CONFIDENTIAL   **CPHC/AGM14/11**

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Annual General Meeting of the Council of Professors and Heads of Computing held on Monday 7th April 2014 commencing at 1pm at Loughborough University, Loughborough, Leicestershire. LE11 3TU

Approximately 45 members took part in the meeting

1. APOLOGIES FOR ABSENCE

Apologies were received from the following members:

Stephen Jarvis – Warwick University
Ian Wells – University of Wales, Trinity of St David
David Duce – Oxford Brookes University
Simon Thompson – Kent University

2. MINUTES OF THE ANNUAL GENERAL MEETING [CPHC/AGM13/03.9]

The minutes of the CPHC 2013 AGM held on Monday 25th March 2013 at 17:15 at **Cardiff University. Trevithick Building, Seminar rooms 1 & 2, The Parade Newport Road Cardiff, Wales CF24 0DE,** were approved.

2.1. MATTERS ARISING FROM THE MINUTES
No matters arising

3. REPORTS

3.1. CHAIR'S REPORT – I Phillips
RECEIVED & APPROVED – Appendix 1

3.2. SECRETARY'S REPORT – D Duce
RECEIVED & APPROVED – Appendix 2

3.3. TREASURER'S REPORT – C Maple
RECEIVED & APPROVED – Appendix 3

3.4. LDG REPORT – S Fincher
RECEIVED & APPROVED – Appendix 4

3.5. INFORMATION GROUP REPORT – C Maple
RECEIVED & APPROVED – Appendix 5

3.6. CPHC IN WALES REPORT – V Grout
RECEIVED & APPROVED – Appendix 6

3.7. CPHC IN SCOTLAND REPORT – S Smith
RECEIVED & APPROVED – Appendix 7

3.8. UKCRC REPORT – J Sventek
RECEIVED & APPROVED – Appendix 8

4. RECEIVE AND APPROVE ACCOUNTS FOR 2012/13

RECEIVED and APPROVED.
Appointment of Independent Examiners – Banks

5. APPROVE THE APPOINTMENT OF INDEPENDENT EXAMINERS

AGREED: To re-appoint the current examiners Banks to continue in the post as the independent auditor.

6. ELECTIONS TO COMMITTEE

The Secretary listed the nominations for the three Officer Positions **Chair**, **Vice Chair** & **Treasurer.**

The following three officers were elected:

> Sally Smith – Chair
> Professor Carsten Maple – Vice Chair
> Professor Edmund Robinson - Treasurer

Dr Iain Phillips becomes Immediate Past Chair and Dr Stephen Jarvis was re-elected to serve a further two years Term of Office.

There were two member vacancies for the Committee to serve a two year Term of Office. The following new Committee Members were elected:

> Professor Miltos Petridis – University of Brighton
> Professor Balbir Barn – Middlesex University

Thanks were extended to Committee Members Martin Loomes who was stepping down after his seven year term and Lachlan MacKinnon following his term as Immediate Past Chair. Thanks were also extended to Liz Bacon for time spent as a Committee and co-opted member since 2001.

The full Committee membership is appended to these minutes as Appendix 9.

6. ANY OTHER BUSINESS
No other business was reported.

Appendix 1

CPHC ANNUAL GENERAL MEETING 2014
CHAIR'S REPORT

This is the end of my two-year term as Chair of CPHC. I joined the committee five years ago as a new and fresh-faced Head of Department, believing strongly that CPHC was a supportive organisation for HE Computing. I became Vice Chair after only one year on the Committee and subsequently Chair. In that time I've finished my term as HoD at Loughborough and have tried hard to make CPHC work better for its member organisations. Whether this has been successful is something that only the members can judge.

In my first year as Chair we examined our motivations, our reasons for existence and our links with other organisations, specifically the BCS, CAS, the HEA and e-Skills. Sometimes it seems that the CPHC is nothing more than a mailing list, with a number of "strong" personalities. However, we are much more than that. The committee has the capability to research issues of relevance to all HE Computing Departments, as noted by our oft-cited report on employability. This year we are now investigating attrition in computing and will aim to look at the employment market again in the near future. The aim is to have some evidence to back up or discount claims made about our discipline by government and the national press.

However, at the end of the day the CPHC Committee is a set of volunteers, who, by the very nature of their positions, are very busy people. This is not necessarily the best basis for an organisation, but it is what we have. In my final two years on the committee, I will be aiming to improve CPHC further, aiming to continue it becoming an organisation that can directly help its member bodies achieve its objectives.

My thanks to all of you who have sent me supportive and critical messages over the past two years? I wish Sally Smith and the new Committee all the best as they continue the work.

Iain Phillips
April 2014

Appendix 2

CPHC ANNUAL GENERAL MEETING 2014

SECRETARY'S REPORT

1. The current membership of the Council is approx. 788 drawn from 102 institutions.

2. The Committee met on 4 occasions in the last business year: 13th May 2013, 8th July 2013, 10th October 2013, and 3rd February 2014. Pertinent items of business are reported elsewhere on the agenda.

3. The Council has charitable status for England, Wales and Scotland. Accounts will shortly be submitted for these.

4. Administrative support to the Council's affairs continues to be ably supplied by the BCS Secretariat.

5. Elections of Chair, Vice Chair, Treasurer and Three Committee member vacancies. (Details attached below)

David Duce
CPHC Secretary
April 2014

Appendix 3

CPHC ANNUAL GENERAL MEETING 2014

TREASURER'S REPORT

Balance of account

The net assets figure currently stands at £108,411 and a net surplus is currently £7,166.

Outstanding Income

9 more institutions with outstanding subscriptions need to be chased.   Their outstanding fees are £3,338. Additionally there is still backdated outstanding amount of £677.

Payments

£600 for PICTFOR membership has now been paid.   Payment of £1980 for membership renewal with Digital Policy Alliance (EURIM) has also been made.

Miscellaneous

A fully signed copy of the CPHC 2012-2013 Annual Accounts has been received early February. No matters have come to the Independent Examiner's attention. The report is available on request.

Carsten Maple
Treasurer
April 2014

CPHC/AGM14/05
Agenda item 3.4

Appendix 4

CPHC ANNUAL GENERAL MEETING 2014

LEARNING DEVELOPMENT GROUP REPORT

This year LDG concluded the Working Group on a disciplinary-specific Student Survey, and started a new group working with the revision of the QAA Subject Benchmark Statement, acting as liaison with the CPHC community, both for input and comment.

Sally Fincher
April 2014

Appendix 5

CPHC ANNUAL GENERAL MEETING 2014

INFORMATION GROUP REPORT

Information Group Report

The Information Group has established a procedure to prepare responses to consultations. A number of responses have been prepared in the last year, but decisions have been made from time to time not to respond to a consultation. This is due to a number of facts, including that CPHC comprises a range of institutions and sometimes a single-voice response is not possible or appropriate. Other times, either it is not something that CPHC directly respond upon or CPHC will choose to provide a joint response with other bodies such as UKCRC and BCS. One such example is the response to the consultation on open access.

Responses have been prepared this year to the following requests/publications:

> National Occupational Standards for Information Security
> An article by Rohan Silva in the Observer
> House of Lords select committee on immigration and its impact on HE.

More government departments are becoming aware of CPHC and as such we are starting to attract requests for responses to initiatives and consultations. We have been requested to give opinion on the new Cyber Security Skills Strategy for example and are preparing a response. Information Group also remains in contact with BCS and UKCRC to ensure awareness of response opportunities and to coordinate responses where appropriate. The Chair also occasionally receives details of responses the IET is considering responding to, and will bring any pertinent opportunities to the attention of committee.

Carsten Maple
Chair of Information Group
April 2014

Appendix 6

CPHC ANNUAL GENERAL MEETING 2014

CPHC IN WALES REPORT

2014 Annual Report of the **Council of Heads of Computing in Wales/Cyngor Penaethiaid Cyfrifiadura Cymru (CPCC)**.

The Council of Heads of Computing in Wales/Cyngor Penaethiaid Cyfrifiadura Cymrun (CPCC) provides a forum for those engaged in managing Computing research and teaching in Welsh Higher Education.

Members

Aberystwyth University
Bangor University
Cardiff University
Cardiff Metropolitan University
Glyndwr University
Swansea University
University of South Wales
Swansea Metropolitan University of Wales Trinity St David

Currently, the CPCC holds three face-to-face meetings around Wales per year although this system is now being revised. (See below)

1.   Ongoing Activity

An exercise is currently in progress to collect data to determine approximately how many Computing/Computer Science staff and students CPCC represents in Wales across all institutions. An audit of facilities is also being conducted.

2.   Welsh HE Issues (University structures, policies, etc.)

Many Welsh Universities have already progressed through significant internal restructuring exercises this year and some are about to embark on such a process so a degree of uncertainty remains. Although the general (national) structure of Welsh universities appears - for the time being at least – stable (see above), there remains general unease regarding the situation in which Welsh *students* find themselves and the current policy of Welsh Government to allow its funding support for Welsh students to be taken over the border to English universities.

3. Other Welsh Issues (Schools, Industry, HPCW, etc.)

HPC Wales:

After a slow start, the HPC Wales bursaries programme for university programmes and modules appears to be flourishing. A number of examples can be offered. Cardiff Metropolitan University is running an HPC module, which HPCW are helping to deliver. Bangor University has approximately 40 students on an equivalent module, with HPCW assisting with the lab work. Glyndwr University is offering a complete Masters programme in HPC. Bursaries are available of £300 (per student) for an undergraduate module, £500 for a postgraduate module and £2000 for a PhD, although the award is only payable through the university (not directly to the student) and only for students who will complete their awards by the end of the project - summer 2015. It is also noted that the HPC Wales CEO has moved on from the position.

Schools:

There has been considerable recent discussion of the English "Network of Excellence" and its applicability in Wales. The CPCC chair (Vic Grout) had contacted the NoE organiser with a view to establishing exactly what support was available in Wales (as opposed to England) and the situation appeared somewhat complex. However, although the NoE is officially an English venture, there are areas in which Welsh universities (and schools and colleges) are able to apply for and benefit from similar funding streams and initiatives. It should be noted, however, that certain types of funding - European or Welsh government - may only apply to the currently established "Convergence Zone". Most Welsh universities now seem to be fairly active in their engagement with schools, colleges and teachers. Bangor University, for example is working closely with teachers in north-west Wales and Glyndwr University has an established Postgraduate Certificate in Computing aimed specifically at school teachers looking to make the transition from schools' IT provision to Computing and Computer Science.

1. CPCC Administration

The question has been raised this year as to whether CPCC would benefit from its own website. Although it is recognised that it probably would, this is not seen as a high priority.

It has been agreed in principle to restructure/reformat CPCC meetings. Currently meetings are held three times a year in various locations around Wales. This is not always particularly convenient and attendance can be poor at certain times of year and in certain locations. It has been agreed that it will be appropriate, and more effective/efficient, to hold virtual meetings at certain times of year, with a single face-to-face meeting - in the form of an AGM - held in Cardiff once a year. To compensate for the reduction in conventional meetings, it is suggested that a less formal face-to-face meeting could be held for delegates attending the National CPHC conference (wherever the National CPHC conference was located). The provisional annual structure is suggested as:

Early-Mid January: Virtual Meeting (Welsh Videoconferencing facility, Skype, etc.)
Early-Mid April: Meeting of Welsh Delegates at National CPHC AGM/Conference*
Early-Mid July: Virtual Meeting (Welsh Videoconferencing facility, Skype, etc.)
Early-Mid October: Face-to-Face Meeting in Cardiff ('CPCC AGM')

*This year: 7th April, Loughborough, in the morning while the informal 'New Heads of Computing' workshop is taking place

The proposal has been circulated to the CPCC membership to ask for opinions. No negative comments have been received.

Vic Grout
April 2014

Appendix 7

CPHC ANNUAL GENERAL MEETING 2014

CPHC IN SCOTLAND REPORT

Skills Investment Plan for Scotland's ICT & Digital Technologies Sector

On the 11th March the Skills Investment Plan was launched along with a commitment from the Scottish Government of over £6m investment, designed to address the shortage of skilled IT professionals across Scotland. Recommendations include encouraging more applications for CS university places and student placements.   It was launched during Make Young People Your Business in Digital Technology week (see http://www.ourskillsforce.co.uk/recruit/make-young-people-your-business/ and http://news.scotland.gov.uk/News/-6-6m-for-digital-Scotland-a3c.aspx).

The Scottish Informatics and Computer Science Alliance

SICSA, our collaboration of Scottish Universities around Informatics and Computer Science research and education, are holding their 6th annual PhD conference at the University of St Andrews University in June. Aimed to bring research to industry and potential investors, DEMOFest was held in Glasgow in November with DEMOFest North in Aberdeen in February 2014.

e-Placement Scotland

Funded by the Scottish Funding Council, e-Placement Scotland is a Scotland-wide computing placement project which is now in its fourth year. The project has created over 800 paid placements across Scotland and has just produced a placement landscape report detailing all computing placement schemes offered by Scottish universities. Please contact s.smith@napier.ac.uk for a copy.

Sally Smith
April 2014

Appendix 8

CPHC ANNUAL GENERAL MEETING 2014

UKCRC REPORT

Strategy and Governance

The primary strategy initiative during the past year has been to continue to informally engage with the EPSRC ICT team on a number of research funding activities of importance to the UK computing research community. These are described in the Research Funding and Policy section below.

The primary governance initiative has been to conduct a virtual Annual General Meeting. This approach significantly increased participation in the AGM, but at the expense of interactivity. We are exploring the use of synchronous conferencing tools, such as Cisco WebEx; we are currently investigating our ability to leverage EPSRC and/or BSC/IET WebEx subscriptions.

Research Funding and Policy

Elected members of the UKCRC Executive Committee continue to meet with the EPSRC ICT team to informally discuss the Shaping Capability activity. UKCRC feels that this constructive dialogue positively benefits the UK computing research community.

UKCRC continues to monitor the activities leading up to Horizon 2020. As this programme moves forward, we will advise the membership of particular opportunities that are of UK importance.

Membership

The membership of the UKCRC has grown slowly during the year, increasing by approximately 3 members.

The Executive Committee and Membership Committee continue to actively recruit new members of UKCRC. We continue to enumerate any FRS's, FREng's, FRSE's, programme grant holders, and other eminent computer scientists with a stake in UK Computing Research that are not yet UKCRC members and encourage them to apply for membership.

Consultations and Submissions

In the past year, UKCRC has responded to the following consultations:

1. **BIS inquiry into Government's Open Access**
(http://www.ukcrc.org.uk/resources/reports/2013-01.cfm)

2. **HEFCE Call for advice on open access**
(http://www.ukcrc.org.uk/resources/reports/2013-02.cfm)

3. **DCMS Call for Classifying and Measuring the Creative Industries**
(http://www.ukcrc.org.uk/resources/reports/2013-03.cfm)

4. **Royal Society Call for evidence on cyber-security**
(http://www.ukcrc.org.uk/resources/reports/2013-04.cfm)

5. **House of Lords Science and Technology Committee study into the effect that immigration rules may be having on international students**
(http://www.ukcrc.org.uk/resources/reports/2014-01.cfm)

Joe Sventek
April 2014

Appendix 9

TERMS OF OFFICE FOR THE CPHC COMMITTEE – APRIL 2014

CPHC Committee Membership (post AGM):

OFFICERS:	DATE
Chair: Ms Sally Smith (Edinburgh Napier)	2014-15
Vice-Chair: Professor Carsten Maple (Bedfordshire)	2014-16
Secretary: Professor David Duce (Oxford Brookes)	2013-15
Treasurer: Professor Edmond Robinson (Queen Mary)	2014-16
Dr Iain Phillips (Loughborough)	2014-16
Professor Sally Fincher (Kent)	2013-15
Dr Stephen Jarvis (Warwick)	2014-16
Professor Ian Wells (Swansea)	2013-15
Professor Vic Grout (Glyndwr)	2013-15
Dr Colin Johnson (Kent)	2013-15
Dr Rupert Ward (Huddersfield)	2013-15
Professor Miltos Petridis (Brighton)	2014-16
Professor Balbir Barn (Middlesex)	2014-16