

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 13th May 2013** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

PRESENT

Iain Phillips – Chair	IP	Liz Bacon	LB	David Duce	DD
Sally Fincher	SF	Lachlan MacKinnon	LM	Vic Grout	VG
Colin Johnson	CJ	Martin Loomes	ML	Gerry McAllister	GMc
Edmund Robinson	ER	Tom Rodden(UKCRC)	TR	Sally Smith	SS
Rupert Ward	RW				

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS) Penny Ballard (BCS)

APOLOGIES

Ian Wells Carsten Maple Stephen Jarvis

The Chair welcomed Gerry McAllister to the meeting as an outgoing member of the Committee, both Ray Farmer and Liz Burd also outgoing members, had been invited but were unable to attend.

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 4th February 2013 were accepted.

3. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST 13th May 2013

Actions from Committee meeting – Monday 9th July 2012

6.0 Churn statistics sent to LM and he has requested further historical data relating to the previous 3 years (2009/10/11) so as to extend the research.

ACTION: Secretariat

4. COMMITTEE POSITIONS FOR 2013

Assistant Secretary (vacated by David Duce on becoming secretary)

Web Administrator (vacated by David Duce on becoming secretary, the role does not have to be undertaken by the same person as the assistant secretary)

LDG Chair (currently Sally Fincher's term is at the end of a 2-year appointment, she is eligible to stand again)

Any Committee member interested in taking up these posts please email IP before the end of Monday 21st May. At this stage, your name is sufficient. If there is only a single applicant for a post, the appointment will be made immediately. If there is more than one applicant, then we will need to discuss at the next committee, supported by brief manifestos.

IP to contact Stephen Jarvis to ascertain if he will be continuing as the role of Assistant Treasurer as, due to a heavy workload, he has been unable to attend meetings.

ACTION: Chair

5. CHPC RESEARCH AGENDA – PROGRAMME OF WORK

5.1 Investigation of Entrepreneurship in Computing

Successful workshop was completed and there are materials available, but the comparable data report was not completed due to the author's resignation from the Committee. The results of the workshop will be put on the CHPC website.

SS volunteered to discuss further with SF to assist with further studies.

ACTION: Sally Smith

5.2 Attrition in Computing

Attrition report circulated to Committee which was taken from HEIDI database, information worrying as Computer Science statistics are higher than any other subject. Further investigation will continue to look for reasons why and to ascertain factors.

AGREED: To employ a researcher that will undertake further investigation into the attrition rates compared with other subjects. LM to write a paragraph and circulate to committee and RW will source and advise name of person who may be able to carry out this research.

ACTION: Rupert Ward/Lachlan MacKinnon

**6. STUDENT STATISTICAL INFORMATION IN STEM/SIVS
REPORT RECEIVED AND NOTED:**

ER had attended the meeting and produced the report. He advised that another meeting may be arranged if found necessary.

AGREED: To share information with other institutions

7. CONSULTATIONS & RESPONSES

CM was not in attendance at the meeting and no report was received, there was no discussion.

8. CONFERENCE 2013

Results of CPHC Conference feedback were discussed which were considered favourable and lessons learnt which will be taken forward for the 2014 Conference. It was suggested that perhaps next year the questionnaire was not so BCS driven and CPHC/BCS branding on the On-Line Booking System could be reviewed.

AGREED: Explain to membership the relationship between CPHC and BCS

IP announced that the CPHC 2014 Conference will be on Monday 7th & Tuesday 8th April 2014 and will be located at Loughborough University. There will also be during that week the BCS Academy of Computing Symposium and the British Colloquium for Theoretical Computer Science (BCTCS) Annual Event. The three events will run alongside each other during that week.

The CPHC 2014 AGM will be on Monday 7th April 2014.

IP will send a "save the date" email to all members and work will start on a draft programme at the next meeting.

ACTION: Chair

IP to check dates of HEA Conference.

ACTION: Chair

9. CPHC OUTSTANDING SUBSCRIPTIONS 2013

REPORT RECEIVED AND NOTED:

10. REGULAR REPORTS

10.1 Treasurers Report (C. Maple)

RECEIVED AND NOTED:

It was suggested that due to the amount of CPHC funds available it might be possible to reduce the cost of the conference and maybe offer a free place with a paid booking.

10.2 Secretary's Report (D. Duce)

RECEIVED AND NOTED:

List of Trustees are now on Website.

The English Charity Commission Annual return has been completed and the Scottish return will be completed following the meeting.

AGREED: LB, as Chair of the BCS Academy was co-opted as a member back onto the Committee for a further year.

Proposed by Lachlan MacKinnon and Seconded by Edmund Robinson. Voted unanimously

10.3 Information Group Report (C. Maple)

RECEIVED AND NOTED:

CM was not present at the meeting but he did circulate his report beforehand.

It was suggested that maybe the Committee could look at ways to attract more consultations. LM to check if CPHC are properly registered for various Government committee groups to ensure inclusion on their lists.

ACTION: Lachlan MacKinnon

IP to discuss with LM & CM creating a CPHC Consultations mailing list following the meeting and a suggestion was made that perhaps CM should have a deputy, to be discussed when CM is present at the next meeting.

ACTION: Chair

10.4 Learning Development Group Report (S Fincher)

The one on-going project 'Survey of Computing Student Engagement (SCSE)' has been extended until the end of May at the request of some of the institutions involved. A workshop involving these institutions will be arranged once full analysis has been completed.

10.5 Reports from Other Organisations & Activities

RECEIVED AND NOTED:

Digital Policy Alliance - All emails received by IP will continue to be forwarded to the mailing list. Anyone is welcome to attend DPA events.

PICTFOR – All emails will be forwarded to the Committee and IP will continue to work that way.

BCS Policy & Public Affairs Board – Now that LB has resigned from this Committee and there is not and does not need to be CPHC representation, it was agreed that this item be removed from reporting.

E4E – Rhys Morgan is co-ordinating a number of responses on Vocational Qualifications and apprenticeships in Engineering and LM has contributed information taken from the LM and LB research for Computing in Schools, of which was much appreciated.

CAS – A HEA STEM workshop ‘Rethinking the First Year Computing Curriculum’ is being run on 24th May in Cardiff by Tom Crick.

BCS Academy – FE Training Blog and information of agenda items to be covered over the next 12 months are on the Website.

10.6 Chair’s Report (CPHC WEBLETTER) (I. Phillips)

IP to produce the Webletter and requested any contributions from the committee. To be actioned by, end of Monday 20th April.

ACTION: Chair

11. AOB

11.1 Report on PICTFOR Breakfast Event

RECEIVED AND NOTED:

As a member of PICTFOR, CPHC were invited to attend such events and Pasquale Malacaria (QMUL) attended on behalf of CPHC and produced this report. It was suggested that this report is added to the website but it would have to be revised by Pasquale before submission. ER to contact Pasquale.

COMMITTEE MEETINGS 2013

- **Monday 8th July 2013 at 11.00am, BCS Offices, London**
- **Monday 7th October 2013 at 11.00am, BCS Offices, London**
- **Monday 9th December 2013 at 11.00am, BCS Offices, London**