

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 **Skype** Committee meeting of the Council of Professors and Heads of Computing held on **Monday 6 July 2015 at 10am**

PRESENT

Sally Smith (Chair)
Colin Johnson
Miltos Petridis
Rupert Ward

Balbir Barn
Vic Grout
Iain Phillips
Anthony Cohn (UKCRC)

Sally Fincher
Carsten Maple
Edmund Robinson

IN ATTENDANCE (Secretariat)

Penny Ballard (BCS)

APOLOGIES

Keith Miller

Sally Smith thanked members for their attendance at this Skype meeting and their acceptance of the change of time late last week.

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 11 May were approved as a true record with a slight amendment to item 11.5 Chair's Report, section on HEFCE Data, Keith Miller, should read Carsten Maple. Secretariat to amend minutes.

ACTION: Secretariat

3. MATTERS ARISING FROM THE MINUTES/ACTIONS LIST:

Item 10 Impact Report

Members discussed circulation of the Impact Report and a foreword that was to be produced, it was advised that Morris Sloman had contacted Bill Mitchell

and was waiting for a response. Chair advised that she would contact Bill Mitchell to progress the reports publication.

[Secretariat Note: A draft foreword was circulated early in June, there are ongoing discussions regarding printing and distribution of the document]

ACTION: Chair

It was suggested that if there was a basic publishable version of the report that it be published on-line as soon as possible and final amendments made before publication and distribution. Tony Cohn advised he would contact Morris Sloman to see if this was possible.

ACTION: Tony Cohn

Members of the HEFCE data working group advised that they'd had a Skype meeting and were discussing further. Sally Smith requested being part of that group. Members would discuss further following this meeting.

4. CPHC Conference Feedback

REPORT RECEIVED AND NOTED:

Chair confirmed that she was happy with the feedback from attendees and suggested that the comments were used when planning the next Conference, it was suggested that the next Conference be held on 25/26 April 2016 and Chair confirmed it will be held in Manchester. This item will be added to the agenda for the next meeting.

Items for discussion

5.

CPHC RESEARCH AGENDA – PROGRAMME of WORK

5.1 Employability Project

Sally Fincher advised that all of the planned workshops have now been completed. There are still at least two/three employers still to contact and then Sally F with the assistance of Janet Finlay will collate and compile the report. Following completion Sally will distribute to Committee for comments before publication.

Sally Smith had to leave the Skype meeting at this point and Iain Phillips took over the chair

5.2 HEFCE/BIS Steering Group

Sally Smith and Carsten Maple attended the last HEFCE/BIS Steering Group meeting and discussed the Graduate Employability report. HEFCE is keen to see Sally F and Janet's report widely used in order to assist HEIs to form their own strategies to address problems with graduate employment. Chris Millward suggested that Sally Smith and Carsten consider the impact of the work that Sally has done following publication of the report and discuss further with the Committee on how they could raise the aspirations of the report regarding graduate employment.

5.3 Shadbolt Review

Sally Fincher advised that the next meeting is due on Friday 10 July and a blog post will be released following the meeting. The panel are keen to get the review report out on time either October /November. Iain Phillips advised that he is also sitting on the BCS Accreditation review panel and has advised that the panel have now feed a large document of proceedings into the Shadbolt review.

Following a discussion on the Quality Review Assessment that is on the HEFCE website, it was agreed that the CPHC Committee would produce a response. Edmund agreed to produce a statement with consultation from Iain, Carsten and Sally Fincher and as the deadline for responses is the 18 September 2015 he would produce a statement by early August and circulate out to the Committee as soon as possible for their comments.

ACTION: Edmund Robinson

Chair returned to the meeting.

6. CONSULTATIONS & RESPONSES – omitted from the agenda

7. REGULAR REPORTS

7.1 Treasurers Report

REPORT RECEIVED AND NOTED:

Edmund wished to thank everyone for their co-operation and speedy responses to his requests for further personal information regarding moving the CPHC bank account and the change to the number of CPHC trustees, which can now be found on the Charity commission Website. Following agreement from some members of the Committee to stand down, the number of trustees has been reduced to six. The follow list details the official trustees for CPHC:

Sally Smith [Chair]
Carsten Maple [Vice Chair]
Colin Johnson [Secretary]
Edmund Robinson [Treasurer]
Iain Phillips [Immediate Past Chair]
Miltos Petridis [Committee Member]

All the above information has been passed to the BCS Management Accountant to forward to Lloyd's bank and it is hoped that the new bank account will be up and running very soon.

It was suggested that this issue of CPHC Trustees should be discussed further due to the some of the trustees' terms of office coming to an end relatively soon. It was suggested that a clear statement regarding future Trustees be produced and a discussion to take place following the CPHC elections each year deciding on a list of trustees occupying certain Committee roles and confirm ongoing signatories.

7.2 Secretary's Report

Following confirmation by Sally Smith that no volunteers were found for the vacant roles of Assistant Secretary and Assistant Treasurer, it was suggested that Colin Johnson send round to the Committee an email of bullet points of the duties of an Assistant Secretary.

ACTION: Secretary

The position of Assistant Treasurer was confirmed as still open and Sally Smith advised that she would contact Stephen Jarvis over his position on the CPHC Committee. Edmund confirmed that Stephen Jarvis is now Head of Department at Warwick University and is heavily involved in setting up their part of the Turing Institute.

ACTION: Chair

7.3 Learning Development Group Report:

REPORT RECEIVED AND NOTED:

Sally's report contains two further ideas from the LDG working group for the Committee's consideration and the second of these could potentially be as a follow on from the Graduate Employability report once completed and published. Carsten Maple confirmed that HEFCE would like the report to be used. Committee were asked to consider the two ideas and this will be discussed at the next meeting due to be held in October.

ACTION: All

Sally Smith advised that Karen Fraser from the HEA is also keen to contribute and has been running a few workshops on Employability, based on a framework that Maureen Tibby developed. Further comments from the HEA and HEFCE will be collated and put forward to the Committee for further discussion.

7.4 UKCRC Report

REPORT RECEIVED AND NOTED:

7.5 Reports from Other Organisations & Activities

REPORT RECEIVED AND NOTED:

Iain Phillips advised that there is still one more place available to represent CPHC at the PICTFOR's Summer Reception at the House of Lords. Carsten Maple and Miltos Petridis are due to attend and Iain asked that if anyone else was available to attend to let Iain know as soon as possible

Vic Grout confirmed that the Welsh Section of CPHC had reconvened and would be embedding their meeting within the Welsh Conference due to be held in Glyndwr at the beginning of September.

7.6 Chair's Report (CPHC WEBLETTER)

Chair advised that she will put some bullet points from this meeting together and also points from the Shadbolt Review meeting due to be held on Friday. These will be distributed to the Committee before putting on the membership list and then onto the website.

ACTION: Chair

Outstanding Actions from Committee Meeting – Monday 11 May 2015

CPHC RESEARCH AGENDA – PROGRAMME of WORK	5.1	Draft a brief for this extension to the employability project and distribute it to Members for comment.	Chair
CPHC CONFERENCE	10	UKCRC Impact Report to be printed and circulated.	Edmund Robinson/ Secretariat
Chair's report (CPHC WEBLETTER)	11.5	Interrogate the HEFCE data over Skype within the next month.	IP/ER/SF/CM/SS

8. AOB

No items of any other business

COMMITTEE MEETINGS 2015

- Monday 12th October 2015 at 11.00am, BCS Offices, London
- 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