

**Administration by BCS**

First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

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COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held **on Monday 7<sup>th</sup> October 2013** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

**PRESENT**

Iain Phillips	IP	David Duce	DD	Sally Fincher	SF
Vic Grout	VG	Lachlan MacKinnon	LMacK	Carsten Maple	CM
Edmund Robinson	ER	Morris Sloman (UKCRC)	MS	Sally Smith	SS
Rupert Ward	RW	Ian Wells	IW		

**IN ATTENDANCE (Secretariat)**

Penny Ballard (BCS)

**APOLOGIES**

Liz Bacon

Colin Johnson

Martin Loomes

**1. APOLOGIES FOR ABSENCE AND WELCOME**

Apologies were received as above.

**2. MINUTES OF LAST MEETING**

The minutes of the last meeting held on the 8<sup>th</sup> July 2013 were accepted as accurate and the minutes of the meeting held on 13<sup>th</sup> May were also approved as accurate after approval of a small correction.

**3. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST 8<sup>th</sup> July 2013**

Actions from Committee meeting – Monday 8<sup>th</sup> May 2013

9. IP & CM to follow up with Jeremy Barlow to establish what invoices have been raised by BCS for the CAS Initiative.

**ACTION: Iain Phillips & Carsten Maple**

#### **4. STRATEGIC PRIORITIES FOR CPHC**

**CPHC Website** – VG, IP & DD have given further thought and discussion to the CPHC website and changes that might be made. After consultation with Simon Curd, the BCS Website Development Manager it was decided that CPHC would develop it's own web site and VG set up a basic WordPress site to allow debate by the Committee. Committee members were given access to this site and asked to comment on the approach being taken and the initial site. Committee members agreed the fee of \$100 being paid to upgrade to the Premium version of WordPress which gives better layouts, no adverts and a few other useful features. The Committee agreed on the new website and to fund the Premium version. A data model working group was created of Sally Fincher, David Duce, Iain Phillips and initial discussions will take place by the end of the October and their ideas will be discussed further at the next meeting.

AGREED: The new CPHC website will go ahead and CM confirmed that VG is to be given the \$100 to upgrade to the Premium Version of WordPress.

**ACTION: Iain Phillips, Sally Fincher, David Duce**

**What are CPHC's Strategic Priorities** – an open discussion took place with a large number of ideas being put forward on what the CPHC Strategic Priorities could be, what CPHC could have an influence on and what the Committee will work on in the future. IP will type up the list of ideas and distribute to the Committee for comment and further discussion and to build some direction for further meetings.

**ACTION: Iain Phillips**

#### **5. CONFERENCE 2014**

IP advised that he has secured the dates, meeting rooms and catering at Loughborough University. A Conference working group was set up of Sally Smith, Vic Grout, Iain Phillips, Rupert Ward and Edmund Robinson. A number of headline ideas were put forward by Committee members for the Conference agenda on what they would like to see and cover at the Conference. IP will write up and distribute the list to the working group to set an agenda for distribution before Christmas; further discussion will take place at the next meeting.

**ACTION: Iain Phillips**

#### **6. CPHC RESEARCH AGENDA – PROGRAMME OF WORK**

RW is to use the funding recently received to do a National Study related to Attrition and will arrange and undertake to visit 10 institutions across the UK to look at what they are doing in terms of attrition. RW is also doing a study in his school on attrition to see how this will compare. It is anticipated that the

results should be available by the 2014 Conference. SS volunteered Edinburgh Napier to take part in the study.

It was suggested and the Committee agreed that the Employability Survey should be re visited and updated, LMack is to write up a page of findings from the past survey, describing what the parameters of the new research are to be, before commissioning someone to carry out another survey LMack to bring back to the next meeting.

**ACTION: Lachlan MacKinnon**

## **7. CONSULTATIONS & RESPONSES (C. Maple)**

CM reported that he has approached Dave Robertson (IET) to co-ordinate with UKCRC of any upcoming Consultations and still awaiting a response on upcoming Consultations. No other Consultations have come through.

LMack confirmed that CPHC are still on the government response mailing list. IP asked LMack to email him the details of the group responsible for the mailing list.

**ACTION: Lachlan MacKinnon**

MS tabled a draft response to the HEFCE Open Access Consultation that UKCRC are to respond to and asked if CPHC would like to contribute to the response.

AGREED: CPHC are happy to submit a joint response with UKCRC. IP is to add some wording from CPHC to the draft response. MS to distribute a link to the document on the CPHC mailing list for members to ascertain if some may be able to get their institutions to make an organisational response, before submission by UKCRC/CPHC by the end of October.

**ACTION: Iain Phillips & Morris Sloman**

## **8. CPHC/CAS REPORT**

CAS has recruited Sue Sentence to assist with the work for CAS and IP will attend the CAS Board meeting later this week and report at subsequent meetings or email if needed.

LMack reported that the Network of Excellence is now fully operational with 35 hubs actively engaged in running teacher training in schools, with over 400 teachers actively working with 35/40 being master teachers have been identified.

## **9. REGULAR REPORTS**

### **9.1 Treasurers Report**

RECEIVED AND NOTED:

### **9.2 Secretary's Report**

This item was covered in Item 4 Website on the agenda

### **9.3 Information Group Report**

CM has been looking at what other similar bodies to CPHC are doing and one of the key bodies he looked at was the Engineering Professors Council. Last year they set up a series of visits to make Government aware of what they were doing. They met with Dave Willets re Visa Issues and Recruitment into Engineering Degrees, the Chief regulator of OFQUAL re A-levels and GCSE reports, they met with HEFCE about Visa Issues and Funding of Masters Courses and Strategic of vulnerable subjects and they met with the Director of OFFER to discuss Data Availability and the value of foundation Degrees.

CM wanted to highlight to the Committee how CPHC can align their Strategic Priorities, with how we influence government.

IP asked CM to distribute the list of Engineering Professors Council visits to the Committee.

**ACTION: Carsten Maple**

### **9.4 Learning Development Group Report**

Two pieces are being work on by the LDG, one is the Alternative to the National Students Survey, following the pilot earlier year, most of the institutes that took part recruited between forty to fifty students, with one recruiting over two hundred and the work data has been distributed to those who participated. The LDG held a meeting in London for those institutes to discuss the results and SF will distribute a draft report of the results before the next CPHC meeting.

It was decided that if the survey is to be run again it should be run about March time, it has yet to be confirmed.

**ACTION: Sally Fincher**

The second is on the Cross Institutional Peer Observation and SF has submitted an application to the HEA for a workshop in their “Discipline Workshop and Seminar” series. They have secured and have been granted one on 29<sup>th</sup> May 2014. The HEA will manage bookings and contribute £750 to the event.

SF to set up an email to distribute to the Heads of Teaching and the general mailing lists to advise institutions on how they can participate.

**ACTION: Sally Fincher**

## **9.5 Reports from Other Organisations & Activities**

RECEIVED AND NOTED:

Simon Thompson reported via an email to Iain Phillips that the winner of the Distinguished Dissertations competition for 2013 was Adam Pocock from University of Manchester, on Feature Selection via Joint Likelihood

There were two runners up:  
Long Tran-Thanh – University of Southampton, on Budget-Limited Multi-Armed Bandits  
Karla Cristina Munoz Esquivel – University of Ulster Magee on PlayPhysics: An Emotional Student Model for Game-based Learning.

Simon Thompson also informed the Committee that after two years as Chair of the Distinguished Dissertations panel he will be standing down. A new Chair has been found and details will be announced at the next meeting.

## **9.6 Chair’s Report (CPHC WEBLETTER) (I. Phillips)**

Webletter is in preparation and will go onto the new Website

## **12. AOB**

Nothing to Report

## **COMMITTEE MEETINGS 2013**

- **Monday 9<sup>th</sup> December 2013 at 11.00am, BCS Offices, London**

## **COMMITTEE MEETINGS 2014**

- **Monday 3<sup>rd</sup> February 2014 at 11.00am, BCS Offices, London**
- **Monday 7<sup>th</sup>/ Tuesday 8<sup>th</sup> April 2014, at Loughborough University, AGM & Annual Conference**

- **Monday 12<sup>th</sup> May 2014 at 11.00am, BCS Offices, London**
- **Monday 7<sup>th</sup> July 2014 at 11.00am, BCS Offices, London**
- **Monday 6<sup>th</sup> October 2014 at 11.00am, BCS Offices, London**
- **Monday 8<sup>th</sup> December 2014 at 11.00am, BCS Offices, London**