Minutes of Meeting held on Tuesday 9th February at 1.00pm in Room 441


Apologies: Martin Dehnel-Wild

The meeting opened with everyone introducing themselves.

1. Minutes of Meeting held on 27th October, 2015
The Minutes were agreed to be a true record
Matters Arising
Departmental T Shirts or Sweat Shirts
Chad Heitzenrater & Martin Dehnel had been discussing this and were going to talk to vendors to get some prices.

ACTION: Martin Dehnel

CDT Computers
Stephen Pulman had discussed this with the Head of Department and it was not thought to be a problem for the students to have what they requested but this needed to be investigated further.

ACTION: Stephen Pulman

2. Matters Raised by Graduate Representatives
Chad reported that there were no DPhil Matters to raise.

Aditya Shaard the MFoCS representative asked if there could be some induction for MFoCS students to the CS department in 0th week of Michaelmas. Julie Sheppard to discuss with Maths.

ACTION: Julie Sheppard

Charlie Kingston had already raised several MSc issues at the MSc Supervisory Committee and felt these issues had been resolved but summarised for this meeting as follows: problems with courses being oversubscribed; early deadlines; pre-requisites; not enough class time – could office hours be publicised; not enough charging points in Room 379.

An email would be sent to Joe Atherton about the charging points but other than that it was not felt this committee could assist with this problem.

ACTION: Sarah Retz

Alina Petrova reported that some assignments for class work were handed out on a Friday morning to be returned by Tuesday and felt this did not give DPhil students enough time to plan their work. An email would be sent to tutors reminding them to allow adequate time for completion of assignments.

ACTION: Shoshannah Holdom

Piazza was discussed as this is very well used by the Machine Learning course and students felt this could be utilised for other courses. Information to be sent out to students and lecturers to encourage use of this online forum.

ACTION: Shoshannah Holdom
3. **CoGS**

It was noted that MSc students participate more fully than DPhil students. A welcome reception had taken place together with a pizza night and further events are being planned. CoGS coffee is going well and has good attendance, but it was noted that more people need to be involved with the rota.

4. **Report from MPLS Graduate Representatives Meeting**

Chad Heitzenrater is devising a workshop on “Owning your DPhil” which is to be held soon and Division would like to see the template for this when it is finalised.

There were lengthy discussions about GSS which is to be replaced. Students were asked what they thought of the system and how useful it was. General consensus of opinion was that it was of more use for DPhil students than MSc students. If anyone had anything they would like to see included in a new GSS they should let Chad know for him to feed back to Division.

There were other matters discussed at the Divisional meeting but they were not thought to be relevant to Computer Science.

5. **Director of Graduate Studies Report**

At the Divisional meeting it had been noted that Computer Science were the second worse department in the Division for submission within 4 years and so students were encouraged to submit on time.

Confirmation procedures are being tightened and updated in the same way as the transfer procedures have recently been. There will be different forms to complete and students will have to upload a statement to GSS in the term before confirmation.

There had been discussion about working hours. This was thought to be more of a problem in laboratory based subjects and was not thought to be an issue in Computer Science. If any students did feel they were being made to work unreasonable hours they should talk to Stephen Pulman as Director of Graduate Studies. It was recommended that students work around 40 hours per week and no more than 48 hours.

Tuition fees would rise by about 3-4% for the next academic year.

6. **Student Conference**

A date had been agreed of 10^{th} June. Chad Heitzenrater had been discussing sponsorship with Shoshannah Holdom. It was hoped to invite outside speakers and if anyone had suggestions they should contact Chad. There would be prizes for best paper, best abstract and best poster. The Conference would be held in the department again to encourage greater attendance. Sir Nigel Shadbolt to be contacted about hosting the dinner at Jesus College. Chad asked for volunteers to help with the organisation.

**ACTION:** Chad Heitzenrater, Shoshannah Holdom, Julie Sheppard

7. **Any Other Business**

**Graduate Challenge**

Will Smith informed the meeting about this event for students and encouraged them to become involved when information was sent out.
**Online Submission of Assignments and Dissertations**
Danielle Loader informed the meeting that the University were trialling online submission for dissertations on a department by department basis and it was agreed that Computer Science would be interested in taking part and Stephen Pulman would discuss with the Head of Department.

**ACTION:** Stephen Pulman

**Teddy Hall Relays**
CoGs were taking over the organisation of this and would be looking for volunteers to take part.