

Minutes of the UK instrumentation training steering committee meeting of 2021/11/30

Present:

Jaap Velthuis - Bristol

Bart Hommels - Cambridge

Andrzej Szelc - Edinburgh

Alex Tapper - Imperial

Lingxin Meng - Lancaster

Alexander Oh - Manchester

Daniel Hynds - Oxford

Peter Hobson - Queen Mary

Giulio Villani - RAL

Apologies:

Laura Gonella - Birmingham

Kenny Wraight - Glasgow

Jon Taylor - Liverpool

Agenda and slides at <https://indico.cern.ch/event/1100785/>

Chair: D. Hynds

1 Introduction and committee organisation

It is not intended for this effort to be overly formal at present, so for decision-making it is proposed to come amicably to an agreement or go with a majority decision of the steering committee, with one vote per institute. D. Hynds proposes to continue as chair of the steering committee; there are no objections.

2 Course list discussion

A draft course layout is presented (D. Hynds) as a starting point for discussion. The latest version of this can be found at:

https://docs.google.com/spreadsheets/d/158kKaOX70ttEWOnCsNt6CMgH8Y1IAWEX_G4BupSUY1k/edit?usp=sharing

Broadly speaking, the program is split into two parts, with the information in the second half building on that of the first. There are 8 weeks worth of material, with two blocks of 4 hours each week. Each course lasts roughly 8 hours, and most can conveniently be grouped into 2-hour chunks in terms of lecturers. The program is discussed in detail, and the version above is what currently stands after various proposals to lengthen/reduce/rebalance each course. The only area where clarification awaits is the TCAD course; Giulio will follow up discussions at RAL with Europractice.

The topic of homework/tutorial examples is discussed in detail. It is agreed that both the provision and the completion of tutorial examples will be voluntary. This is both to reduce the workload on lecturers and due to the fact that these courses are not

40 formally part of any student curricula. If there are questions on the tutorial examples
41 then ad-hoc meetings can be organised by the relevant lecturer.

42 On the subject of course prerequisites, it is reiterated that these courses should be
43 as open as possible, but that lecturers can provide a list of assumed knowledge on the
44 part of participants. Most of these are relatively self-evident (programming experience
45 for software courses, etc.), and are more an issue for participants only taking a subset
46 of courses.

47 **3 Timing discussion**

48 There is general agreement on reserving two 4-hour slots each week to ease scheduling
49 of the courses. It is proposed to send around a doodle poll to the institute represen-
50 tatives to converge on the exact times. For when the lectures should take place, it is
51 agreed that this year will be a little exceptional given that we are just setting things
52 up, and so lectures can start later than in coming years. P. Hobson proposes pushing
53 them back to beyond second semester teaching obligations, which at QMUL means
54 April 14. There is no general opposition to holding the lectures in April-May of this
55 academic year; a doodle poll will again be used to converge on exact dates.

56 **4 Call for lecturers**

57 It is agreed to send around a call for lecturers along with a sign-up sheet for the various
58 courses. The courses naturally split into 2-hour chunks, which would be the minimum
59 that could be volunteered for. The largest sections will likely be those on fabrication
60 (4 hours) and the TCAD courses (8 hours), which would benefit from being given by
61 a single person for coherency. All institute representatives should actively encourage
62 their colleagues to sign up for courses. In the case that multiple people sign up to give
63 the same course, the steering committee will discuss who would be more appropriate,
64 or if there are other courses that could better be covered by one of the candidates.
65 It is hoped that the list of lecturers can be completed before the end of the year, to
66 give sufficient time for course preparation. To that end, there will be another steering
67 committee meeting in a week or two.

68 **5 Action points**

- 69 1. Follow up how to arrange the TCAD course - G. Villani
- 70 2. A poll to be sent to the institute representatives to converge on the dates and
71 times of this years courses - D. Hynds
- 72 3. A call for lecturers to be sent around with a sign-up sheet - D. Hynds
- 73 4. All institute representatives to encourage/push/blackmail/bribe their colleagues
74 into signing up as lecturers - all

75 **The next steering committee meeting will be organised via doodle around**
76 **the 10th of December**