

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 **Friday 3 June 2016** at Callsign Inc., 20 Ropemaker Street, London EC2Y 9AR

PRESENT

Carsten Maple (Chair)	Sally Fincher	Colin Johnson
Miltos Petridis	Iain Phillips	Edmund Robinson
Keith Miller	Ray Farmer	Rupert Ward
Sally Smith(V) – to item 4	Balbir Barn(V) – To item 4	Tony Cohn (UKCRC)
Jim Yip (EPC)	Bill Mitchell (BCS Academy) – to item 4	

(V) = *joined by Skype*

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Ian Allison Vic Grout Ian Wells

1. APOLOGIES FOR ABSENCE AND WELCOME

The Chair welcomed Members to the meeting and thanked everyone for their attendance at the postponed May meeting at such short notice. The Chair also thanked Callsign for providing meeting facilities, again at very short notice. Apologies were received as above.

2. MINUTES OF LAST MEETING (CPHC/2016/10)

The minutes of the last meeting held on Monday 1 February 2016 were accepted as a true record. The Chair informed Members that he and Sally Fincher (as Vice Chair) would check and sign off the draft minutes prior to each subsequent meeting. Secretariat to amend the procedure.

ACTION: Secretariat

3. MATTERS ARISING FROM PREVIOUS MINUTES:

Item 5 Conference – The Chair expressed his thanks again to Keith Miller for hosting the Conference this year which had been widely regarded as

successful. He also extended his thanks to Vic Grout for his continuing support of CPHC's work on the website and his speed of response.

Item 4 Programme of work – Sally Smith reported that she had not yet heard back from Sandy at HEFCE regarding the request for funding (including GECCO work). The status of the funding was unclear due to changes at HEFCE. Sally Fincher reported that the first of each of the three series of GECCO workshops (London, Manchester, Edinburgh) had been held with 37 HEIs represented. She had received very good feedback to date, with several HEIs sending two delegates (the second being chargeable) and the hospitality of the host HEIs: MMU and Edinburgh Napier was much appreciated.

There was some discussion about engagement with other organisations including the EPC. It was suggested that the CPHC and EPC Conferences could be co-located in the future.

4. SHADBOLT WORK PLAN

The Chair led discussions on a possible Programme of Work following publication of the Shadbolt Report and its recommendations.

Four of the recommendations specifically referenced CPHC in terms of the actions arising and Members discussed each recommendation in turn with the AGREED actions below. Specifically Members AGREED that Chair and Membership of the Working Groups to be set up would be established outside of the meeting as several Members of Committee had been unable to attend.

There was some uncertainty about responsibility to take forward recommendations where a list of organisations was given and, in particular, who should take the lead in that activity; the assumption was that it would be the first organisation listed but this was unclear.

The four Working Groups proposed are based as follows:

Working Group 1: Effective Data to Support UK Computer Sciences Education Strategy and Operations (Shadbolt Review Recommendation 1: Improving the data)

This group will be a joint project between CPHC, Association of Graduate Recruiters (AGR), Association of Graduate Careers Advisory Services (AGCAS), and Tech Partnership. This could involve working directly to improve data, or giving advice and guidance to other organisations such as HESA to improve the precision and usefulness of their data. The data in question involves both information about students coming out of computer sciences degree programmes and information about industry demand for graduates in this area.

The Chair reported that he had received an email from Robin Mellors-Bourne offering to do a report which he would distribute to Members.

ACTION: Chair

Working Group 2: Examining the effectiveness of work experience in Computer Science (Shadbolt Review Recommendation 2: Extending and promoting work experience)

This group will be a joint project between National Centre for Universities and Business (NCUB), CPHC and National Union of Students (NUS). It will look into examples of good practice in work experience, and particular issues around unpaid and voluntary work experience.

Working Group 3: Analysis and identification of career opportunities and role models (Shadbolt Review Recommendation 5: Careers advice and visibility of graduate opportunities)

This group will be a joint project between AGR, AGCAS, CPHC and Tech Partnership. This will be a practically oriented group aimed at providing better information/advice about computer careers in university careers services, through the provision of materials and examples of successful careers in the area.

It was additionally stated by Bill Mitchell that BCS was creating a pack which says 'These are the great Universities we're accrediting' to take into 6th forms.

Working Group 4: Horizon scanning (Shadbolt Review Recommendation 8: Horizon scanning for future demand for skills)

This Group will work on "Recommendation 8 – Horizon scanning for future demand for skills" and will be a joint project between CPHC, HEFCE, Tech Partnership, NESTA, BCS and the IET. The focus of this group is identifying the future skills needs of computer science graduates, and setting up a systematic, ongoing process of reviewing these and reporting them back to the computer sciences community in universities.

In addition, Recommendations 3, 4, 6, 7 and 9 were discussed as follows:

Recommendation 3: Ensuring graduates' foundational knowledge and their ability to adapt

Bill Mitchell reported the view of Paul Martynenko (who will be BCS President next year) that BCS is interested in many areas. This item is on the BCS Trustee Board agenda next week and at this stage there are plans but nothing concrete.

Members to consider possible actions to take to support CPHC Members in acting on this Recommendation. **ACTION: Members**

This Recommendation would not be the subject of the CPHC Working Group; however Sally Fincher indicated that she would consider it in the context of LGD with the possibility of running a workshop later in the calendar year.

Recommendation 4: Improving graduates' softer and work readiness skills

This would involve Tech Partnership, BCS and the IET. Bill Mitchell indicated that this work will inform CS accreditation, placing an emphasis on professional and soft skills. It would be important to collaborate with partners to achieve this. It was noted that the CPD methodology used at Napier was a good approach with students reflecting on their CPD at the end of each year.

Others had a different approach to curriculum development which would be interesting to share.

Recommendation 6: Developing a clearer view of the requirements of start-up technology companies and Recommendation 7: Developing a better understanding of, and supporting, SME requirements

It was noted that there was little that CPHC could contribute to these Recommendations and that Committee Members would keep a watching brief only.

Recommendation 9: Academic accreditation of degree courses

This would involve BCS, the IET and Tech Partnership and Bill Mitchell informed Members that BCS would be looking to also work with GCHQ and industrialists (eg, Microsoft). There were 2 threads to this work: the streamlining of the accreditation document submission process and recognition of employment experience and careers advice.

Members discussed the budget for this work, in particular for running Working Groups and paying reasonable expenses for attendance. There may be funding contributed by other participants funding their own groups and funding of participation in others' groups.

Edmund Robinson stated that the Shadbolt Review raised the issue of women coming into computer science and it would be important to agree a strategy on this. It was noted that there were two groups currently working on this at BCS - Women in Computing and Women in Computing (Research). Bill Mitchell informed Members that BCS was meeting EPSRC on the following Thursday to discuss the diversity work they are doing, which also links with careers advice.

It was AGREED that the Chair and Colin Johnson would liaise on setting up the Working Groups and communications with the Committee Members and wider Membership would be distributed via the Secretariat on the CPHC email account.

ACTION: Chair/C Johnson/Secretariat

The Chair undertook to inform Members about progress on this Programme of Work via a commentary on the CPHC website. He further undertook to distribute information on the DCMS Women in Digital HE Group to Committee Members once available.

ACTION: Chair

[Sally Smith and Balbir Barn left the meeting during this item and Bill Mitchell left the meeting at the end of this item]

5. 2016 CONFERENCE FEEDBACK (CPHC/2016/12)

Members RECEIVED the results of the feedback survey distributed following the Conference. It was suggested that more satellite events could be held in future as the New Heads' and Athena SWAN Workshops had been well received. Another suggestion was to hold regional events to tackle national priorities and Members were asked to contact the Chair with any ideas on this to carry forward.

ACTION: Members

It was noted that the least popular presentation was from EPSRC but Members felt it was important to keep this dimension in the Conference. It could be that the content of the presentation duplicated what had already been shared with Departments and in future it might be more helpful to concentrate more on Computer Science. It was acknowledged that some of the items under discussion were England-centric and the Committee had made efforts to hold the Conference in different parts of the UK from year to year; however it would be important to ensure that CPHC Members are represented across the UK and this would be taken into account by the 2017 Conference Working Group.

ACTION: CPHC Conference Working Group

The Chair thanked everyone that attended the Conference this year.

6. CPHC RESEARCH AGENDA – PROGRAMME of WORK

6.1 LDG DATA COLLECTION UPDATING

It was AGREED that the following data would be collected as part of the subscription information gathering exercise in September each year:

- Name and Email Address of Head of Teaching
- Name and Email Address of Head of Research

ACTION: Secretariat

7. OUTSTANDING SUBSCRIPTIONS (CPHC/2016/13)

Members RECEIVED and NOTED the report. There were five unpaid CPHC subscriptions as at 30/04/16, totalling £1,898.40. Secretariat to draft a reminder for the Chair to send to the HEIs in question.

ACTION: Secretariat/Chair

8. APPOINTMENT OF ASSISTANT ROLES, DPA/PICTFOR EMAILS

The Secretary introduced this item and the following appointments were AGREED:

CPHC representation on BCS Academy for Computing Board – to be confirmed

CPHC representative to UKCRC – Edmund Robinson
UKCRC representative to CPHC – Tony Cohn

EPC representative to CPHC – Jim Yip
Chair to contact EPC to establish whether they would like a CPHC Committee Member to be invited to EPC meetings.

ACTION: Chair

Learning Development Group – Sally Fincher

DPA/PICTFOR emails (formerly Iain Phillips) – Colin Johnson

These are circulated to the 'external mailing list' and Committee; however there were not many CPHC Members on the external mailing list, so it was suggested that the mailing list could be publicised on the CPHC website.

ACTION: Colin Johnson

Assistant Secretary/Treasurer roles – to support the Secretary/Treasurer and help with succession planning. Committee Members are ASKED to contact Colin if they are willing to take on the role of Assistant Secretary; the Assistant Treasurer appointment to be deferred until next year.

ACTION: Members

A query was raised as to why the Secretary could only serve one term whilst the Treasurer could serve two. It was AGREED that this should be reviewed.

ACTION: Members

9. REGULAR REPORTS

9.1 Treasurer's Report

Edmund Robinson gave a brief verbal report indicating that he would give a more detailed report at the next meeting. The accounts were being gradually pulled together with the RBS deposit account remaining open for the time being.

9.2 Secretary's Report

Nothing further to report.

9.3 Learning Development Group Report

Nothing further to report.

9.4 UKCRC Report

The next Executive Committee meeting would be held on the next Monday (6 June). Tony Cohn reported that the establishment of a UKCRC Junior Wing was making slow progress with a networking report being submitted to EPSRC. EPSRC had given an update on the funding situation and in particular the global development pool reserve from which money is being distributed to Universities in 2016. Equality and diversity and unconscious bias training was also being undertaken by EPSRC. UKCRC was to have a change of Chair in time for the November 2016 meeting.

9.5 Reports from Other Organisations & Activities

BCS Academy of Computing Board – Sally Fincher and Iain Phillips reported that there had been no minutes circulated subsequent to the last meeting, but that at the meeting Members had considered the purpose of ACB and possible actions. Work was been undertaken on Athena SWAN and Tom Crick was working on public engagement. It was noted that the focus of the Academy Board was on schools rather than universities.

Engineering Professors' Council (EPC) – Jim Yip indicated that there was nothing major to report. Last year work had been completed on the impact of

engineering research on engineering. A part-time position had been filled to carry out data research. EPC was keen to become more active in partnering other organisations and had chaired two of the workstreams for the Wakeham Review.

9.6 Chair's Report (CPHC Webletter)

The Chair indicated that he would post a webletter to the CPHC website shortly. It was his pleasure to continue to work with CPHC Committee Members and he expressed his excitement about the immediate and longer term future of CPHC. The 2016 Conference had been a good platform to start the work on promoting partnerships with other organisations to drive the agenda for CS teaching and research, along with UKCRC. The Chair was keen to look at the possibility of employing regional approaches in tackling national issues. He was looking forward to working with the wider CPHC Membership and Committee on the Shadbolt Review, which had been well received and aligned well with Committee priorities.

10. DATES OF 2016/2017 MEETINGS

The Chair indicated that 2016/17 meeting dates would be decided by Doodle Poll, but that future meeting dates would be set well in advance to reserve the times in Members' diaries.

The next meeting was scheduled for Monday 4 July at BCS Offices at 11am.

11. AOB

The Chair reported that following the call for Committee Member nominations at the recent election, the Secretary had received two late applications. Although these were too late to be considered, it was proposed and AGREED that both nominees should be co-opted onto the Committee. These nominees were Nick Savage from Portsmouth and Alastair Irons from Sunderland. Given the volume of work about to be undertaken, it might also be useful to co-opt a third Member. Members were asked to let the Chair know of any possible candidates to co-opt. Secretariat and Chair to contact Nick Savage and Alastair Irons to confirm.

ACTION: Members/Chair/Secretariat

Outstanding Actions from Committee Meetings – 3 June 2016 and 1 February 2016

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JUNE 2016				
MINUTES OF LAST MEETING	2	Amend procedure to ensure that Chair/Vice Chair sign off minutes prior to next meeting	Secretariat	Complete
SHADBOLT WORK PLAN	4	Distribute email from Robin Mellors-Bourne	Chair/Members	On-going
		Consider possible actions to take to support CPHC Members in Rec 3 of Shadbolt 'Ensuring graduates' foundational knowledge and their ability to adapt'	Members	On-going
		Liaise on setting up Working Groups and communicate with wider membership via the Secretariat's CPHC email address	Chair/Secretary/ Secretariat	On-going
		Inform Members about progress via a commentary on the CPHC website	Chair	On-going

		Distribute information on the DCMS Women in Digital HE Group to Committee Members once available.	Chair	On-going
2016 CONFERENCE FEEDBACK	5	Contact Chair with ideas about satellite events such as regional events to tackle national priorities	Members	On-going
		Ensure CPHC Members from across the UK are represented at the 2017 Conference	Conference Working Group	On-going
CPHC RESEARCH AGENDA – PROGRAMME of WORK LDG Data Collection updating	6.1	Make a note to collect name and email addresses of Heads of Teaching and Heads of Research as part of subscription information gathering exercise in September of each year	Secretariat	Complete
OUTSTANDING SUBSCRIPTIONS	7	Draft a reminder for the Chair to send to HEIs that have not paid their subscriptions	Secretariat	On-going
APPOINTMENT OF ASSISTANT ROLES, DPA/PICTFOR EMAILS DPA/PICTFOR emails Assistant Secretary role	8	Contact EPC to establish whether they would like a CPHC Committee Member to be invited to EPC meetings	Chair	On-going
		Publicise external mailing list to CPHC Members	Colin Johnson	On-going
		Contact Colin Johnson if interested in taking on the role of Assistant Secretary	Members	On-going
		Review constitution in the area of appointment of Officers and eligibility for re-election	Members	On-going
ANY OTHER BUSINESS	11	Contact two co-opted Members to confirm appointments and advise Chair of any nominations for third co-opted Member	Secretariat/ Chair/ Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2016				
MATTERS ARISING FROM PREVIOUS MINUTES/ACTIONS LIST 7 DECEMBER 2015 Planning 2016 – 2020	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

COMMITTEE MEETINGS 2016

- 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

COMMITTEE MEETINGS 2017

- Monday 6 February 2017 – at 11am, BCS Offices, London
- Monday 15 May 2017 – at 11am, BCS Offices, London
- Monday 3 July 2017 – at 11am, BCS Offices, London
- Monday 2 October 2017 – at 11am, BCS Offices, London
- Monday 4 December 2017 – at 11am, BCS Offices, London