

CONFIDENTIAL

CPHC/AGM13/03.9

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Annual General Meeting of the Council of Professors and Heads of Computing held on Monday 25th March 2013 at 17.15 at **Cardiff University, Trevithick Building, Seminar rooms 1 & 2, The Parade Newport Road Cardiff, Wales CF24 0DE**

Approximately 45 Members took part in the meeting.

1. APOLOGIES FOR ABSENCE

No apologies received

2. MINUTES OF THE ANNUAL GENERAL MEETING [CPHC/AGM11/09]

The minutes of the 2012 AGM held on Tuesday 10th April 2012 at 13.50 at **the University of York, Ron Cooke Hub and Computing Science, Heslington, York YO10 5DD**

RECEIVED and APPROVED

2.1. MATTERS ARISING FROM THE MINUTES

No matters arising

3. REPORTS

3.1. CHAIR'S REPORT – I Phillips

RECEIVED and APPROVED. Appendix 1

3.2. SECRETARY'S REPORT – R Farmer

RECEIVED and APPROVED. Appendix 2

3.3. TREASURER'S REPORT – C Maple

RECEIVED and APPROVED. Appendix 3

3.4. LDG REPORT – S Fincher

RECEIVED and APPROVED. Appendix 4

3.5. INFORMATION GROUP REPORT

RECEIVED and APPROVED. Appendix 5

3.6. CPHC IN WALES REPORT – I Wells

RECEIVED and APPROVED. Appendix 6

3.7 CPHC IN SCOTLAND REPORT – S Smith

RECEIVED and APPROVED. Appendix 7

3.8 UKCRC REPORT – J Sventek

RECEIVED and APPROVED. Appendix 8

4. RECEIVE AND APPROVE ACCOUNTS FOR 2011/12

RECEIVED and APPROVED.

5. APPROVE THE APPOINTMENT OF INDEPENDENT EXAMINERS

AGREED: To re-appoint the current examiners Banks to continue in the post as the independent auditor.

6. ELECTIONS TO COMMITTEE

The Secretary listed the nominations for the One Officer Position, **Secretary**. There was one nomination David Duce, this member was elected unopposed.

The following three members were re-elected:

Professor Carsten Maple
Professor Sally Fincher
Professor Ian Wells

There were three member vacancies for the Committee to serve a two year Term of Office.

The following new committee members were elected:

Professor Vic Grout – Glyndwr University
Dr Colin Johnson – University of Kent
Dr Rupert Ward – University of Huddersfield

The following three members retired from the Committee:

Professor Liz Burd
Dr Gerry McAllister
Mr Raymond Farmer

The full committee membership is appended to these minutes as Appendix 9.

7. ANY OTHER BUSINESS

Thanks were given to the following Officers:

Ray Farmer was thanked for his time and effort as Secretary and both Liz Burd and Gerry McAllister for their time and effort as Committee members.

No other business.

Appendix 1 - Chair's Report

Appendix 2 - Secretary's Report

Appendix 3 - Treasurer's Report

Appendix 4 - LDG Report

Appendix 5 - Information Group Report

Appendix 6 – CPHC in Wales Report

Appendix 7 – CPHC in Scotland Report

Appendix 8 – UKCRC Report

Appendix 9 – Full CPHC Committee Membership

Appendix 1

CPHC ANNUAL GENERAL MEETING 2013

CHAIR'S REPORT

Iain Phillips

This Conference completes my first year as Chair and, as our constitution dictates, 50% of my time in this role. This year my main efforts have been to focus on our engagement with related organisations. To this end we have arranged for speakers from the BCS Academy (Bill Mitchell and Jeremy Byrne <http://academy.bcs.org/>) and the HEA (Mark Radcliffe <http://www.heacademy.ac.uk/disciplines/computing>) to speak for an extended time at CPHC Committee meetings. Liz Bacon, as Chair of the BCS Academy, is a co-opted member of the CPHC Committee. We also meet with e-skills on a regular basis, sharing these meetings with the BCS Academy of Computing. CPHC has provided funds to CAS (Computing at School) to aid their relationship with HE (<http://www.cphc.ac.uk/cas.php>) and this activity has been taken on in partnership with the Network of Excellence, meaning that some of our funds are still available and the work will continue next year. My thanks to the Universities that have supported this and I hope we will continue to do so.

CPHC Committee is in an interesting position where it has financial resources to fund work, but lacking in human resources to undertake any. We will be working this year on funding research project that would provide useful information for our members to pursue CPHC's aims (<http://cphc.ac.uk/constitution.php>):

- *consider matters affecting research, scholarship and learning in Computing within Universities, and their interaction with professional practice;*
- *promote quality and professionalism in Computing;*
- *formulate and express the views of senior academics in Computing on such matters and make recommendations to appropriate bodies;*
- *do all such other lawful things necessary for the furtherance of the objects.*

I would welcome suggestions for research that members feel needs to be done. We have studied employability and are currently looking at attrition and retention.

My thanks are due to the members of the Committee whose terms are completing for their time and commitment to CPHC. I cannot yet name them here as many will stand for election and may well be reappointed, but I believe that Liz Burd and Ray Farmer will be moving on. Nominations are still accepted for election to the Committee this year.

My thanks are also due to all members of the committee for their contribution to meetings and our activities.

Appendix 2

CPHC ANNUAL GENERAL MEETING 2013

SECRETARY'S REPORT

1. The current membership of the Council is over 800 drawn from 103 institutions.
2. The Committee met on 4 occasions in the last business year: 9th July 2012, 24th September 2012, 26th November 2012, and 4th February 2013. Pertinent items of business are reported elsewhere on the agenda.
3. The Council has charitable status for England, Wales and Scotland. Accounts will shortly be submitted for these.
4. Administrative support to the Council's affairs continues to be ably supplied by the BCS Secretariat.

Ray Farmer
CPHC Secretary

Appendix 3

CPHC ANNUAL GENERAL MEETING 2013

TREASURER'S REPORT

1. The CPHC finances for the year 2011-12 continue to be in good health and to provide a secure base for CPHC's continued operation.
2. For the 6th successive year income exceeds expenditure.
3. The general fund on 30th June 2012 amounted to £101,874 providing considerable scope for the charity to pursue its declared aims of " ... advancing public education in the core subject of computer science and in the wider context of computing and its applications" (Charities Commission: www.charity-commission.gov.uk charity number : 803000)
4. The CPHC's end-of-year financial positions for the past 12 years are:

Start of financial year	End of financial year	Income (£)	Expenditure (£)	Net contribution (£)
01 Jul 2000	30 Jun 2001	28,635	31,491	- 2,856
01 Jul 2001	30 Jun 2002	32,293	28,248	4,045
01 Jul 2002	30 Jun 2003	33,972	27,175	6,797
01 Jul 2003	30 Jun 2004	34,176	38,999	- 4,823
01 Jul 2004	30 Jun 2005	41,053	48,217	- 7,164
01 Jul 2005	30 Jun 2006	46,981	45,910	1,071
01 Jul 2006	30 Jun 2007	39,202	37,787	1,415
01 Jul 2007	30 Jun 2008	55,638	39,083	16,555
01 Jul 2008	30 Jun 2009	52,366	46,631	5,735
01 Jul 2009	30 Jun 2010	44,687	42,850	1,837
01 Jul 2010	30 Jun 2011	46,489	31,805	14,684
01 Jul 2011	30 Jun 2012	45,469	43,887	1,582

5. Banks, CPHC's chartered accountants, conducted the annual examination of the accounts and reported that everything was in order.
6. Members are asked to accept the detailed CPHC accounts (provided separately).
7. The examined accounts for the previous 5 years are available via the Charities Commission website.

Carsten Maple
CPHC Treasurer

Appendix 4

**CPHC/AGM/13/03
Agenda Item 3.4**

Learning Development Group Annual Report
March 2013

The LDG has pursued two themes in 2012/13

1. Survey of Computing Student Engagement (SCSE)
The 13-institution pilot is now live. We are hopeful that we will get participation from most pilot institutions, although this majority of this will likely be with first and second years, rather than first and final years (institutions are reluctant to interfere with/jeopardise their NSS response with their final year students). SCSE will close on 5th April. Interim results will be reported in the "Student Experience" session at conference

2. Enterprise & Entrepreneurship in the Computing Curriculum
Following from last year's email survey, Liz Burd has undertaken a search of every institution's website and identified interesting/innovative courses. A one-day workshop was held in London on 1st March to collect further examples and Liz Burd is working to produce a comparative report.

LDG is seeking additional themes for 2013/4 work and would welcome suggestions.

Sally Fincher

Appendix 5

Information Group Report 2012-2013

Carsten Maple

Cardiff

March 2013

- A working group was established to organise research into areas that will help members in devising strategy to ensure strength of departments in the turbulent times ahead.
- 1) Investigation of Entrepreneurship in Computing led by LDG .
 - 2) Graduate Unemployment led by Lachlan MacKinnon
 - 2) Attrition in Computing led by Liz Bacon.

Response to Consultations

A new process developed:

1. Consultations are sent to the Committee with a 5 day deadline for their view on whether we should send a response and asking for any volunteers willing to produce a first draft on behalf of the Committee.
2. Depending on the size of the draft and timescales a deadline will be set for the first draft.
3. The original call for consultation and the first draft response will then be sent to the wider CPHC members for comments with a deadline for responses.
4. A second draft will then be sent as a response to the original call and sent to members and/or placed on the website.

Response to Consultations

Co-ordinate with BCS, IET and UKCRC

The mailing list has been rather quiet lately – a sign of the times perhaps

We are a charity but a membership body. Our best way of achieving charitable aims is to support you to champion the cause. Let us help you by getting engaged

The changing landscape

UCAS End of Cycle



Different countries different models: How does this affect your competitor basket?

- Recruitment into the 2012-13 academic year decreased substantially in England and Wales
- Acceptances from Wales increased in 2012, driven by more studying in England
- Acceptances to Scottish institutions increased in 2012, the Scottish entry rate increased, and acceptance rates of English applicants to Scottish institutions increased
- Acceptances to Northern Ireland institutions increased in 2012 as fewer of their 18 year olds study elsewhere

Is gender a weakness or opportunity?

- Young women were a third more likely to enter in 2012 than men, the majority of the fall in entry rate in 2012 was amongst men

Is Computing STEM?

- STEM “holding its own” but G400 looks to be in bad decline.
How do we address this?



Cyngor Penaethiaid Cyfrifiadura Cymru
Council of Heads of Computing in Wales

Appendix 6

CPHC/AGM/13/03
Agenda Item 3.6

Report for Cyngor Penaethiaid Cyfrifiadura Cymru /Council of Heads of Computing in Wales (CPCC) for 2012 to 2013

The Welsh section of the CPHC, formally called Cyngor Penaethiaid Cyfrifiadura Cymru /Council of Heads of Computing in Wales, or CPCC for short, is now functional and meets several times a year. The secretary and chair positions were both done by Professor Ian Wells from Swansea Metropolitan University during most of the past year but this position has now been taken over by Professor Vic Grout from Glyndwr University

The aims of the CPCC were decided as follows:

- Networking, sharing ideas and experiences among the Heads and Professors of Computing in Wales
- Exerting pressure and influence in National Projects that have a significant Computing content
- Informing and influencing, where possible, decisions of the Welsh Government on issues related to Computing
- Strategic Collaboration between Universities and consider joint submissions if appropriate
- Communication of specific Welsh issues to the CPHC nationally

Getting a regular and active involvement from Welsh Universities has been a priority for the CPCC since its formation and this has proved to be a difficult task. The group is however looking to be more of a campaigning group in the future.

The group has been following and reporting on the development of the HE regionalisation policy of the Welsh government. Paying particular attention to the implications for Computing/Computer Science Departments..

The following developments took place last year:

South West: Trinity St David and Swansea Met were formally merged in October 2012 which will be followed soon by Coleg Sir Gar, Coleg Ceredigion and possibly Pembroke College creating a dual sector University. The University of Wales would be gradually merged into the dual sector University



Cyngor Penaethiaid Cyfrifiadura Cymru
Council of Heads of Computing in Wales

over a number of years. Swansea University will continue to operate independently.

South East: The University of Glamorgan and Newport University will merge later this year. Cardiff Met's position at the moment is to stay on their own after resisting merger with Glamorgan and Newport. Cardiff University will continue to operate independently. Newport University decided to close much of its computing provision during the year.

North: It was/is unclear what will happen with Aberystwyth and Bangor Universities but they are reportedly working more closely together. Glyndwr is going through a HE review, commissioned by the Welsh Government, that will last a year and it's unclear what will happen next

Other activities have included:

- The group has been involved in the development of a Welsh Undergraduate Computing Courses Website, which is now live and hosted by the BCS.
- In discussions with e-Skills Wales some Universities agreed to participate in the development of a Software Engineering foundation degree
- Various organisations have been involved in discussions at the CPCC meetings including e-Skills, HPC Wales, BCS Academy, BCS Welsh Universities Group and CAS

CPHC ANNUAL GENERAL MEETING 2013

REPORT FROM SCOTLAND

Tuition Fees: the situation in Scotland

The Scottish Government has “confirmed its opposition to making Scotland domiciled students studying at Scottish HEIs pay tuition fees”¹.

The HE funding debate has culminated in two Scottish Government decision:

- allowing Scottish HEIs to charge rest of the UK (RUK) domiciled students an increased tuition fee from 2012-13;
- increased public funding of HEIs, through the SFC, by £135.5 million over the next three years.

The Scottish Government is also investigating the possibility of a “management fee” for EU students. The number of EU students has increased by 50% over the past 4 years

The Scottish Informatics and Computer Science Alliance

[SICSA](#) , our collaboration of Scottish Universities around Informatics and Computer Science research and education, has a new director, Prof Rod Murray-Smith of Glasgow University. SICSA has secured funding for joint research and education activity across Scotland for a further three years and is exploring funding models beyond 2015. The PhD student-organised conference will be held this year at the University of Stirling.

Representatives of all Scottish Universities offering computing courses met recently to plan the year’s joint activities. Events include an outreach to businesses event and workshops looking at teaching challenges faced across computing departments.

At the end of the research pool funding cycle SICSA are considering a subscription model.

New School Awards

Scottish pupils are now studying towards National Assessment awards, replacing our standard grades (GCSE equivalents)² and the new computing award emphasises programming. To help teachers inspire pupils, universities, in conjunction with the Royal Academy of Edinburgh, have funded some time for a teacher to develop exemplification material.

Funding update 2012/2013 related to CS

The Scottish Funding Council increased research funding by £10m, following HEFCE in allocating funding only for 3* and 4* RAE rated research.

An additional 300 funded undergraduate places were created and shared between seven universities in STEM subjects.

Since the start of 2012/2013 a further employability premium of £5m has been identified, along with additional funded places for taught postgraduates and college articulation.

Sally Smith
CPHC Vice-Chair

Annual Report to CPHC

March 2013

J Sventek, Chair of UKCRC Executive Committee

Strategy and Governance

The primary strategy initiative during the past year has been to informally engage with the EPSRC ICT team on a number of research funding activities of importance to the UK computing research community. These are described in the Research Funding and Policy section below.

The primary governance initiative has been the exploration and adoption of the ability to conduct a virtual Annual General Meeting. This will be tested this year, in which the AGM will not only be virtual, but will also be asynchronous (conducted over a period of time). Experience with this approach will be reported next year.

Research Funding and Policy

Elected members of the UKCRC Executive Committee met several times with the EPSRC ICT team to informally discuss the Shaping Capability activity. These constructive discussions helped refine EPSRC's initial thinking about the importance of particular ICT research areas, especially with regard to funding growth/maintenance/reduction. UKCRC feels that this constructive dialogue positively benefited the UK computing research community.

Elected members of the UKCRC Executive Committee also met with the EPSRC ICT team to informally discuss the Centres for Doctoral Training call. We discussed the draft set of ICT focus areas for CDTs, suggesting consolidation of fragmented areas, as well as introducing a small set of additional focus areas that were not in the draft set. Again, UKCRC feels that this constructive dialogue positively benefited the UK computing research community.

UKCRC continues to monitor the activities leading up to Horizon 2020. As this programme solidifies, we will advise the membership of particular opportunities that are of UK importance.

Membership

The membership of the UKCRC has grown slowly during the year, increasing by approximately 5 members.

The Executive Committee and Membership Committee continue to actively recruit new members of UKCRC. During the past year, the Executive Committee has noted that the exemplar criteria on the "How to Join" web page were too focused on academics, potentially contributing to the small percentage of industrial UKCRC members. Tony Cohn has recommended a set of changes to the web site that should increase UKCRC's attractiveness to industrial experts, with the hope that we can attract more of them into the Committee.

We are also endeavouring to enumerate any FRS's, FEng's, FRSE's, programme grant holders, and other eminent computer scientists with a stake in UK Computing Research that are not yet UKCRC members and encourage them to apply for membership.

Consultations and Submissions

In the past year, UKCRC has responded to the following consultations:

1. **RCUK Capital Investment Consultation** (led by Dave Robertson)
2. **Scottish Government consultation on a Scotland-wide Data Linkage Framework for Statistics and Research** (led by Michael Fourman)
3. **BIS Inquiry into Government's Open Access Policy** (led by Dave Robertson)
4. **Cabinet Office Consultation on the Definition and Mandation of Open Standards for Software Interoperability, Data and Document Formats in Government IT** (led by Dave Robertson)
5. **HEFCE Call for advice on open access** (in process)

Appendix 9

TERMS OF OFFICE FOR THE CPHC COMMITTEE – March 2013

CPHC Committee Membership (post AGM):

OFFICERS:	DATE
Chair: Dr Iain Phillips (Loughborough)	2012-14
Vice-Chair: Sally Smith (Edinburgh Napier)	2012-14
Secretary: Professor David Duce (Oxford Brookes)	2013-15
Treasurer: Professor Carsten Maple (Bedfordshire)	2013-15
Professor Sally Fincher (Kent)	2013-15
Dr Stephen Jarvis (Warwick)	2012-14
Professor Martin Loomes (Middlesex)	2013-15
Professor Edmund Robinson (Queen Mary)	2012-14
Professor Ian Wells (Swansea)	2013-15
Professor Vic Grout (Glyndwr)	2013-15
Dr Colin Johnson (Kent)	2013-15
Dr Rupert Ward (Huddersfield)	2013-15