Administration by BCS
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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 11 May 2015** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London WC2E 7HA

PRESENT

Sally Smith (Chair)	Balbir Barn	Iain Phillips
Sally Fincher	Miltos Petridis	Anthony Cohn (UKCRC)
Keith Miller	Rupert Ward	
Edmund Robinson	Colin Johnson	

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES

Vic Grout	Carsten Maple	Stephen Jarvis
James Davenport/Jeff Magee – BCS Academy		

1. **APOLOGIES FOR ABSENCE AND WELCOME**
   Apologies were received as above and the Chair welcomed new Committee member Keith Miller and Anthony Cohn representing UKCRC, to their first meeting.

2. **MINUTES OF LAST MEETING**
   The minutes of the last meeting held on the Monday 2 February 2015 were accepted as a true record with one minor amendment to the last paragraph of page 2.
   ACTION: Secretariat

3. **MATTERS ARISING FROM THE MINUTES/ACTIONS LIST**

   Item 4 Computing Graduate Employability Project – Action was complete but the Chair undertook to write to Chris Millward at HEFCE about the Project.
   ACTION: Chair

   Item 5 Conference 2015 – the Chair expressed her thanks to everyone involved in organising the Conference for a very smooth and successful event.

Items for discussion

4. COMMITTEE POSITIONS for 2015

Sally Fincher indicated her willingness to continue as Learning Development Group Chair; Members supported this and Sally was duly re-appointed for a further 2 years.

The position of Assistant Secretary was now vacant due to the previous Secretary, D Duce, stepping down. Members acknowledged the importance of the 'Assistant' roles in terms of handover and succession planning. Volunteers were invited to contact the Chair if they are interested in nomination.

ACTION: All

It was noted that Stephen Jarvis is the current Assistant Treasurer. The Chair undertook to contact Stephen to ascertain the level of his commitment to this reasonably demanding role. The following Members indicated their willingness to continue as CPHC representatives on other bodies:

Edmund Robinson – UKCRC
Iain Phillips and Sally Fincher – BCS Academy Board
Sally Smith – CAS Board

In addition it was noted that Jeff Magee and James Davenport would continue as representatives of BCS on the CPHC Committee.

For EPC, the Chair undertook to contact Jim Yip to thank him for his work up to now and check if he is happy to continue to report on EPC in the future.

ACTION: Chair

Members noted that Ray Farmer had expressed an interest in re-joining. Ray has served as Secretary prior to Carsten Maple. It was agreed that although there was a vacant position of a year's duration, it would be important to target recruitment of any new members to ensure that the needs of any planned work are met. Members agreed that Ray should be co-opted onto the Committee.

ACTION: Secretariat

5. CPHC RESEARCH AGENDA – PROGRAMME of WORK

5.1 ATTRITION IN COMPUTING

Rupert Ward informed Members that the Report was complete. There was some concern about the tone of some of the content and it was suggested that Members should undertake a final review of the Report before its publication to the CPHC website. The Secretariat undertook to distribute it to Members with a deadline date of 2 weeks (29 May).

ACTION: Secretariat/Members

Members discussed the Employability Project following Sally Fincher and Janet Finlay's presentation at the Conference. There was some debate about whether more data could be collected and analysed in relation to placements.

Some Members favoured the use of case studies, although this was acknowledged to be expensive. There were existing assumptions about BME student populations and placements, interesting comparisons between vocational and academic degrees and a recognition that computing degree titles are not always reflective of the skills within a degree. It would be helpful to validate employers' views on perceived skills shortages.

AGREED: Chair to draft a brief for this extension to the employability project and distribute it to Members for comment.

ACTION: Chair/Members

6. APPROACHES TO CPHC

6.1 HEA FOCUS GROUPS

The Chair reported that the HEA had asked CPHC to run three focus groups with results to be summarised by mid-July. It had been established that Janet Finlay would be available if Committee Members were willing to be involved in organising the focus groups. Edinburgh Napier University was to run a 1.5 hour focus group on accreditation by HEA to obtain Fellowship. Manchester Metropolitan and Middlesex Universities were also involved. The Chair asked Members to volunteer to run other focus groups.

ACTION: Members

6.2 USE OF EMAIL LIST

The Committee had been approached by the HOD at the Open University to ask if there is a central emailing list for seminar organisers in Computing departments around the UK. A colleague was interested in advertising availability of seminar speakers with a single email and interested departments then responding with invitations. Such a list could be also used by departments to invite expressions of interest from potential speakers. It was hoped that with a large number of departments around the UK this sort of initiative could help build up and integrate the community in a straightforward and positive way. Members felt that there were some disadvantages to this approach particularly as the volume of information could be very large. The Chair undertook to contact the HOD at OU with possible suggestions of a way forward.

ACTION: Chair

7. STEM AMBASSADORS

The Chair reported that Brian Lockwood had approached CPHC to ask for help to promote a project to encourage CS students to get involved with schools. Rupert Ward indicated that his institution is participating in this and it had some useful advantages. The Chair undertook to circulate the information received and include a link to it on the CPHC website.

ACTION: Chair/Vic Grout

8. CONSULTATIONS & RESPONSES

Nothing to report as Carsten Maple had sent his apologies.

9. CPHC SUBSCRIPTIONS

There were five subscriptions outstanding for 2014/15. Edmund Robinson undertook to contact these HEIs personally to chase them for payment.

ACTION: Edmund Robinson

10. CPHC 2015 CONFERENCE

It was noted that the feedback had not yet been finalised and would be considered at the next Committee meeting in July when next year's date/venue would be discussed. The initial views of Members were as follows:

- A lot of value in it, but it would have been better with more HEIs
- The coffee breaks were too short for networking, maybe the programme was too packed
- REF related discussions/information were very popular
- It was a good opportunity for colleagues to see HEFCE speakers and other senior staff from the Research Councils (etc), especially for those who do not speak to these contacts on a regular basis
- Good balance between teaching and research
- Panel discussion didn't work – needed industrial representation (this had been noted, but it was acknowledged that employers tend to have their own perspectives rather than a broad view); may be room for specific topics around this
- The accreditation session could have been thrown open for more discussion; it was felt that any future collaboration/co-location with BCS would need to be carefully planned
- Timing of the Conference may have caused a lower attendance as it was the first two days of term for some.

Members asked if a joint CPHC/UKCRC event might be a possibility. Anthony Cohn indicated that such joint collaborations had taken place, such as the Grand Challenge events; however more recently UKCRC events were conducted online. UKCRC would be prepared to attend events and provide speakers if this would help.

Members discussed circulation of the UKCRC Impact Report. It was agreed that the Report should be circulated to every member of PICTFOR, Vice-Chancellors and HEFCE.   Edmund Robinson undertook to have the Report printed and the Secretariat to distribute the printed to the nominated mailing list.

ACTION: Edmund Robinson/Secretariat

11. REGULAR REPORTS

11.1 Treasurers Report

Nothing to report subsequent to the Conference report.

11.2   Secretary's Report

Nothing to report.

11.3   Learning Development Group Report

Sally Fincher reported that there was not much further to report following the Conference. The new undergraduate Computing Benchmark was about to be released for consultation. Sally reminded Members that the L&D Group was project-based, so it would be useful to think about possible future projects. Sally Smith thanked Sally Fincher for her continued work in leading the workshops, which was much appreciated.

ACTION: Members

11.4   Reports from Other Organisations & Activities

REPORT RECEIVED AND NOTED:
UKCRC – It was noted that Morris Sloman would represent UKCRC at CPHC Committee meetings when Anthony Cohn was unavailable to attend.

Updates included the following:
- Steps were being taken to simplify the membership application process
- A response had been made to ResearchFish to say how unuseful it is but no reply had been received
- A number of consultation responses had been made, which are available on the UKCRC website
- EPSA bid was being discussed at workshops around the country
- Former CRA representative has moved to the US but there was a plan to meet with the CRA Chair who was in UK currently
- Impact – Anthony extended UKCRC's thanks to CPHC for funding for this.

BCS Academy – it was agreed that this should be added to the list of regular reports from James Davenport and also from Iain Phillips and Sally Fincher to cover both sides of the relationship.

ACTION: Secretariat

11.5   Chair's Report (CPHC WEBLETTER)

The Chair undertook to circulate a follow up to CPHC Members who attended the Conference to remind them about support for the TeenTech initiative which Maggie Philbin spoke about and to return the feedback questionnaire.

ACTION: Chair

Accreditation review – The Chair and other Members involved in the various Groups updated Members on the progress to date. The Chair undertook to circulate the notes from the Shadbolt Review meeting and the last BIS Steering Group.

ACTION: Chair

AGREED: to include a regular item on the Committee agenda to update Members on progress of the work of the BIS steering group, Accreditation and Shadbolt Reviews.

ACTION: Secretariat

Iain Phillips, Edmund Robinson, Sally Fincher and Carsten Maple agreed to interrogate the HEFCE data over Skype within the next month.

ACTION: Members

9. AOB

There were no items of other business.

COMMITTEE MEETINGS 2015

- **Monday 6 July 2015 at 11.00am (by Skype)**
- **Monday 12 October 2015 at 10.30am, BCS Offices, London**
- **Monday 7 December 2015 at 10.30am, BCS Offices, 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**