

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 1 February 2016** at BCS, The Chartered Institute for IT, Davidson Building, 5 Southampton Street, London. WC2E 7HA

PRESENT

Sally Smith (Chair)
Colin Johnson
Iain Phillips
Keith Miller

Sally Fincher
Carsten Maple
Edmund Robinson
Ray Farmer

Vic Grout
Miltos Petridis
Rupert Ward
Anthony Cohn

IN ATTENDANCE (Secretariat)

Penny Ballard

APOLOGIES

Balbir Barn

Jeff Magee

On behalf of herself and the Committee, Sally Smith thanked Penny Ballard for all her hard work as Secretariat support over the past three and half years as she is due to leave BCS in early April 2016 and this was her last meeting.

1. APOLOGIES FOR ABSENCE AND WELCOME

Apologies were received as above.

2. MINUTES OF LAST MEETING

The minutes of the last meeting held on the Monday 7 December were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES/ACTIONS LIST 7 December 2015

Items 4.1 Employability Report and follow up proposals

The Chair asked Committee to forward any further ideas for empirical work to her.

Item 9.4

Chair advised that Jo Johnson has been invited to the Conference and she would follow up the invite and also include some background to the CPHC/UKCRC relationship.

ACTION: Chair

Item 10 – A O B

Chair advised the Committee to seek further WordPress training if required to ensure they could update the CPHC website especially with the Conference coming up.

ACTION: Committee

3.1 Computer Science Graduate Employability

REPORT RECEIVED AND NOTED:

3.2 TEF Consultation

REPORT RECEIVED AND NOTED:

3.3 Planning 2016 – 2020

A discussion followed regarding CPHC memberships and it was suggested that a Committee member is responsible for overseeing the distribution of membership emails (i.e. DPA, PICTFOR,) and take responsibility for the annual renewal as Iain Phillips is due to stand down from the Committee at the next AGM.

AGREED: This would be overseen by the assistance secretary and this position will be determined following the 2016 AGM in April.

Colin suggested three reasons why CPHC should belong to organisations such as DPA, CaSE and PICTFOR and it was suggested that these be noted to act as approved list of reasons to why CPHC want to be part of an organisation for future reference. Colin will write up and distribute to the Committee.

ACTION: Colin Johnson

It was suggested that perhaps membership were lobbied to ask that if they wanted feedback on the work that CPHC have already completed or if they had any other concerns or issues which they feel the Committee need to work on, The Chair suggested this request could go out with the information on the Conference also adding that CPHC has a lot of work to report on this year but open to feedback, suggestions or ideas.

The Chair asked Committee to send her details of events that they have attended as a representative of CPHC and she will put together to use as an item at the AGM.

ACTION: All

Further planning ideas were discussed and this is now on-going and will be discussed at further meetings.

4. CPHC RESEARCH AGENDA – PROGRAMME of WORK

4.1 Employability Report

The Computer Science Graduate Employability report has now been printed and distributed to HEI's. Sally Fincher put forward a LDG suggestion for a follow on to the Employability project as a proposal for nine further workshops consisting of three series, one in London, one in Manchester and the last one in Edinburgh.

The workshops start in March 2016 with the final one in January 2017 and final sharing and presenting of work at the CPHC 2017 Conference.

Committee agreed to support Sally's proposal and she will add all the details to the CPHC Website.

4.2 Next Steps

Sally Smith advised that she would follow up with HEFCE in due course.

ACTION: Chair

5. CONFERENCE 2016

REPORT RECEIVED AND NOTED

The Conference is being held in Manchester Metropolitan University with the Conference dinner is being held in the Lord Mayors Parlour of the Manchester Town Hall. Steve Furber will present the after dinner speech. There will be a New Heads Workshop run by Iain Phillips.

A discussion followed regarding various aspects of the Conference including the theme and title. Invitations have so far gone out to Jo Johnson MP, Nicola Blackwood MP and Sir Nigel Shadbolt. Maggie Philbin, the CPHC Patron will attend on Day Two and will give the opening speech. Further names were put forward as invitees and Sally asked members to personally invite their contacts mentioned during the discussion.

All details of the Conference will now appear on the CPHC Website and the full programme will appear nearer the time.

ACTION: Vic Grout

A G M

Colin Johnson outlined the Officer Positions and Terms of Office for the Committee.

Sally Smith's position as Chair has come to an end and she will now take up the position as immediate past Chair, the Vice Chair Carsten Maple has agreed to stand as Chair. The Treasurers position is up for nomination and Edmund agreed to stand for a further term. There are a number of Committee positions up for nomination and Colin asked that members coming to the end of their term to let him know if they wish to re stand.

ACTION: Committee

Ray Farmer also confirmed that he will remain on the Committee as a Co-opted member.

ACTION: Committee

6. APPROVAL OF MEETING DATES 2017

REPORT RECEIVED AND NOTED:

All meeting dates for 2017 were approved.

7. OUTSTANDING SUBSCRIPTIONS 2015/2016

REPORT RECEIVED AND NOTED:

It was reported that following the reminder to the HEI's with outstanding Subscriptions, many HEI's have contacted BCS Secretariat and acknowledged the reminder and some have requested a copy of the original invoice.

8. REGULAR REPORTS

8.1 Treasurers Report

The Treasurer reported that the situation with the change to Lloyds bank was still ongoing and it was hoped that the account would be in open for business in the next few weeks. All paperwork has now been signed and returned to the Bank.

The Treasurer advised that the CPHC Accounts for 2015 have now been received from the accountants and signed off. These will be approved at the AGM due to be held on Monday 25 April at the CPHC Conference.

8.2 Secretary's Report

REPORT RECEIVED AND NOTED

The Secretary's paper will be numbered and noted as a late paper. See CPHC/2016/09.

This was covered in item 5 – Conference 2016

8.3 Learning Development Group Report

This was covered in item 4 - Employability Report

8.4 UKCRC Report

Nothing to Report

8.5 Reports from Other Organisations & Activities

REPORT RECEIVED AND NOTED

Welsh Section of CPHC

It was reported that there was a good presence at the last meeting of the Committee with the next meeting being held in Manchester.

Vic reported that the Welsh structure of Universities has settled down with no major mergers planned.

8.6 Chair's Report (CPHC WEBLETTER)

Chair advised that she will write up notes from today's meeting, distribute to Committee for approval and then add to the CPHC Website. The report will include an update from the Shadbolt meeting that was attending in January 2016. Sir Nigel Shadbolt has been invited to the Conference.

9. AOB

Sally Fincher has been approached by Carron Shankland of Stirling University who represents the 'Women in Computing' Research Committee and was asked if CPHC would be willing to assist here with her Athena Swann activities by allowing her some space on the website to use as a forum to advertise Athena Swann activities and sharing best practice.

The Committee debated the proposal and it was decided that CPHC would be happy to provide links on the Website and advertise her work, but not provide actual Web space.

Outstanding Actions from Committee Meeting – 1 February 2016 and 7 December 2015

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2016				
MATTERS ARISING FROM PREVIOUS MINUTES/ACTIONS LIST 7 DECEMBER 2015 Planning 2016 – 2020	4.9	Chair to follow up the invite to Jo Johnson and include some background to the CPHC/UKCRC relationship	Chair	On-going
	10	Chair encouraged Committee to seek further WordPress training to enable them to add items of Conference to the website when necessary	Committee	On-going
	3.3	To write up suggested wording as to why CPHC want to take up membership of an organisation as an approved list	Colin Johnson	On-going
		To provide the Chair with details of any events that they have attended as a CPHC representative	All	On-going
CPHC RESEARCH AGENDA – PROGRAMME OF WORK Next Steps	4.2	To follow up with HEFCE on Next Steps	Chair	On-going
CONFERENCE 2016	5	Committee to personally invite their contacts mentioned during the discussion	Committee	On-going
		To add Conference details to the CPHC Website	Vic Grout	On-going

A G M		Committee members coming to the end of their term were asked to let Colin know if they wish to re stand	Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 7 December 2015				
CPHC RESEARCH AGENDA – PROGRAMME of WORK Employability Report and follow up proposals	4.1	Supply any ideas on areas for empirical work to the Chair	Members	On-going

COMMITTEE MEETINGS 2016

- 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

COMMITTEE MEETINGS 2017

- Monday 6 February 2017 – at 11.00am, BCS Offices, London
- Monday 15 May 2017 - at 11.00am, BCS Offices, London
- Monday 3 July 2017 - at 11.00am, BCS Offices, London
- Monday 2 October 2017 - at 11.00am, BCS Offices, London
- Monday 4 December 2017 - at 11.00am, BCS Offices, London