

**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> July 2014** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London WC2E 7HA

**PRESENT**

Sally Smith (Chair)

Vic Grout

Miltos Petridis

Morris Sloman (UKCRC)

Balbir Barn

Colin Johnson

Edmund Robinson

David Duce

Carsten Maple

Rupert Ward

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Sally Fincher

Iain Wells

Stephen Jarvis

Iain Phillips

**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 Monday 12<sup>th</sup> May 2014 were accepted as a true record but it was noted that the times for meetings on the Action Lists and minutes should be updated to reflect the new earlier start time.

**ACTION: Secretariat**

**2.1. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST  
MONDAY 12<sup>th</sup> MAY 2014**

**8. Attrition** – Rupert Ward reported that this was being updated and would be presented at the next meeting. It was noted that only £3k was incurred for travel expenses and therefore that there would be a surplus to reimburse to the accounts.

**ACTION: R Ward**

**10. CPHC subscriptions from last year** – the Chair reported that this action had been taken and asked the secretariat to contact the HEIs for payment.

**ACTION: Secretariat**

**11.7 Chair's Report (CPHC WEBLETTER)** – It was noted that now that Liz Bacon had stepped down from Committee, a new representative from the BCS Academy Board should be invited to attend. The Chair undertook to liaise with the Chair of the Academy Board, Jeff Magee for a nomination.

**ACTION: Chair**

### **3. SUMMIT**

Members discussed the format for the proposed meeting to discuss the analysis of DHLE data with all stakeholders and to ensure that the views of CPHC members are properly represented to BIS. There was some discussion about the accuracy of BIS occupation sector employability data analysis and the absence of international comparisons.

It was agreed that the title of 'Summit' would give the event status with a set of constructive actions resulting. In terms of invitees, it was suggested that BCS (through Liz Bacon) should be approached to get involved in finding out about the needs of industry. It would be important to involve small start-up employers as well as the bigger corporates. It was also agreed that e-Skills be invited to attend.

In terms of format for the Summit, it was suggested that the proceedings be split to ensure that all parties have a voice and follow up with a discussion. Three areas of discussion could be: employment for disadvantaged groups, the right people for the UK's growing digital economy and the need for all graduates to be employed. It would be helpful to identify which of these three areas would be the government's priority. The Chair agreed to set up a meeting with e-Skills after the next CPHC meeting to discuss the Summit. It was further agreed that a patron should be approached to foster the perception of providing leadership. Carsten Maple agreed to approach his contacts to determine if any (eg, Lords or Dames) would be available.

**ACTION: Carsten Maple**

Members agreed that the Summit should be held following the HEFCE meeting in September/October, perhaps in December.

Vic Grout called for a social media policy/procedure to be produced, in particular in response to comments or requests on Twitter. It was agreed that such a procedure should include a maximum period of response and mechanism for responding. The suggestion was 24 hours turnaround with one Committee Member to tweet a reply after agreeing the response with two other Committee Members. Secretariat to check if there is such a policy/procedure within BCS to inform this.

**ACTION: Secretariat**

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

**4.1 CPHC/UKCRC: Analysis of REF data** – Morris Sloman updated Members on the progress on production of the report. It would be important to employ

a technical scientific writer who also had an understanding of writing for the web. Members agreed that the report should be published jointly by both CPHC and UKCRC, particularly as the latter represents an elite membership group. It was felt that the budget of £20k for this work was quite high. In summary, it was agreed that Edmund Robinson and Morris Sloman would liaise on the scope of the report and that Carsten Maple would approach Ron Allen at BIS to ask for a contribution to the funding as the impact on society and business was a key consideration for the analysis.

**ACTION: Edmund Robinson/Morris Sloman/Carsten Maple**

The Chair suggested that the impact of society discussed in the report could be a theme for the 2015 Conference.

It was agreed that the plan for report production should be circulated to the Committee once agreed.

**ACTION: Edmund Robinson**

- 4.2 Attrition in Computing** – this was covered under item 2.1 Matters Arising (minute 8).

#### **Items for discussion**

**5. CONSULTATIONS & RESPONSES**

Nothing to report.

**6. CPHC CONFERENCE 2014 FEEDBACK**

Members discussed the delegate feedback in order to help inform the planning for next year's Conference.

**7. CPHC CONFERENCE 2015**

It was agreed that the date of the 2015 Conference should be fixed and announced to CPHC members by the October meeting of CPHC. The two possible dates/venues were 27 April at QMUL or 20 or 27 April at Imperial College. However, the co-location of the BCS Symposium also needed to be taken into consideration. Miltos Petridis also offered University of Brighton as an alternative venue. The Chair undertook to liaise with James Davenport on whether there were any constraints about the date or location for the BCS Symposium and also the possibility of CPHC extending the Conference into the second afternoon for an Impact Workshop, perhaps run jointly with the BCS event.

It was further suggested that representatives from the Universities of Kent, Newcastle, Sussex and Coventry be invited to share their experiences of how good employability rates for CS graduates can be achieved.

**ACTION: Chair**

**8. REGULAR REPORTS**

- 8.1 Treasurers Report** – Edmund Robinson reported that the accounts for this year were being finalised.

**8.2 Secretary's Report** – David Duce informed members that an assistant treasurer would be appointed later in the year and asked for any inaccuracies to be reported.

**8.3 Information Group Report** – it was agreed that this item be removed from the regular reports section of the agenda as it would be covered within the main body of business.

**ACTION: Secretariat**

**8.4 Learning Development Group Report** – report RECEIVED and NOTED.

**8.5 CPHC/CAS Report** – nothing to report. It was noted that the emphasis had shifted slightly from CAS to the Network of Excellence and it was therefore agreed that this report would be removed from the list of regular reports to this meeting.

**ACTION: Secretariat**

**8.6 Reports from Other Organisations & Activities**

**8.6.1 UKCRCEC Report** – Edmund Robinson reported that the majority of the members had been involved in REF work which had impacted their UKCRC work and that the current Chair had resigned due to an international move, with the new Chair being Dave Robertson.

**8.6.2 BCS Academy Report** – Sally Fincher had been unable to attend the CPHC meeting but had provided an update which was tabled.

**8.7 Chair's Report (CPHC WEBLETTER)** – David Duce reported that this had been prepared and would be posted to the website shortly.

**ACTION: David Duce**

**9. AOB**

There were no matters of any other business.

#### **COMMITTEE MEETINGS 2014**

- **Monday 6<sup>th</sup> October 2014 at 10.30am, BCS Offices, London**
- **Monday 8<sup>th</sup> December 2014 at 10.30am, BCS Offices, London**

#### **COMMITTEE MEETINGS 2015**

- **Monday 2<sup>nd</sup> February 2015 at 10.30am, BCS Offices, London**
- **Monday 11<sup>th</sup> May 2015 at 10.30am, BCS Offices, London**
- **Monday 6<sup>th</sup> July 2015 at 10.30am, BCS Offices, London**
- **Monday 12<sup>th</sup> October 2015 at 10.30am, BCS Offices, London**
- **Monday 7<sup>th</sup> December 2015 at 10.30am, BCS Offices, London**