

Administration by BCS

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

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 3rd February 2014** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

PRESENT

Iain Phillips - Chair
Vic Grout
Martin Loomes

Liz Bacon
Stephen Jarvis
Sally Smith

David Duce
Colin Johnson
Morris Sloman (UKCRC)

IN ATTENDANCE (Secretariat)

Penny Ballard (BCS)

APOLOGIES

Rupert Ward
Sally Fincher

Ian Wells
Carsten Maple

Lachlan MacKinnon
Edmund Robinson

GUESTS

Mr Phil Rees

Mr Matt Parker

Ahead of the CPHC meeting was a presentation from Phil Rees and Matt Parker from Maths Inspiration with a proposal for sponsorship funds from CPHC to assist with their Maths presentations in the summer and production of further DVD's.

It was agreed that Iain Phillips would send a holding email back to Rob Eastaway, Director of Maths Inspiration, who was unable to attend the meeting, in order to discuss further with CAS before taking back to Committee.

ACTION: Chair

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 7th October 2013 were accepted as an accurate record.

3. **MATTERS ARISING FROM THE MINUTES/ACTIONS LIST 7th October 2013**

Nothing to report

Items for discussion

4. **CPHC RESEARCH AGENDA – PROGRAMME of WORK**

Attrition in Computing – Rupert Ward was not present at the meeting but Iain Phillips informed the Committee that Rupert has emailed various HEIs in relation to the research he is carrying out on Attrition. The Chair will follow up with Rupert.

ACTION: Chair

Entrepreneurship in Computing - A report has been commissioned which will hopefully be published at the 2014 Conference, to highlight good examples of growth coming out of Computing. Peter Norrington of Bedfordshire University, funded by CPHC, is working with Sally Smith on the report.

5. **CONSULTATIONS & RESPONSES**

Immigration Rules & International Students

This was passed to Carsten Maple as it was suggested that UKCRC could not respond to a consultation relating to taught courses. Morris Sloman to contact Carsten to check on progress

ACTION: Morris Sloman

6. **WEBSITE**

Iain Phillips thanked Vic Grout for his work so far on the new website. Vic reported that he has not had any negative feedback.

An initial data model was discussed and approved by the working party. The Committee then discussed further the structure of the website as it stands at present and suggested some small changes regarding titles and contents of various pages. Vic will take the suggestions forward and make the changes.

ACTION: Vic Grout

7. **CONFERENCE 2014**

The draft agenda for the Conference had been circulated to the Committee for comments and approval by the Chair. Day One, Monday 7th April and up to one o'clock on Tuesday 8th April, will be the CPHC 2014 Conference with the CPHC AGM taking place on Monday 7th April at 13.30 which will include the election of new officers and committee members. Details of elections will be released by the Secretary before the AGM.

The remainder of Tuesday 8th April will continue with the BCS Academy Computing Symposium which is a session of Computing at Schools arranged by James Davenport and Jeremy Barlow.

The proposed draft agenda was approved by the Committee and Iain will post this and details of the Conference programme to the CPHC Website.

On Wednesday 9th & Thursday 10th April will be the BCTCS Annual Event, also at Loughborough University and all members who wish to attend the CPHC Conference and then stay for the BCTCS event are being given the opportunity to stay on Campus

ACTION: Chair

8. COMMITTEE TERMS OF OFFICE & PREPARATION FOR THE AGM

David Duce circulated information relating to the status of the forthcoming elections and nominations in preparation for the AGM.

The term of the present Chair has come to an end with the Chair becoming immediate past Chair. The Vice-Chair Sally Smith has indicated that she will take up the position of Chair of the Committee and the present Chair endorsed her nomination, the position of vice-chair will therefore be vacant.

Various Committee members Terms of Office are also due to end and David will soon be emailing CPHC members detailing Officer and Committee member vacancies and calling for nominations. All Officers and other elected members will be elected by a simple majority vote at the AGM. David also informed the Committee that he will be unable to attend the Conference or AGM, so the Assistant Secretary Colin Johnson has agreed to deputise.

ACTION: David Duce

9. CPHC SUBSCRIPTIONS

NOTED: That out of the 102 HEI's invoiced, seventy eight have paid the 2014 Subscription with twenty four still outstanding; the first reminder has been sent. It was reported that two Universities resigned their membership in 2014, University of Bolton and University of East London. Feedback from both was given at the meeting.

AGREED: The Chair will write to the Heads of Department of the resigned HEIs, with a follow up phone call. The Chair will also write to Cranfield University who resigned in 2013.

It was also agreed that the outstanding subscriptions from 2010/2011 and 2011/2012 would be written off.

ACTION: Chair

10. 2015 MEETING DATES

The following 2015 meeting dates were agreed. The BCS Secretariat to book meeting rooms at their London Offices.

Monday 2nd February 2015
Monday 11th May 2015
Monday 6th July 2015
Monday 12th October 2015
Monday 7th December 2015

CPHC 2015 Annual Conference date to be confirmed.

ACTION: Secretariat

11. CHARITY COMMISSION NEWS

AGREED: To forward to the Committee the Charity Commission News for autumn 2013 and following issues.

ACTION: Secretariat

12. CPHC COMMUNICATION TO MEMBERS (EMAIL LISTS)

Iain Phillips reported that there two closed lines of communication, one is to CPHC Committee and the other to CPHC Members and there are two open channels, CPHC Jobs and CPHC Conf. and one further which is CPHC Info Sec.

It was suggested that guidance to using the email lists should be included on the website and for a member of the Committee, perhaps the Chair, to take responsibility to privately send a gentle reminder to all CPHC members regarding the email lists. Iain to add a page on the website with information regarding acceptable use of the email lists, why members have been subscribed and how members can unsubscribe.

ACTION: Chair

13. REGULAR REPORTS

13.1 Treasurers Report

RECEIVED AND NOTED: - Received on Monday 3rd of February and discussed by Committee at the meeting.

13.2 Secretary's Report

RECEIVED AND NOTED.

13.3 Information Group Report

NO REPORT RECEIVED.

13.4 Learning Development Group Report

NO REPORT RECEIVED.

13.5 CPHC/CAS Report

RECEIVED AND NOTED: – as in Item 13.6 – Appendix 3

13.6 Reports from Other Organisations & Activities

RECEIVED AND NOTED:

Liz Bacon informed the Committee that she will be standing down as the BCS Academy Representative to CPHC as her term as Chair of the Academy has come to an end.

13.7 Chair's Report (CPHC WEBLETTER)

Iain reported that he will use the new Website to announce 2014 Conference Also agreed that Vic Grout and Stephen Jarvis to produce a blog on the site.

14. AOB

The CPHC Conf. and CPHC Job mailing lists will now be the responsibility of the assistant Secretary Colin Johnson as Liz Bacon will no longer be present at CPHC meetings.

The Committee gave thanks to Liz Bacon for all her help, assistance and loyalty to the CPHC Committee.

COMMITTEE MEETINGS 2014

- **Monday 7th/Tuesday 8th April 2014, at Loughborough University, AGM & Annual Conference**
- **Monday 12th May 2014 at 11.00am, BCS Offices, London**
- **Monday 7th July 2014 at 11.00am, BCS Offices, London**
- **Monday 6th October 2014 at 11.00am, BCS Offices, London**
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