Present: Prof. David Kay (Chair), Julie Sheppard, Sarah Retz, Bradley Gram-Hansen, Matt Smith, Yuan Zhou, Hayyu Imanda, Katriel Cohn-Gordon, Kevin Milner, Ulrik Lyngs, Rayner Vaz, Arianna Schuler-Scott, Prince Abudu, Freddie Barr-Smith

Apologies: Shoshannah Holdom, Martin Dehnel-Wild, Luke Geeson

Minutes of Meeting held on 3rd November 2016
The minutes were accepted and there were no matters arising.

Matters Raised by Graduate Representatives/CoGS
Mr. Milner said that a questionnaire had been sent out 1.5 weeks ago but the feedback did not require anything in particular to change or be discussed. There were questions about the door at No. 11 Keble Road being out of action but it was thought this would continue to be closed until the work on the outside of the building had been completed. Nothing had been brought up for discussion at the CoGS meeting.

CoGS – matters to report
Mr. Dehnel-Wild was organising the “Own your DPhil” workshop and it was planned to take place in week 6 or 7 of Hilary Term. Academics would be approached to be involved on the day and the DGS would give the talk on transfer to DPhil status. Information would go out to students as soon as the date had been finalised.

ACTION: Martin Dehnel-Wild

It was planned to make CoGS coffee more inclusive to other research groups as heavily dominated by Security at present. All student reps were asked to take ownership of one CoGS coffee each term with Mr. Cohn-Gordon providing logistical support. This would mean the reps involving students in their own research groups to come along. It was agreed that these could be held in the Robert Hooke Building as well as the Wolfson Building Common Room.

ACTION: All Student Reps

CoGS now has a representative on the IT Security Committee which is due to meet on 28th February.

Director of Graduate Studies Report
Professor Kay stated that the PRS course results for Michaelmas Term had been very poor with several below the required mark for transfer of 65% and asked if the students had any thoughts on why this happened. Mr. Abudu thought it was due to students not understanding the importance of the course and felt that there was not clear communication from the department or supervisors.
However all the information is clearly stated in the Graduate Handbook and students are sent an email with the transfer guidelines shortly after joining the department. Mr. Lyngs felt there had been a problem with the Intelligent Systems Exam with some questions not been covered in the curriculum. However it was not felt this was an issue for other students. Mr. Cohn-Gordon felt the requirement to do courses fitted some backgrounds better than others and if a student thinks their background is already of a satisfactory standard then they do not take the courses seriously and asked why there is a requirement to take courses. Professor Kay informed the meeting that students need a portfolio for transfer to DPhil status showing they have a good breadth of experience and that they have shown engagement. Students asked if they could have feedback on their exams but this is not possible. The situation regarding the poor marks would be reviewed.

ACTION: David Kay

Professor Kay announced that a committee had been set up to look at publication fees for open source publications.

GSS Reporting – Students were encouraged to complete these as it helps to reflect on their studies and gives the DGS a way to see progress

Professor Kay stated that Computer Science is worst in MPLS Division for completion rates. It was felt there were inconsistencies between supervisors and the environment in the department is not encouraging towards completing a DPhil but more towards carrying out research and a balance was needed. The format of the DPhil thesis was discussed and it was noted that it should not just be a collection of papers but a narrative through the research to show continuity from chapter to chapter.

ACTION: David Kay

Student Conference 2017
A date of 9th June had been set and sponsors for last year were being contacted and were expected to respond soon. A call for papers would go out at the end of term. The conference would have the same format as last year. More volunteers were required to join the committee to help spread the workload. If the sponsorship comes through the students would like to hold the conference dinner at the Ashmolean.

ACTION: Kevin Milner, Martin Dehnel-Wild, other student reps

Any Other Business
There was no other business.