Minutes of the Meeting held on Tuesday 27th October at 1.00pm in Room 441


Apologies: Shoshannah Holdom, Jason Sender, Martin Dehnel-Wild

Stephen Pulman welcomed all to the meeting and everyone introduced themselves.

1. Minutes of Meeting held on 20th May, 2015
   The minutes were agreed as a true record of the meeting.

Matters Arising

CoGS budget increase
This had been approved.

MPLS Graduate Reps Meeting – pre-transfer milestone
There was nothing further to report on this from Maureen York

Student/Research Staff Conference 2015
This had taken place and had been well attended

Departmental T Shirts or Sweat Shirts
Nothing to report on this. Martin Dehnel to be asked if he is still interested in taking this forward

   ACTION: JULIE SHEPPARD

Feedback for assignments
This had been raised at the appropriate committees and although a good request unfortunately we do not have the resources to do this in the same way as for Software Engineering. The distribution of MSc marks would go to the MSc Supervisory Committee as part of the Draft Examiners Report 2014-15.

   ACTION: SARAH RETZ

2. JCCG Standing Orders
These were reviewed and an amended version is attached to these minutes.

3. Matters Raised by Graduate Representatives
   - A google doc had been issued so that students could raise problems. The only issue was concerning assignments issued in week 1. Students found this difficult as they didn’t know at this stage whether they would be taking that course and would prefer to start assignments from week 3. They were reassured that these do not count towards overall mark and were a good way to see if students were interested in the course material and to have an opportunity to receive feedback on their work in advance of completing the formal examination. Wording in MSc course handbook will be checked and clarified if necessary to avoid confusion over assignments.

   ACTION: SARAH RETZ
IT issues were raised by CDT Cyber Security reps as there was concern that some students didn’t get their computers in a timely fashion. They were advised that this was not an IT problem but that the department were not told until September whereas in 2014 we were advised much earlier. CDT reps will discuss this with Maureen/David to see if earlier notification can be given to the department.

**ACTION: CDT Cyber Security Reps**

- The CDT students were also concerned that their machines were not powerful enough and they did not have admin rights so could not install or update software. Having to get IT to do this caused a disruption to their workflow. They were also concerned that it was impossible to get just a monitor if they chose to have a laptop. Stephen will discuss if anything can be done with the Computer Manager.

**ACTION: Stephen Pulman/Julie Sheppard**

- There was also concern about the transfer to DPhil status application dates for CDT students but it was felt this had now been made clarified

- Concern was raised at a delay in signing off progress forms. Julie Sheppard advised that the forms were approved once a week but the delays were due to assessors/examiners not returning paperwork. Once the viva had taken place the assessors were reminded on a weekly basis until the reports had been received.

4. **CoGS**

A meeting had been held on 13th October and students had been sent a welcome letter with specific questions to address. There had been good representation from MSc students. A Pizza night will be held on 17th November and a pub outing will be held in 8th week. There were some personal details missing on the web pages but these would be updated shortly. Further meetings were planned to be held termly.

5. **MPLS Graduate Representatives Meeting**

- The transfer of status forms had been updated and this year division would be working on doing the same for confirmation.
- There would be a change to the regulations reinforcing positive support for students.
- Supervisors, especially new ones would be encouraged to take professional training.
- GSS reporting would now be compulsory for all students.
- Long discussions about there not being enough travel money for students to do research travel but it was felt it was more for those doing field work and did not really affect Computer Science students.
- MPLS were looking at problems with student stipends not being paid. Julie Sheppard explained about hold ups at central finance and asked any students who had not been paid to let her know.
- Stipend levels were discussed and ways looked at for students to earn more money.
- MPLS had asked for feedback on working hours and students had been asked to complete a questionnaire.
5a  **Owning your DPhil**  
Chad Heitzenrater reported that Material have a presentation to 1st year DPhil students at the end of Michaelmas/beginning of Hilary Term on “what it takes to do a DPhil”. It is run by JCCG reps and postdocs. Chad said he was happy to look at setting up something for Computer Science and was asked to send his information sheets to the DGS and this would be worked on together.

**ACTION:** Chad Heitzenrater/Stephen Pulman/Julie Sheppard

6. **Director of Graduate Studies Report**

- New transfer arrangements had started, students would now need a pre-transfer plan and GSS is now compulsory for students and the term before transfer they have to upload a “preparing for transfer of status form”.
- The Department took in more DPhil students this October than ever before and were over the quota number of students.
- Computer Science is placed 16/18 in Division for submitting within four years. We need to improve this rate if we are to be successful in increasing our quota of student numbers.
- Transfer and Confirmation deadlines are also not met well and need to improve.
- Funding is still a problem and simply not enough money to fund all students.

7. **Student Conference/Research Staff Conference 2016**

Arrangements for this would start in the New Year. In 2015 Research Staff had been included but there had not been much interest from this group and it was agreed to revert back to being a Student Conference for 2016.

8. **Any Other Business**

The MSc Reps reported that the induction week had been well received and they felt it had been very useful.

There was no other business.