OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE
JOINT CONSULTATIVE COMMITTEE FOR GRADUATES
Meeting held on Tuesday 4th November at 12.00 noon Room 105

MINUTES


Apologies:  Stephen Pulman, Omer Gunes, Andrew Paverd, Alev Haddadieh, Stefan Saftescu, Kryzstof Bar

All members of the committee introduced themselves and explained their role on the committee

1. Minutes of the Meeting held on 10th June, 2014
   The minutes were approved.

Matters Arising

Student Rep on Graduate Studies Committee – Will Smith had now been invited to this.

Merit for MSc – Shoshannah Holdom explained that “Merit” does not exist anywhere in the University. There were discussions about this at various levels but it was not something that was going to happen in the near future.

Election of CoGS Reps for 2014-15 – CoGs now has a full complement with the exception of a Social Secretary – currently held by Omer Gunes but not clear if he is continuing.

ACTION: Will Smith/Omer Gunes

2. Matters raised by Graduate Representatives
   CoGS had their first meeting for 2014/15 on 28th October. Students were encouraged to contact other students within their research group advising them that they were there to represent them and to raise any problems.

   Comp Bio students who had transferred from the DTC were concerned about conflicting information about transfer and confirmation deadlines. Julie will provide a simplified document and also Will to discuss with Dave Gavaghan.

   ACTION: Will Smith/Julie Sheppard

   CoGs are planning a pizza and wine event – Will and Miriam to liaise with Julie about ordering pizzas on departmental credit card and also about the amount of wine that might be needed.

   ACTION: Will Smith/Miriam Backens/Julie Sheppard

   MFoCS Students do not appear to be on the CoGS mailing list so need to be added.

   ACTION: Julie Sheppard

   MFoCS students felt that their induction had been very short and would have liked some introduction to the CS department. We will liaise with the Maths Department and see if we can include a tour next year. There had also been a problem with access to the building and getting cards activated. Next year MFoCS students can be given the access forms in induction week.

   ACTION: Julie Sheppard
Freya also mentioned that students were late for lectures as there were problems getting to and from lectures – Shoshanna confirmed that lectures should finish at 5 to the hour and start at 5 past the hour.

Students felt it would be good if academics or TAs had office hours so problems could be discussed if there was not time to cover everything in classes. Shoshannah agreed to discuss this at Graduate Studies Committee and then Teaching Committee, raising it eventually at Faculty. In the meantime students were encouraged to carry on emailing to arrange meetings but to let admin staff know if there were problems.

**ACTION: Shoshannah Holdom**

It was felt that some tutorial sheets had too many questions. Students were advised to report this on the feedback questionnaire at the end of the course which would then be looked at by the Course Review Committee.

MSc students raised the point about the difficulty of applying for a DPhil before any results were out. Unfortunately there is no solution to this at present as students have to apply by 9th January to be considered for funding.

Miriam Backens said she would welcome feedback as a class tutor. Shoshannah to ensure this happens as had done previously.

**ACTION: Shoshannah Holdom**

3. **Graduate Representative’s Committee Reports**
No committees had been attended by Will so nothing to report.

4. **Director of Graduate Studies Report**
In the absence of the DGS Julie reported on a research training strategy and the possibility of a career development plan for DPhil students that are being discussed at Divisional level.

Student representatives were also asked to encourage other students to complete the GSS progress report forms each term and also to advise them that they were compulsory for students on Tier 4 visas as they are used as an attendance check point. Need to liaise with Andrew Martin to ensure that CDT Cyber Security students realise they should do this.

**ACTION: Julie Sheppard**

Students were also reminded of the Graduate School that is run by Division and the opportunity to take courses offered by other departments.

5. **Student Conference/Research Staff Conference 2015**
The committee were informed of the new research staff group which had been set up and that they needed to liaise with this group over the joint conference. A date in late June will be arranged, maybe Thursday and Friday of week 8.

6. **Update of CoGS webpages**
Will and Miriam had this in hand with up to date biographies and photos. The rest of the committee were asked to submit theirs to Miriam to enable them to be included on the web pages.

7. **Any Other Business**
There was no other business