of the meeting

Matters Arising

CoGS Email list – it was not known if MFoCS students were now included in this. Alex Merry again raised the question of whether first year RAs could be included. Julie will talk to IT and see if we can devise a system for new RAs to be on the list for one year and the list to be updated each term.

ACTION: JMS

Web pages for current students – It was thought that information from the Practical Demonstrating Seminar and Class Teaching Seminar should be available online, together with detailed information on how to transfer, confirm submit. This information is already there but not easy to find. Alex Merry made helpful suggestions about the structure of the web pages. Julie to discuss with IT support.

ACTION: JMS

2. Matters Raised by Graduate Representatives

There had been a meeting at the start of term and a catch up recently. Unfortunately the President, Hugo Nava Kopp was not at the meeting so others reported, although he has subsequently sent a report of activities. A Geeks Night was arranged for 13th February and a Board Games Night on 25th February. Both nights had been enjoyable. A survey had been sent out and the results are attached. In response to the feedback another Board Games night is being organised and an informal supper with the Business School. A football match is also being organised. There were also discussions about organising informal events with other universities – it was felt this would be a good networking opportunity in a social setting.

It was also suggested that CoGS might like to involve other members of the department in certain events as this would complement the activities of the Social Committee. Hugo to discuss mailing lists with Julie.

ACTION: HNK and JMS
Office moves – students asked that they be informed that they are moving offices in a timely fashion. It was agreed that at least one week was reasonable, preferably two. Luke and Julie will discuss with Sharon Lloyd (Administrator) and Joe Atherton (Facilities Manager).

ACTION: LO and JMS

3. Director of Graduate Studies Report
Luke reported that the Department is doing well in International rankings and have been ranked top in Europe by various bodies. We have also received more DPhil applications this year and the Scholarship Committee will meet on 21st February to rank students for funding.

Over the past year we have recruited new academics and have two professors joining us from Liverpool in July: Leslie and Paul Goldberg who will join the newly formed Algorithms Group.

Luke reminded students about the criteria used for conference funding. If a student is presenting a paper at the top conference in their field then we do our best to help fund the trip. If it is not the top conference we still try to help but less money maybe available. We also like to help first and second years attend summer schools. Instructions of how to put in a claim and the criteria for funding will be put on the current student web pages in due course.

Luke asked how students felt about GSS reporting. Most felt that the most useful thing was thinking about the training required. Some also felt more structured feedback would be good. It was also felt that the reporting system should possibly be different for MSc and DPhil students as supervisors were less involved with MSc students during first two terms and less familiar with their work. Luke reported that there was discussion at Divisional level about changing reporting to twice a year. JCCG agreed that it would be better to space reporting out more.

4. Change of Date for Student Conference
Julie asked if there would be any objections if the annual student conference was held in Trinity Term rather than Michaelmas. It was thought this should not cause problems. As students in their first year have to prepare a term paper, it was thought the conference would be a good opportunity to present their paper and also prepare for their transfer which would be due the following term. There were also discussions as to whether the student conference could combine with a research staff conference and be spread over a longer period ending with a bigger dinner. Research staff are being emailed by the Social Committee to see if there would be any interest in this.

5. Any Other Business
The Technicians have asked to be kept informed about out of hours events. They will then make sure a hoover is available for students to use to clean up after an event. The common room was left rather untidy after the recent Geeks night.