1 Present

Jasmine Grosso 2nd Year PhD Representative, CDT (Interim Chair)
Alex Dixon CDT (Interim Secretary)
Isabella Slattery 3rd Year PhD Representative, CDT (SSLC Chair), from point 7 onwards
Richard Kirk 3rd Year PhD Representative
Ruqayya Awan 2nd Year PhD Representative (International Representative)
Dr. Florin Ciucu Head of PGR studies
Teddy Cunningham in place of Aparajita Haldar, 1st Year PhD Student
Prof. Mike Joy Senior Tutor
Dr. Sara Kalvala SSLC Convenor
Sharon Howard Departmental and PG Secretary

2 Absent

David Purser, Dr. Sascha Ott, and Eleanor Davies were absent with apologies.

3 Corrections and Approval of Minutes of the Previous Meeting
Held on 21st January 2019

The minutes of the previous meeting were agreed as a true and accurate record with no amendments.

4 Matters Arising from the Minutes

4.1 Action Items from last Meeting

5.1. Isabella Slattery has organised a pizza event, taking place on 10th June

5.2. Sharon Howard has sent an email about shared office space policy.

5.3. Online booking forms for offices was dicussed however the problem is that there is not much available space in the department to book. Empty rooms may be booked in the department, but in busy times of year such as term three it may be easier to seek out other spaces in the library or PG Hub.
6.1. WPCCS has been moved to term 1 of next academic year, and so no definite date has been decided yet.

7.1. and 7.2. As Isabella Slattery was not present for this point, no update was given.

8. Not all students have advisors assigned yet, this is dependent on advisors.

10.1. As Isabella Slattery was not present for this point, no update was given.

10.2. Practical workshops were to be held 15th May but had to be postponed due to availability. The arrangements have been made for the workshop to take place at a later date. The workshops are Machine Learning focused.

5 PhD Issues

No issues have been raised by email or the feedback form.

5.1 SSLC

SSLC elections are due to be moved online across the university for all departments. This is seen as positive overall, to improve democratic involvement especially among part-time students. A pilot will run next academic year where the election is moved to Term 3, which should make handover a smoother process. It was noted that there are rarely multiple candidates for Computer Science PGR SSLC positions.

5.2 PhD Space

Clarification of shared spaces policy, in terms of etiquette, is ongoing. There are no explicit rooms available for meetings in the department, so PhD students may need to find rooms elsewhere. There are larger rooms in the library available for meetings, but there are few to no rooms available for single-person Skype meetings or similar. It is also not possible to book rooms for less than one hour slots.

The new PhD CDT was discussed at the All Staff Meeting, particularly how it would be integrated with the existing WISC CDT; Hakan Ferhatosmanoglu has stated that the new CDT should not affect the running of the existing CDT. There was some concern with space for the new intake, and it was suggested that some space in the large shared space could be used by the new intake, to improve capacity utilization. At present, every PhD student is assigned a desk - this policy may need to be revised if intake of academic staff and postgraduate students continue to grow. Options for hot-desks are being investigated including the possible introduction of dual-boot machines for Windows and Linux usage. It is understood that not every researcher uses their assigned desks at all time. Moving those people towards hot desks may increase capacity.

5.3 Weekend Mess

There was some discussion about parties taking place during the weekends in the Mathematical Science building. The cleaners arrived on Monday morning to find empty beer bottles, very unclean rooms (including bathrooms), etc. There was a publicized reminder to administrators warning that the building access will be revoked outside of working time if this continues. This warning will be shared more publicly in the days to come.

6 WPCCS

A date for WPCCS has been provisionally set for Week 6 of Term 1, 2019-2020 academic year. Room booking cannot be confirmed until around August or September this year, so this cannot be confirmed yet. If rooms cannot be booked, the date will be moved to Week 11 of Term 1. A minimum of four rooms will be required if the number of tracks is kept the same. There is the possibility of using a combination of rooms in DCS and MB if the Occulus cannot be booked.
It was questioned whether there will be time for people to prepare abstracts, posters and presentations in between the announcement and the event. Richard Kirk noted that it may be sensible to release the Call for Submissions in June/July, with a note that the date is provisional. It has not been decided how many PGR students are expected to prepare presentations, but will be decided in future WPCCS committee meetings. It may be beneficial to new PhD students to simply attend the conference.

It was noted that the past organising committee have submitted a paper to a Warwick internal journal about WPCCS.

**Action Point (WPCCS Committee)** will continue to arrange room booking for WPCCS.

### 7 STP Update

Sascha Ott is not present and so not update has been given.

At this point, Isabella Slattery joined the meeting.

Sharon Howard noted that Paolo Turrini will be taking over the role of STP coordinator. He is keen to make sure that skills matching is effective when assigning teaching assistants to the modules. This will be done in collaboration with module organisers with face to face meetings.

It is noted that invigilation is not managed through STP.

Fourth year undergraduates acting as tutors is in many cases welcomed by postgraduate tutors, as they help to share workload. However the risk of introducing additional stress and work to undergraduate students is cautioned against. There is an acknowledgment that marking hours, especially beyond that listed in contracts, puts a significant burden on tutors - especially for modules which require specialist skill sets. Sometimes it is not possible to know the amount of help required until the last minute especially with modules which have variable cohort numbers.

The number of offers made to incoming students is lower compared to last year. This should help reduce pressure on organisers and tutors of first year modules, however the cohort size is still unknown.

The date for the next STP meeting is not currently known.

**Action Point (Paolo Turrini)** will arrange the next STP meeting.

### 8 Welfare and Communication Committee Matters

There is a timetable for people to work on Athena SWAN; a scheme for improving representation of women in sciences. There is not currently much PhD involvement but Sharon Howard and Jasmine Grosso resolve to improve this.

### 9 Any Other Business

A request was made to have more notice when there is maintenance work carried out in the offices, such as drilling or hammering, specifically in the MB building. There is no notice given to students of the CDT about these changes, and it was noted that warning of at least a couple of days would help people to accommodate workers in the building, and feel less invasive for researchers. Sharon Howard usually receives no advance warning either, and so it is difficult to warn students.

**Action Point (Isabella Slattery)** will ask Yvonne Colmer if she receives any advance warning about work being carried out in offices.

There is a University wide equivalent of WPCCS called the IPC (Interdisciplinary Postgraduate Conference) and there was an encouragement for students to become involved.
**Action Point (Dr. Sara Kalvala)** will share information about IPC with the PGR student body.

PRES (Postgraduate Research Experience Survey) is currently in progress. The completion rate was 10%. Following encouragement at the All Staff Meeting, the completion rate increased to 20%. Completion is important for the university. 50% is a minimum but 70% would be an aim.

**Action Point (Dr. Florin Ciuci)** will send an email encouraging students to respond to PRES.

10 **Time and Date of Next Meeting**

The next meeting will be held one week after the next staff meeting.