

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 2 February 2015** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

PRESENT

Sally Smith (Chair)

Balbir Barn

David Duce

Sally Fincher

Vic Grout

Colin Johnson

Carsten Maple

Miltos Petridis

Iain Phillips

Edmund Robinson

Rupert Ward

Jeff Magee – BCS Academy

IN ATTENDANCE (Secretariat)

Penny Ballard (BCS)

APOLOGIES

Stephen Jarvis

Ian Wells

1. APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received as above. Sally Smith welcomed Jeff Magee to the meeting.

2. MINUTES OF LAST MEETING

The minutes of the last meeting held on the Monday 8 December 2014 were accepted as a true record.

3. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST – MONDAY 8 DECEMBER 2015

Matters arising from meeting 6th October 2014 – Item 8 – CaSe Membership

A discussion followed regarding the alerts received from CaSe, PICTFOR and DPA advertising events etc and how these should be shared with wider membership.

Iain Phillips proposed that he would prepare a webpage containing links to the alerts from the organisations, asking members to contact him as Immediate Past Chair, if they wished to attend. As a reminder to members, every few months Iain will send a message via Twitter to advise of recent alerts.

ACTION: Iain Phillips

The Committee agreed with Iain's proposal. It was also suggested that this task should fall to future Immediate Past Chair's.

Vic Grout volunteered to highlight via email to the wider membership that CPHC do have a Twitter account and this can be used for lightweight, non-essential updates.

ACTION: Vic Grout

3.1 REPORT RECEIVED AND NOTED: (For Committee consideration only)

David Duce has agreed to join the editing working group for the Computing Impact based on the REF Case Studies Report which is being produced by science writer John Hill. Morris Sloman has also confirmed that he will attend the CPHC Conference to discuss the report further.

4. COMPUTING GRADUATE EMPLOYABILITY PROJECT

REPORT RECEIVED AND NOTED

Sally Fincher reported that the two workshops that have been held so far have been well supported. She has received valuable feedback and is planning the first round of visits to institutions later this year. Sally asked Committee Members to spread the word in their institutions.

Vic Grout agreed to highlight the project to the Welsh section of CPHC at the next meeting due to be held in the week following the CPHC meeting.

ACTION: Vic Grout

Sally Fincher informed the Committee that at the London workshop a representative from BIS attended and they had a discussion regarding MSc Conversion courses. Following a discussion it was decided that a response from the Committee would be appropriate. It was agreed that Sally would draft a response, email it to the Committee for its approval and then send on to the BIS representative.

Carsten Maple went on to highlight some points following the HEFCE Steering Group meeting that he and Sally Smith recently attended. There was a discussion on staff placements and what levels the CPHC Committee would expect as a good measures of success. Sally Smith advised that she would redistribute the paper she previously drafted regarding the Committee's position, generally supporting this issue and asked the Committee to come back with any further comments.

ACTION: Chair

The Steering Group also discussed the issue regarding BCS Accreditation. Jeff Magee advised the Committee that an initial meeting has been set up and will be chaired by Paul Martynenko with some leading industrialists from major companies being in attendance.

The first meeting will be a working meeting to set an agenda and form working groups and this would be followed by a public consultation meeting. Jeff advised that he will present some initial findings at the Conference and do some initial consultations. Jeff advised that he would like some representation from the CPHC Committee to attend the meeting and Sally Smith, Iain Phillips, Rupert Ward, David Duce, Carsten Maple and Sally Fincher all agreed to attend.

Jeff asked Sally Smith to send him a list of CPHC Committee members who will be attending the meeting.

ACTION: Chair

ISC² & CPHC Infosec group have had some meetings and are working with BCS and the IET to discuss modern security requirements. The Infosec group also met with IAAC to discuss how the area of Information security could be served better on a regional basis and perhaps working closer with other Infosec organisations in an effort to get more collaboration in small area of the UK. The minutes of the CPHC/IAAC meeting held in December 2014 are due to be distributed in the following few days. The next steering group meeting is due to be held sometime in March.

5. CONFERENCE 2015

Further discussion took place regarding the schedule for the Conference and prospective speakers. The Committee Members were asked that if they could think of anyone else who would be willing to present, could they send Sally Smith details.

ACTION: All

Carsten advised that the CPHC Patron Maggie Philbin had agreed to attend the Conference with a Keynote speech on Tuesday 28th April and he will also contact her to see if she would be available to attend the first day and the Conference dinner.

It was suggested to extend the second day of Conference until 14:30 and a charge of £35 for attending the second day was agreed.

David Duce volunteered to make contact with Brian Randall to invite him as the After Dinner speaker.

ACTION: David Duce

Sally volunteered to make contact to prospective After Dinner speakers following various names being put forward if David is unsuccessful.

ACTION: Chair

The Working Group consisting of Sally Smith, Vic Grout, Iain Phillips, Edmund Robinson and Carsten Maple will continue discussions over Skype/email.

6. APPROVAL OF MEETING DATES 2016

REPORT RECEIVED AND NOTED

The 2016 meeting dates were agreed by the Committee.

Items for discussion

7. CPHC RESEARCH AGENDA – PROGRAMME of WORK

7.1 Attrition in Computing Report

Following the distribution to the Committee of the final version of the report, it was agreed that the Committee would have one final review of the report. Committee Members were asked to submit any further amendments and/or specific feedback to Rupert in the next two weeks and following any changes the report will be finalised and added to the publications section of the CPHC website. Rupert was asked to place a brief statement on the website regarding the purpose of the report and how it was triggered, to coincide with the final publication and release to members.

ACTION: All/Rupert Ward

8. CONSULTATIONS & RESPONSES

This item was covered by Carsten Maple in item 4.

9. COMMITTEE TERMS OF OFFICE

Following a further discussion it was agreed that the Terms of Office would be left as they are at this moment in time.

Items for Report

10. REGULAR REPORTS

10.1 Treasurers Report

Edmund Robinson advised of the on-going issues with RBS regarding the bank account and asked the Committee to consider moving to another bank. Committee agreed and Edmund undertook to make contact with the Management Accountant regarding the changes.

ACTION: Edmund Robinson

10.2 Secretary's Report

REPORT RECEIVED AND NOTED:

David Duce updated the Committee on the Terms of Office in preparation for the 2015 AGM and asks that all the members with Terms that are due to end in 2015 to email him as soon as possible with their intentions.

ACTION: All

David will send the necessary letters to announce the AGM and Elections, with a closing date for nominations for Secretary being 2nd April and for any other nominations the closing date will be 12th April.

ACTION: David Duce

10.3 Learning Development Group Report

NOTHING TO REPORT

10.4 Reports from Other Organisations & Activities

REPORT RECEIVED AND NOTED:

10.5 Chair's Report (CPHC WEBLETTER)

NOTHING TO REPORT

Sally Smith thanked David Duce for his contribution and effort to the Committee during his term as Secretary and Committee member. All agreed he had been an excellent Secretary.

11. AOB

REPORT RECEIVED AND NOTED:

COMMITTEE MEETINGS 2015

- **Monday 11 May 2015 at 11.00am, BCS Offices, London**
- **Monday 6 July 2015 at 11.00 am, BCS Offices, London**
- **Monday 12 October 2015 at 11.00am, BCS Offices, London**
- **Monday 7 December 2015 at 11.00am, BCS Offices, London**

CPHC 2015 CONFERENCE

- **Monday 27 & Tuesday 28th April 2015, at Queen Mary University, London**

COMMITTEE MEETINGS 2016

- **Monday 1 February 2016 - at 11.00am, BCS Offices, London**
- **Monday 9 May 2016 - at 11.00am, BCS Offices, London**
- **Monday 4 July 2016 - at 11.00am, BCS Offices, London**
- **Monday 3 October 2016 - at 11.00am, BCS Offices, London**
- **Monday 5 December 2016 - at 11.00am, BCS Offices, London**