CPHC2013/20

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 8th July 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	Vic Grout	VG	Martin Loomes	ML
Carsten Maple	CM	Edmund Robinson	ER	Morris Sloman (UKCRC)	MS
Rupert Ward	RW				

IN ATTENDANCE (Secretariat)
Penny Ballard (BCS)

APOLOGIES

Lachlan MacKinnon	Sally Smith	Ian Wells
Colin Johnson	Stephen Jarvis	

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 13th May 2013 required a small amendment before being approved. These minutes will now be approved at the October meeting.

3. **MATTERS ARISING FROM THE MINUTES/ACTIONS LIST 9th July 2013**

   Actions from Committee meeting – Monday 13th May 2013

   4.0 - IP has contacted Stephen Jarvis, still awaiting a reply.

   11.1 – ER has contacted Pasquale Malacaria, still awaiting a reply.

4.   FOLLOW UP ON ANDREW WILSON WORKSHOP

Following the Andrew Wilson Workshop which took place on Monday 13th May 2013, the Committee discussed further the traffic light format created at the workshop to formulate a plan of actions for future meetings, this is bullet pointed below:

- **GREEN**: Really push for:
  - Building common agreement where exists
  - Academy to host summit so we can all meet/network/check
  - Fragmentation: CPHC/UKCRC/BCSA – BCS/IET?
  - Identify (our own) concerns
    - Champions
  - Collect more data – and report
  - Use money not volunteer effort
  - Keep inclusivity – all CS Depts. in HE
  - Communicate with membership

- **AMBER**: Pay attention to:
  - High quality, clear information
  - Accept and manage diversity of constituency
  - Conference
    - Higher profile speakers
    - Uniqueness of information
    - What do people want to know?
  - Lobbying flows
  - The craft of Lobbying
  - Lighter weight committee process to review
  - Keep CPHC in mind

- **RED**: Stop:
  - Worrying
  - Rants on Email
  - Time releases to avoid grumpiness
  - Provide better conduits

IP to produce a full report of what was discussed at meeting which will be used as a basis of how CPHC works in the future; this will be distributed to the Committee members following the meeting.

ACTION: Chair

VG volunteered to produce a 'good use policy' or an acceptable paragraph for the website which he will bring to next meeting.

ACTION: Vic Grout

5.   CPHC COMMITTEE ORGANISATION

DD presented his report on Lightweight Processes which can be found contained within the Secretary's report at agenda item 11.2.

Following the request for volunteers at the last meeting, to take up the vacant posts of Assistant Secretary, Web Administrator and LDG Chair the following responses were received by the Chair:

Sally Fincher – LDG Chair (to stand again)
Colin Johnson – Assistant Secretary
Vic Grout – Web Administrator

In addition Edmund Robinson and Rupert Ward also indicated their interest in taking a role in the Information Group. All roles were confirmed.

DD to brief CJ and VG on the roles they have volunteered to undertake

ACTION: David Duce

6. **BCS ACADEMY CHANGES**

BCS Academy are considering a restructure and had consulted with CPHC and in light of today's discussions IP is to write a response and consult with the Committee before sending to Bill Mitchell.

ACTION: Chair

7. **CPHC RESEARCH AGENDA – PROGRAMME OF WORK**

7.1 Investigation of Entrepreneurship in Computing
This activity is now completed, although after discussion Sally Smith may be interested in taking some aspect(s) forward. All of the collected data is now available from the LDG webpage and SF will circulate the link to the website to all members.

ACTION: Sally Fincher

7.2 Attrition in Computing
RW sourced and put forward the name of Alexandros Chrysikos, a PhD student from the University of Huddersfield who will carry out further investigation into the Attrition as per the report from Liz and Lachlan that was circulated before the meeting. RW, LB & Lachlan MacKinnon to discuss details and specifications of the research to be carried out and forward to IP.

ACTION: Rupert Ward, Liz Bacon & Lachlan MacKinnon

LB left the meeting at this point

8. **CONSULTATIONS & RESPONSES**
There were no Consultations to report on and Committee were advised that due to very short deadlines this makes consultations difficult to respond to.

As chair of the Information Group CM referred to the document CPHC/2013/04 from the meeting of 4th February 2013 for the new procedures for Consultations.

After a call for Committee members to be part of the CPHC Information Group, the following members have volunteered:

Rupert Ward
Edmund Robinson
Liz Bacon

The CPHC website to be updated to reflect the above new contacts and their email details.

ACTION: Secretariat

Following this meeting CM is due to attend the Digital Policy Alliance AGM and evening reception on behalf of CPHC and he will produce a report to bring back to the next meeting.

POST MEETING – CM attended the AGM and advised the Committee by email that he will not be producing a report due to the extremely short duration of the meeting. The topics covered included the finances which were not presented but are available on the DPA website and nominations for the 15 MP members and 15 industry members.

At the reception after the AGM there was an introduction from Stephen McPartland MP followed by two presentations: one from CEOP and one from eSkills UK. CM discussed with Philip Virgo on how he and CPHC might work more closely together.

9. **CPHC/CAS REPORT**

IP reported that Simon Humphreys now has a plan on how to use the committed £20K from CPHC Membership and Committee funds. CAS would like to have a representative from each Computer Science Department in the country and a very comprehensive list of duties for this position has been produced, however, it will be a matter of HoD's to allocate staff time to this role. CPHC will look at ways to help facilitate this. IP will contact Simon Humphreys to discuss further and report back to Committee at the next meeting.

ACTION: Chair

10. **CONFERENCE 2014**

The dates of the CPHC Annual Conference have now been confirmed as Monday 7th & Tuesday 8th April 2014, at Loughborough University and will be ahead of the BCS Academy of Computing Symposium and the British Colloquium for Theoretical Computer Science (BCTCS) Annual event that will run from Tuesday 8th April until Friday 11th April. IP is sourcing meeting rooms within the University and hotels close by and he indicated that there would be a charge for rooms this time.

IP asked members for topics for the Conference agenda for the Committee to review at the next meeting

ACTION: All

11. REGULAR REPORTS

11.1 Treasurers Report
REPORT RECEIVED AND NOTED:

CM also advised that he would compile a breakdown of the 2013 Conference costs and bring this to the next meeting.

It was agreed that a sum of £8,000 would be provided for the Attrition research to be carried out by Alexandros Chrysikos and IP requested a full plan of actions to be produced and to gain approval by Committee members before releasing the funds. RW to discuss with LB and Lachlan MacKinnon as per the action in agenda item 7.2.

11.2 Secretary's Report
REPORT RECEIVED AND NOTED:

11.3 Information Group Report
This item was covered under agenda item 8, Consultations and Responses.

11.4 Learning Development Group Report
REPORT RECEIVED AND NOTED:

As the report states there are four working groups under consideration and RW volunteered to assist SF with item four and ML volunteered to assist with items one and two, if these are taken forward as future activities.

11.5 Reports from Other Organisations & Activities
REPORT RECEIVED AND NOTED:

Digital Policy Alliance (Eurim) - IP reported that he would continue to feed all emails from the DPA to the Committee.

PICTFOR – CM attended a reception where John Whittingdale MP was the speaker. IP had nothing to report.

Welsh Section of CPHC - In Ian Wells absence, VG reported that Leighton Andrews, Welsh Government Education Minister and the opening speaker for the 2013 CPHC Conference has now resigned and has been replaced by Huw Lewis.

11.6 Chair's Report (CPHC WEBLETTER) (I. Phillips)
IP to produce Webletter before next meeting and advised all members that he would welcome any contributions towards the Webletter. Members requested to email IP.
VG in his role as Web Administrator, volunteered to take on co-ordination for the Webletter with IP. IP, VG & DD will discuss after of the meeting.

12.   AOB
There were no items of other business.

COMMITTEE MEETINGS 2013

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

COMMITTEE MEETINGS 2014

- Monday 3rd February 2014 at 11.00am, BCS Offices, London
- 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
- Monday 8th December 2014 at 11.00am, BCS Offices, London