OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE  
JOINT CONSULTATIVE COMMITTEE FOR GRADUATES  

Meeting held on Thursday 31st May, 2018 Room 278

MINUTES

Present: David Kay (chair), Daniel Kroening, Julie Sheppard, Sarah Retz-Jones, Ralph Abboud, Martin Dehnel-Wild, Max Hofer, Ulrik Lyngs, Romy Minko, Jaclyn Smith, David Tena Cucala, Yuan Zhou


1. Minutes of Meeting held on 7th February 2018
The minutes were accepted as a correct record.

Matters Arising
There were no matters arising

2. Matters Raised by Graduate Representatives/CoGS Report
It was reported that a successful “Own your DPhil” Workshop had been run. No formal evaluation had been sought but it had been well received. It was suggested that it would be worth contacting students now who are going into transfer to see how worthwhile they felt it had been.

ACTION: Ulrik Lyngs

It was also reported that the email sent round by Sharon Lloyd in March about milk, and not using it for cereal, had not been well received. Ulrik Lyngs asked if the department could either increase the milk order or perhaps run a “breakfast club” once a week where students could have cereal or porridge. This could be managed in the same way as CoGs coffee. Ulrik felt this might be a more beneficial way to address student welfare than offering singing or yoga classes. David Kay agreed to discuss with Sharon Lloyd.

ACTION: David Kay

There are ongoing issues for students in relation to IT. The students felt that it would be beneficial if they were notified that they would not have root access if they were to select a desktop computer on joining the department. Instead they would choose a laptop. It meant there were wasted resources as desktops were not being used as they were unable to be set up as the students needed. David Kay to discuss at Faculty and investigate the protocol in other departments.

ACTION: David Kay

3. Director of Graduate Studies Report
The student barometer results did not have any information on DPhil courses so was not discussed further. It had already been discussed at the MSc Supervisory Committee. David Kay asked the students about their thoughts on life in the Computer Science Department. They responded,
commenting that they would like to see more collaboration between students in different research groups. However, it was felt there was nowhere really central where they could all meet up.

David Kay reported that the proposal to use 3 skills training courses as one of the pieces of assessed work had been approved.

Integrated theses had not been discussed any further.

Our completion rates are now up to 72% which is an improvement but Division want to see 85%. Students and supervisors expectations need to meet in the middle as some supervisors are expecting students to produce publications which are then not used in the thesis. Ulrik Lyngs said that he didn’t think many supervisors or students had had project management training and that a more formal framework of what is needed to complete maybe required.

Yuan Zhou suggested a questionnaire to students and supervisors to see what could be done to make improve this situation. It was agreed to get 3 people together to devise a questionnaire and for students it should go to those post-transfer.

**ACTION: David Kay & Ulrik Lyngs**

4. **Oxford Computer Science Conference 2018**
The conference would take place the next day, 1st June, 2018. There had been fewer submissions of abstracts this year but Martin Dehnel-Wild noted that last year the numbers had been exceptional and current submission rate was more in line with other years. It was agreed that the students need to engage people more when organising the conference. It was thought that the AI event may have had some impact this year.

5. **Election of Reps 2018/19**
Jaclyn Smith agreed to take over as President of JCCG and CoGS.

**Any Other Business**
David Kay thanked Ulrik Lyngs for his work as President of JCCG and CoGS and Martin Dehnel-Wild for his work on the committee.

There were no Equality and Diversity issues to be reported to the Equality and Diversity Committee.