

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

PRESENT

Sally Smith (Chair)
Sally Fincher
Miltos Petridis
Keith Miller

Balbir Barn
Colin Johnson
Iain Phillips
Jeff Magee

Ray Farmer
Carsten Maple
Edmund Robinson

IN ATTENDANCE (Secretariat)

Penny Ballard (BCS)

APOLOGIES

Anthony Cohn (UKCRC)

Vic Grout

Rupert Ward

1. APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received as above.

2. MINUTES OF LAST MEETING

The minutes of the last meeting held on Monday 6 July 2015 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES:

All outstanding actions following the meeting of 6 July and Monday 11 May 2015 have now all been completed.

Outstanding Actions from Committee Meeting – Monday 11 May

7.2 Secretary's Reports

Chair asked Committee members to consider the vacant position of Assistant Secretary as part of succession planning, the position of Assistant Treasurer

is also open for consideration, and Chair asked if any member was interested, to let her and/or Colin Johnson know.

ACTION: All

Items for discussion

4. CPHC RESEARCH AGENDA – PROGRAMME of WORK

A discussion took place which incorporated all sections in item 4. Sally Fincher produced a mock version of the Graduate Employability report which was distributed to the Committee members before the meeting to request feedback from Committee members. Sally Smith acknowledged and thanked Sally Fincher for all of her hard work on the project.

It was suggested that a letter from CPHC be added to the front of the report and Chris Millward to be asked to produce a piece from HEFCE, Sally Fincher to contact Chris.

ACTION: Sally Fincher

Further discussion took place to consider who the report should be distributed to and it was agreed that CPHC Committee would recommend all Vice Chancellors should receive a copy along with all computing departments for circulation. It was considered that a two page summary may be better received. This to be agreed with HEA.

Committee discussed next step proposals paper with suggestions for what could follow the release of the report and various ideas were put forward, including some follow ups from CPHC and suggestions to be made to EFCE. It was suggested that some parts of the report could be connected to accreditation as there are some evidence of good facts that could be used. Jeff Magee requested using some of the information at the next meeting of the Accreditation Review Panel.

Chair advised she would contact some university Heads of Computing to discuss with them possible next steps for distribution to Committee.

ACTION: Chair

Jeff Magee left the meeting at this point.

5. LDG WORK FOR 2016

Sally Fincher updated the Committee on two potential projects as per the paper that she produced for the meeting that was held on Monday 6 July 2015 and asked Committee members to consider these projects and requested feedback and comments by the next meeting:

a) Novel approaches to intro courses:

To look at HEIs that are radically changing or have changed their approach to teaching to produce a collection of case studies that would look at how, why and with what success some departments have undertaken these changes.

b) Building a Graduate Employability Community in Computing:

This would follow on from the Graduate Employability project but instead of drawing from the entire Computing community this project would engage a

small, focussed group from different institutions to follow the life-cycle of a placement student from application through to re-entry into the final year.

Following a discussion on Teaching versus Research and how it might feed into employability and student choice, Balbir Barn was asked to come back to the Committee with a list of some key points for further discussion with a view to feeding this into further study.

ACTION: Balbir Barn

6. CPHC CONFERENCE 2016

The date for the CPHC Conference was confirmed as Monday 25 and Tuesday 26 April 2016 and will be held at Manchester Metropolitan University. A working group was set up which consists of Sally Smith, Iain Phillips, Keith Miller, Carsten Maple and Miltos Petridis.

The Chair asked Committee to consider an after dinner speaker and other invited guests and also to make contact with potential speaker which will be considered at the next meeting. A theme for the Conference has yet to be decided and Committee were asked to consider potential subjects for discussion at Conference.

Carsten Maple agreed to contact Maggie Philbin with an invite to attend and open the event or provide the keynote for the second day.

ACTION: Carsten Maple / All

7. CPHC TRUSTEES

This was an item to note that the number of CPHC Trustees has now been reduced to five Officers plus one Committee member, for the purpose of changing banks.

8. REVIEW CaSE MEMBERSHIP

It was agreed by all that CaSE Membership would be renewed for a further year.

ACTION: Secretariat

9. CONSULTATIONS & RESPONSES

There was nothing to report on this item and it was agreed that it would be removed from the regular agenda.

10. REGULAR REPORTS

10.1 Treasurers Report

Edmund Robinson reported that the process of changing banks from RBS to Lloyds continues and hopes for completion within the next six weeks.

10.2 Secretary's Report

NOTHING TO REPORT

10.3 Learning Development Group Report

This item was covered under item 5.

10.4 Reports from Other Organisations & Activities

REPORT RECEIVED AND NOTED

10.5 Chair's Report (CPHC WEBLETTER)

REPORT RECEIVED AND NOTED:

Chair advised that she would add her report to the CPHC website. Sally advised that she would be attending the Computing at Schools meeting on 20 October and would report back to Committee at the next meeting and add an update to the website following the meeting.

ACTION: Chair

11. AOB

The Committee approved the application for membership to CPHC from Edge Hill University. Secretariat to advise of successful application, collect data and FTE staff numbers from the Head of Department Professor Nik Bessis.

ACTION: Secretariat

Outstanding Actions from Committee Meeting – Monday 12 October 2015

MATTERS ARISING FROM PREVIOUS MINUTES: SECRETARY'S REPORT	7.2	Committee members were asked to consider the vacant positions for Assistant Secretary and Assistant Treasurer and advise Chair if interested	All
CPHC RESEARCH AGENDA – PROGRAMME of WORK	4	To request covering letter for the grad employability report from Chris Millward at HEFCE. To contact some university Heads of Computing to discuss possible next steps for distribution to Committee.	Sally Fincher Chair
LDG WORK FOR 2016	5	To list some key points following the discussion on Teaching versus Research for further discussion by the Committee	All
CPHC CONFERENCE	6	The Committee was asked to consider ideas for the Theme of the Conference and contact potential speakers. To contact Maggi Philbin to invite to open and attend the event	All Carsten Maple
REVIEW CaSE MEMBERSHIP	8	To renew for a further year the CaSE membership	Secretariat
REGULAR REPORTS: CHAIR'S REPORT		To add to the CPHC website the Chair's Report from today's meeting and a report from the CAS	Chair

		meeting being attended on 20 October 2015	
A O B	11	To inform Edge Hill University of their successful application for membership to CPHC	Secretariat

COMMITTEE MEETINGS 2015

- **Monday 7th December 2015 at 11.00am, BCS Offices, London**

COMMITTEE MEETINGS 2016

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