OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE
JOINT CONSULTATIVE COMMITTEE FOR GRADUATES

Meeting held on Wednesday, 17th May at 12.30pm, Room 278

MINUTES

Present: David Kay (Chair), Daniel Kroening, Julie Sheppard, Sarah Retz-Jones, Shoshannah Holdom, Hayyu Imanda, Katriel Cohn-Gordon, Kevin Milner, Prince Abudu, Ahmet Kucuk, Alina Petrova, David Tena Cucala, Andrea Patane


Minutes of Meeting held on 6th February 2017
The minutes were accepted.

Matters Arising
Mr. Milner reported that the “Own your DPhil” workshop had taken place and positive feedback had been received.

The CoGS Committee were still trying to get more people to run CoGS coffee so there is more input from different research groups.

ACTION: CoGS Committee Reps

Professor Kay said the transfer requirement had been changed to an average of 65% but there were still some students in difficulty after the Hilary Term marks had been released.

No feedback had been received from the Committee set up to look at publication fees for open source publication.

ACTION: David Kay

GSS – students and supervisors were still being encouraged to complete these reports and a new system would be introduced in the future.

Discussions about the format of DPhil theses are ongoing at Graduate School and there are proposals to allow an integrated thesis but discussions are in the early stages.

Matters Raised by Graduate Representatives/CoGS
Mr Cohn-Gordon raised the issue of suspensions for internships when students had to suspend for the whole of Trinity Term but the internship may not be until later in the summer. This caused difficulties for the students but it was pointed out that many colleges are now not agreeing to approve retrospective suspension applications.
A meeting regarding student welfare had been held between Mr. Dehnel-Wild, Mr. Woods (not a member of this committee), Mrs. Sheppard, Dr Holdom and Mrs. York (not a member of this committee). The University Counselling Service trains students in colleges and it was hoped that they would now train students in the department to act as peer support. Dr Holdom had discussed this with Mrs. Lloyd, Departmental Administrator, who had agreed the department could fund this and so Dr Holdom was waiting to hear from the Counselling Service as to how to make this happen and would then be asking for student volunteers to take part.

**ACTION: Shoshannah Holdom**

Mr. Abudu raised the point that graduate students working on Machine Learning projects do not have machines with enough power and need access to more GPU. It was said that supervisors should raise this issue on behalf of students but the students did not feel this happens. Professor Kay said he would bring this up for discussion at Faculty in Week 6

**ACTION: David Kay**

**CoGS – matters to report**

The CoGS committee were trying to vary the CoGS coffee meetings to be held at time convenient to the research group reps organising them for a particular week. They hoped this would encourage more people to join in. MFoCS students were also encouraged to take part. A pizza evening would also be arranged for this term.

It was felt that there were a lot of reps who were on the CoGS committee who never turned up so an email was to be sent to all to see if they wished to remain on the committee for the following year.

**ACTION: CoGS Reps**

**Graduate Representative Report**

At the Divisional meeting there had been a push to set up a new seminar series where students talk and a survey would be sent out to see what students think would be most useful. The planning is in the early stages but Division are willing to fund this. There were also ongoing discussions about the cost of living in Oxford. Division had also put out new guidelines about maternity leave provision.

**Director of Graduate Studies Report**

Professor Kay said that discussions were under way about the possibility of introducing integrated theses where a number of papers are combined to make a DPhil thesis. There were many issues to overcome though and he would report back when there was more information on this.

**ACTION: David Kay**

Professor Kay did not have any further items to report so asked for any questions and Mr. Abudu asked about admission to the MSc in Computer Science Course and why it was so difficult to get in. He was advised that applications were considered purely on academic grounds but there were so many applications- approximately 650 for 50 places- that it is inevitable that some well qualified applicants will be rejected.
Mr. Milner asked if there was any word on a new building. It was stated that with the Tinbergen building being closed all University building resources would be going there and there was unlikely to be any funds towards a new building just yet. The Departmental Administrator was acutely aware of the space issues.

**Student Conference 2017**
The deadline for abstracts had been extended to 17th May but there had been 35 submissions so far and reviewing was about to start. Unfortunately sponsorship had only been obtained for the prizes. GSA Capital are going to attend for the day with a view to sponsoring in future. A keynote speaker had been approached and were waiting confirmation of their availability.

Mrs Sheppard suggested that the committee fix the date much earlier for the 2018 conference which would give the committee more time for organising sponsorship and a key note speaker.

**ACTION: CoGS Committee**

**Election of Reps 2017/18**
Currently the Committee is heavily dominated by Security Reps so they are trying to get more representation from other groups. However if no volunteers come forward Mr. Milner has someone in mind for President. Mrs. Sheppard informed the students that the new reps needed to be appointed by the end of August.

**ACTION: CoGS Committee**

**Any Other Business**
Dr. Holdom said that we would shortly be advertising for another Teaching Assistant to run practical sessions. The advert would be sent to existing and incoming DPhil students.

The students requested that the weekly news roundups be sent out as a pdf document rather than word document. Dr. Holdom will speak to Brenda Deeley who sends this out.

**ACTION: Shoshannah Holdom**

A student rep had recently sat on the Safety Committee where it was announced that window bolts would be fitted to all windows, meaning they will only open slightly. The students were not happy with this arrangement.