

**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 12<sup>th</sup> May 2014 at 11.00** at **IDEA London. 69, Wilson Street, Shoreditch, London EC2A 2BB**

**PRESENT**

Sally Smith (Chair)

Sally Fincher

Colin Johnson

Edmund Robinson

Morris Sloman UKCRC

Balbir Barn

Vic Grout

Miltos Petridis

Rupert Ward

David Duce

Stephen Jarvis

Iain Phillips

Iain Wells

**IN ATTENDANCE (Secretariat)**

Penny Ballard (BCS)

**APOLOGIES**

Carsten Maple

Martin Loomes

Sally Smith as the new Chair opened the meeting and welcomed the two new members Balbir Barn and Miltos Petridis to the Committee. Introductions from the rest of the Committee members were made at this point.

**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 3<sup>rd</sup> February 2014 were accepted as a true record.

**3. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST  
MONDAY 3<sup>RD</sup> FEBRUARY 2014**

**3. Entrepreneurship in Computing** – This report was published ahead of the CPHC Conference and a draft copy is now available on the CPHC website. The Committee was asked to view the document and feedback any questions or comments to Sally Smith.

**ACTION: Committee Members**

**6. Website** – The new website is almost complete. Vic Gout agreed he was happy to continue with maintaining but as a backup it was agreed that Vic would set up some time with Penny Ballard and any other member of the Committee who were interested to see how the WordPress system works.

**ACTION: Vic Grout**

**9. CPHC Subscriptions** – it was agreed that Sally Smith would contact Cranfield University and the University of East London regarding their resignations with a view to them both re-joining CPHC.

**ACTION: Chair**

It was suggested that a document be placed on the website outlining the Benefits of Paying the CPHC Subscription. Iain Phillips volunteered to write the document.

**ACTION: Iain Phillips**

**CAS** – CPHC had agreed to advance CAS funds and would now like a report on how they are using these funds. A letter will be sent to CAS requesting a report and the information will be tabled to CPHC members at a future meeting.

**ACTION: Edmund Robinson**

**Items for discussion**

**4. COMMITTEE POSITIONS FOR 2014**

Committee was asked to confirm the positions of Assistant Treasurer and Assistant Secretary. At present there is a current Assistant Secretary who is happy to continue in this role. Stephen Jarvis, the present Assistant Treasurer feels it is time to hand the role over to another member and the Committee was asked to consider this position.

Edmund Robinson advised that he was happy to continue without an assistant for the time being but to perhaps review the position after the end of the financial year and once new members have had time to get to know what is expected of them as Committee Members.

Sally Fincher has agreed to continue with the Learning Development Group.

It was suggested that there would not be an Information Group, as such, but to use the whole Committee to suggest ideas of research that they would get involved with. It was discussed that Carsten Maple should continue with the administration of Consultations, with comments coming from Committee, this will be reviewed at future Committee Meetings if required. This will be discussed with Carsten at the next meeting.

There was a question regarding the role of public engagement allowing CPHC to get more into the public eye. The Chair suggested that the Committee thinks about how it could raise the profile of CPHC and this will be discussed at future meetings.

**ACTION: Committee**

CPHC are able to have 3 co-opted members on the Committee until end of next AGM. It was agreed that the Committee would continue with a co-opted member from the BCS Academy Board and a representative of UKCRC. Due to Liz Bacon standing down from CPHC the Committee are now waiting to hear from the BCS Academy Board who that will be. A third member would be sought if required.

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

Feedback from the Committee of this year's conference was favourable. It was found to be more interesting and all agreed the interactive sessions and shorter presentations made for a more dynamic first day.

A feedback questionnaire was sent to all delegates who attended the Conference and once closed, a report will be produced, circulated to Committee Members and discussed at the next meeting.

**ACTION: Secretariat**

Iain Phillips is to finalise the finance details between Loughborough University and CPHC. He will forward the invoices to the Secretariat and the Treasurer.

**ACTION: Iain Phillips**

Discussions were started on the 2015 Conference and it was agreed the venue would be a University in London, with two dates being agreed upon. Morris Sloman will check if Imperial is available for the week beginning 20<sup>th</sup> April and Edmund Robinson is to check if Queen Mary is available for the week beginning 27<sup>th</sup> April. The 2015 Conference is to be an agenda item for the next meeting due to be held on Monday 7<sup>th</sup> July 2014.

**ACTION: Edmund Robinson and Morris Sloman**

Sally Smith advised that she had been approached regarding co-locating the CPHC Conference with the BCS Academy Symposium as it is the 50<sup>th</sup> Anniversary of Computing in the UK, discussions continue. Committee was asked to think of ideas for a theme for the Conference which will be discussed at the next meeting.

**ACTION: Committee**

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

CPHC/UKCRC Analysis of REF Data – it was agreed this would be discussed in detail at the next meeting and Morris Sloman was asked to bring ideas and suggestions of how CPHC could use this detail.

**ACTION: Morris Sloman**

One suggestion put forward is to carry out more work on the DLHE Data, due to analysis showing high levels of unemployment. Chris Millward, has an analysis that he will share with CPHC and it was suggested that two Committee Members meet with Chris to discuss what further analysis and research BIS

is doing and how it can assist CPHC in its own research. Sally will contact Chris to set up the meeting, which Iain Phillips and Edmund Robinson have agreed to attend.

**ACTION: Chair**

Another suggestion was 'What do Industry want out of CS Students? A discussion followed and it was decided that CPHC would talk to the National Centre for Universities and Business and invite them to attend a future CPHC Committee meeting.

**ACTION: Chair**

## **7. CONSULTATIONS & RESPONSES**

Carsten Maple who was not in attendance at the meeting, distributed by email, a draft response to: UK Digital Skills Taskforce Review of Talent Development Consultation, which he asked Committee to review as soon as possible. Members to send their comments to him as the deadline for submission is Wednesday 14<sup>th</sup> May 2014.

**ACTION: Committee**

## **8. ATTRITION STUDY**

The final draft report produced by Rupert Ward was added to the CPHC website and following a discussion it was decided that Rupert would complete a comparison with Sally Fincher's report and reports showing data on other subject areas. He agreed to revise and re-circulate his report to Committee.

**ACTION: Rupert Ward**

## **9. PICTFOR/DPA**

It was agreed that the Committee would remain members of PICTFOR and DPA and as members Iain Phillips receives emails inviting Committee members and CPHC members to attend events during the year. Following a discussion regarding the policy on how and who, these invites would be circulated to, Iain Phillips agreed is to formulate a procedures policy and present back to the Committee for comments before this is added to the website.

**ACTION: Iain Phillips**

## **10. CPHC SUBSCRIPTIONS**

REPORT RECEIVED AND NOTED:

It was reported that three institutions remain with an unpaid Annual Subscription balance. Sally Smith will contact the Heads of Departments as a follow up to the reminders previously sent.

**ACTION: Chair**

## **11. REGULAR REPORTS**

### **11.1 Treasurers Report**

REPORT RECEIVED AND NOTED:

## **11.2 Secretary's Report**

REPORT RECEIVED AND NOTED:

*AOB was taken at this point of the meeting as Morris Sloman had to leave.  
Please see item 11.*

## **11.3 Information Group Report**

NOTHING TO REPORT:

## **11.4 Learning Development Group Report**

Two major pieces of work are being undertaken as follows:

1) QAA Subject Benchmark Statement

Sally Fincher and Iain Phillips are involved in the Working Group and progress reports will follow at future meetings

2) HEA's Maths & Computing Survey

Forty eight responses had been received so far and Sally will be sending out a chase during the week following the meeting. The HEA will be publishing a series of reports including the LDG Group report.

## **11.5 CPHC/CAS Report**

NOTHING TO REPORT:

Sally Smith will continue to table reports to Committee.

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

REPORT RECEIVED AND NOTED:

## **11.7 Chair's Report (CPHC WEBLETTER)**

A call for a volunteer to sit on the BCS Academy Board was made and Sally Fincher has volunteered. Penny Ballard is to contact Dianne Geldenhuis (BCS) to provide contact details.

**ACTION: Secretariat**

## **11. AOB**

### **11.1 Post-Ref 2014 – Open Access**

REPORT RECEIVED AND NOTED:

## **COMMITTEE MEETINGS 2014**

- **Monday 7<sup>th</sup> July 2014 at 10.30am, BCS Offices, London**
- **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**