OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE
JOINT CONSULTATIVE COMMITTEE FOR GRADUATES

Minutes of the Meeting held on Wednesday 20th May at 12.00noon in Room 105


Apologies: Elizabeth Philips, Melissa McCoy, Jason Sender, Freya Elbro

Will Smith welcomed all to the meeting and everyone introduced themselves.

1. Minutes of Meeting held on 26th February, 2015
The minutes were agreed as a true record of the meeting

Matters Arising
The matters arising from the previous meeting had all been dealt with. There were no further matters arising.

2. Matters raised by Graduate Representatives
CoGS met last week to discuss activities this term. Students are contacted by email, in person and this term via an anonymous questionnaire. Nothing had been raised so it was agreed there were no matters of serious concern.

Attendance at CoGS coffee meetings had increased and a photo will be going on the CoGS webpages of a recent meeting. Kevin Milner, CoGS Treasurer had asked to increase weekly budget from £20-£30 and said there was money available as they had underspent in the past. This will be checked with Sharon Lloyd for authorisation.

ACTION: Julie Sheppard

3. Graduate Representative Report on:
MPLS Graduate Reps Meeting
There are plans to introduce a “pre-transfer” milestone which will take place about half way through the first year. The aim is to ensure that students who are not on track will have an opportunity to rectify the situation before failing a transfer. The requirement is likely to be a more detailed project proposal. Will Smith said that the plans were now on paper but there was still a chance to comment and any students who wanted to see the proposal should contact him directly.

At present this is just MPLS Division so Maureen York will discuss with David Gavaghan as there will be implications for CDT students.

ACTION: William Smith & Maureen York

Library Committee
This Committee no longer meets
Safety Committee
This Committee meeting was cancelled last week and rearranged for a date after JCCG

4. Director of Graduate Studies Report (verbal)
Stephen Pulman said the rationale behind the new transfer proposal was because different departments treat transfer in a different way and some students are less supported. There were no real departmental changes to report. Career guidance for DPhil students was still being discussed and the next Research Training Forum would be held on Friday. There had been an issue about the Machine Learning course and this had been discussed with Nando who then talked with students at the next lecture. The subsequent course review feedback has been positive

5. Student/Research Staff Conference 2014/15
This would take place on 12th June and the review process was almost complete with final decisions being made this week as to who would give a talk and who would be asked to present a poster. A timetable for the day will be on the conference web pages hopefully later this week. There are still spaces available for the dinner at Rewley House and students and supervisors were encouraged to attend.

ACTION: William Smith & Julie Sheppard

6. Election of Reps for 2015/16
This will take place outside the meeting with a new President and Secretary needing to be elected. The information will be needed for the incoming students’ handbook.

ACTION: William Smith

7. Any Other Business
Vivek Kothari raised the possibility of departmental T-Shirts or sweat shirts. A design competition could be open to all in the department. The possibility of sponsorship was discussed but concerns were raised as to whether this would be a good idea or not. Martin Dehnel will put Vivek in contact with a DPhil student in Maths to discuss further and was also advised to talk to Suzanna Marsh, Sharon Lloyd and Frances Wheare.

ACTION: Vivek Kothari & Martin Dehnel

Martin Dehnel asked if feedback could be given on assignments in the same way as for Software Engineering. It was pointed out that Software Engineering are dealing with a different audience and it would not be practical to offer the same level of feedback for all CS courses. It was agreed to raise this request at the Graduate Studies Committee. Martin also asked if it was possible to have a distribution of the marks and was advised this would be available at the end of the year in the Examiners’ Report.

ACTION: Maureen York & Julie Sheppard