Minutes of the meeting held on Thursday 26th February, 3pm, Room 105

Present: Miriam Backens, Freya Elbro, Rolandas Glotnis, Vivek Kothari, Melissa McCoy, Kevin Milner, Andrew Paverd, Bernardo Perez Orozco, Stephen Pulman, Sarah Retz, Matt Smith, Will Smith

Apologies: Katriel Cohn-Gordon, Martin Dehnel, Shoshannah Holdom, Liz Phillips, Stefan Saftescu, Jason Sender, Julie Sheppard

1. Minutes of Meeting held on 4th November, 2014 (attached)

Matters Arising

(a) Social Secretary: currently held by Omer Gunes but not clear if he is continuing.
   ACTION: JULIE SHEPPARD

(b) Comp Bio students (transferred from DTC): Will Smith confirmed that he had discussed the matter with Julie Sheppard who would be taking it forward.
   ACTION: JULIE SHEPPARD

(c) MFoCS students: Freya Elbro queried whether it would be possible to gain access to the Wolfson building at all hours, instead of only during working hours.
   ACTION: JULIE SHEPPARD

(d) Office Hours: Will Smith updated the Committee, informing them of the recent circular sent out by Shoshannah Holdom concerning office hours. Stephen Pulman also commented that students can contact academics directly to arrange a meeting.

(e) CoGS website: Miriam Backens informed the Committee that the CoGS website had been updated.

2. Matters raised by Graduate Representatives

Vivek Kothari reported to the Committee that a number of the MSc students had reported concern over the online Project list, specifically the timing of it being updated, and queried whether this could be brought forward. The question over whether the list could be updated over the summer period was also raised.

   ACTION: Sarah Retz

   POST MEETING NOTE: It will be possible to start updating the project list earlier (during Michaelmas Term), however it may not be feasible to update the list over the summer period with staff (both admin and academic) on leave.

Vivek Kothari raised the issue of space for the MSc student; Will Smith responded that with space at a premium in the Department allocating a specific space to MSc students would be difficult. Miriam Backens suggested that MSc students use the online room booking facility should they require a space for a meeting or discussion.
Vivek Kothari commented on the apparent concern of Machine Learning teaching provisions, specifically the number of lectures offered. Stephen Pulman responded; informing the committee of Nando de Freitas’s reduced time due to being bought out by Google.

**ACTION: STEPHEN PULMAN AND SARAH RETZ**

**POST MEETING NOTE:** An email was sent to both James Worrell and Shoshannah Holdom informing them of this. Stephen Pulman reported that he had informed Nando de Freitas of this and he planned on raising this during his next lecture.

3. **Graduate Representative Report on:**
   
   (a) **MPLS Graduate Reps Meeting**
   
   Will Smith invited feedback from the Committee on a discussion concerning the DPhil Transfer of Status and whether there should be a halfway point instead of one Transfer at the end of the designated time. Andrew Paverd responded, commenting that this would create increased work for students.

   (b) **Library Committee**
   
   Will Smith confirming there was nothing to report.

   (c) **Safety Committee**
   
   Will Smith confirming there was nothing to report.

4. **Director of Graduate Studies Report (verbal)**

   Stephen Pulman reported on the Division wide initiative looking into the career development plan for DPhil students, commenting that as he had not received any updates on this he would speak to Dave Gavaghan.

   **ACTION: Stephen Pulman**

5. **Student Conference/Research Staff Conference 2014-15**

   Will Smith agreed to raise this item with Julie Sheppard outside the Committee.

   **ACTION: Will Smith**

6. **Appointment of CoGS Treasurer**

   The Committee nominated Kevin Milner, and he agreed to act as CoGS Treasurer. Miriam Backens confirmed there would be a hand-over during Easter with the hard transfer of responsibility confirmed as week 0 of Trinity Term.

   **ACTION: Miriam Backens**

7. **Any Other Business**

   There was no other business.