COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Tuesday 31 October 2017 at BCS, 5 Southampton Street, London WC2E 7HA

PRESENT
Carsten Maple (Chair) Sally Fincher Keith Miller
Sally Smith Ray Farmer (by GTM)
James Davenport (BCS Academy) Anthony Cohn (UKCRC)

BY INVITATION (Item 1 only)
Ann Blandford (Chair, UKCRC Executive Committee) David Benyon (UKCRC EC) Cliff Jones (UKCRC EC)
Jane Hillston (UKCRC EC) Samantha Francis Adam Luqmani
Ian Borthwick (BCS)

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES
Rupert Ward Ian Wells Ian Allison
m.c. schraefel Miltos Petridis Edmund Robinson
Alastair Irons Jim Yip (EPC) Nick Savage

NB: minutes recorded under item 1 will also be included in the UKCRC Executive Committee minutes

1. CPHC-UKCRC COLLABORATIVE WORKING (UKCRC Executive Committee Members in attendance for this item)

The CPHC Chair welcomed UKCRC Executive Committee Members and Observers and Ian Borthwick, Head of BCS Publishing to the meeting and introductions were made. The Chair opened discussions by outlining the collaborative work being undertaken on gender issues. The email that had been sent via the distribution lists for both Committees generated a lot of interest and it was useful to see how interests of gender are affecting research and teaching in the UK.

Gender Issues
Jane Hillston indicated that one of the results of the consultation was that there were a number of issues with Athena SWAN process. The plan was for UKCRC EC to
arrange a meeting with the Equalities Challenge Unit (ECU) to raise these issues. There was some interest in looking at the impact on pedagogy. Computing Science did not seem to have such a high attrition rate for females starting at institutions as other subjects such as chemistry, although it is measured from a lower starting point. This was encouraging as it appeared that teaching processes are not putting off female teaching staff.

The CPHC Chair indicated that one of the aims of CPHC was to support the community in improving its approach to the Athena SWAN process and would welcome suggestions from other organisations on strategies for improving the gender balance. Sally Fincher suggested drawing up an action plan so that efforts in this potentially very broad area can be focussed.

Sally Smith informed the meeting that a workshop on inclusion matters had been held at Newcastle University which had identified some work packages. The plan was to make a bid for funding around different disciplines, including analysis of HESA data for certain groups and mentoring support/leadership development. Carron Shankland was also submitting a bid. Keith Miller pointed out that the HEIs were not homogeneous and that therefore there were a number of challenges in dealing with the data.

**Annual meetings**
The CPHC and UKCRC Chairs outlined the function of their respective annual meetings. UKCRC held a virtual AGM and CPHC’s annual conference was held at different locations around the country with the 2017 conference at Microsoft UK, Reading attended by 70 people. Traditionally the CPHC conference commences with a New Heads Workshop run in parallel to an Athena SWAN workshop. CPHC conferences had previously been co-located with the biennial BCS Research Symposium.

Jane Hillston added that there was also the Women in Computing Committee at BCS from which Cygnets was initiated. Ian Borthwick reminded Members that Naseer Ahmad had been appointed as Equality, Diversity & Inclusion Programme Manager at BCS and undertook to provide contact details to Sam Francis.

**REF Panel**
The UKCRC Chair indicated that a list of proposed REF Panel members was being compiled, on which CPHC and BCS would be consulted. It would be good to include some industrial nominees, possibly through BCS.

**UKCRC Network bid**
The UKCRC Chair informed Members that Derek McAuley on the Executive Committee was leading on getting a network bid proposal drawn up to look at computing research and its future (hot topics for next 5-10 years). The plan was to run an initial workshop for early researchers with equality and diversity in mind. The initial single workshop would be funded using slush funds to draw up the bid for funding of follow up workshops.

**Relationships with other organisations – EPC and CaSE**
The CPHC Chair stated that closer ties were being forged with the EPC, which had many similarities with CPHC.

The CPHC Chair informed Members that CPHC was also building closer ties with CaSE (Campaign for Science and Engineering) which is an independent advocate for science and engineering, with close links to government. There is a small group
that includes CaSE that meets regularly with Jo Johnson. They have good influence so it was hoped that this link could be a vehicle for specific issues.

**BCS / CPHC / UKCRC - Leaders in Computing**

Ian Borthwick outlined BCS activities in publishing for schools and HE, in particular in cybersecurity and improving employability. Both Chairs agreed that a computing journal article on rising star academics would be valuable, although teachers and researchers had different skill sets. One idea was to run a joint UKCRC/CPHC workshop to engage future leaders. Sam Francis indicated that messages about ICT research, so important for the future, would be much more powerful with both CPHC and UKCRC behind it.  

**ACTION: UKCRC/CPHC Chairs**

**Relationships with other organisations – IE**

Sally Smith indicated that CPHC had become an institutional member of Informatics Europe (IE). Jane Hillston was a member of the IE Executive Board and reported that at a recent IE meeting, there had been strategic level discussions, reports on best practice in research, teaching informatics in universities and also in schools. The CPHC Chair was keen to ensure that CPHC Members saw a direct benefit in IE membership.

Sam Francis indicated that there was an EPSRC meeting in January 2018 on Equality and Diversity which the CPHC Chair would be welcome to attend. Adam Luqmani asked Committee Members about their definition of computing and ICT. It was the general view that the remit of CPHC and UKCRC was wider than the computing sciences as it included business, but did not include electronic engineering.

The CPHC Chair indicated that EPSRC would be welcome to attend CPHC Committee meetings in the future and the Secretariat undertook to send the meeting dates to Sam Francis [Post-meeting note: this action is now complete].

2. APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

*Ian Borthwick and UKCRC EC members other than Tony Cohn left the meeting at this point.*

3. MINUTES OF LAST MEETING (CPHC/2017/17)

The minutes of the last meeting held on Monday 3 July 2017 were accepted as a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES

**3 July 2017**

**Item 3 Matters Arising**

In relation to the 2018 Conference, possible venues were briefly discussed including Loughborough University and the University of Strathclyde. The Secretariat undertook to set up a Doodle Poll for a teleconference between the Conference Working Group members within the next 2 weeks if possible (the CPHC Chair, Miltos Petridis, Ray Farmer and Keith Miller) call for WG – Loughborough, Strathclyde.  

**ACTION: Secretariat**
Item 4 Chair’s Report
For the One Day Events, Sally Smith reported that the Inclusion Matters workshop held at Newcastle University had been very productive and proposed a vote of thanks to Aad van Moorsel for his support with this event.

For the BCS Accrediting employability Workshop, Sally Fincher gave a brief outline and reported that there had been no outputs from this that she knew of.

Item 8.2 Secretary’s Report
For the Brexit consultation survey, Keith Miller undertook to re-circulate the summary report and email draft survey to Committee Members for comment.

ACTION: Secretary

15 May 2017
Item 3 Matters Arising
For the action relating to Northern Ireland HEIs, as well as two universities in Belfast (Post meeting note: Ulster University has two campuses which deliver computing programmes – Jordanstown’s School of Computing which will move to the Belfast campus in September 2019 and the School of Computing, Engineering and Intelligent Systems, based primarily at the Magee campus). In addition in Northern Ireland there is the Research Institute. One idea to involve NI would be to hold a one-day meeting to focus on NI issues, perhaps co-locating with another event to encourage participation. Members confirmed that Queen’s University Belfast had engaged in both the LDG and the Inclusion Matters workshops.

The Chair undertook to email EPC about joint activities in the future.

ACTION: Chair

5. CHAIR’S REPORT

The Chair reported on three items:

Shadbolt review and follow up action – there was not a great deal to report on this as the work was progressing slowly, with funding from only CPHC at this stage. It was planned that a proposal should be put together to fund work to follow on from the Shadbolt Working Group activities.

UKCRC – it had been a pleasure to welcome the wider Executive Committee and observers as well as CPHC observer Tony Cohn to the meeting. There were currently a number of overlapping issues and likely to be more in the future. It was particularly pleasing to see a number of new initiatives emerging via work with BCS, EPSRC and EPC.

Contract for CPHC services – the Chair reported that following his investigation of alternative providers and joint appointments with the EPC, he had concluded that it was not feasible to consider changing service providers at the moment. The imminent contract review would present an opportunity to look at the whole package and individual lines. The Chair thanked the BCS Secretariat for her continued support.

The Secretariat undertook to check with EPC’s CEO on whether it was appropriate to continue providing observers for each other’s Committees.

ACTION: Secretariat
6. PROGRAMME of WORK – Shadbolt Working Groups

The possibility of using CPHC funds to progress the work of the Data Gathering Working Group was discussed. Sally Fincher reported that there had been no progress on the Careers Working Group since the first meeting.

The Computing Employability Network Workshop at Friends House was a taster day with more than 40 attendees. Areas of discussion included the DHLE statistics and innovation in the morning and presenters from UCL and UWS in the afternoon sharing best practice. Attendees from 17 HEIs provided letters of support to take the work forward plus five institutions from devolved administrations who can be project partners but cannot benefit from the money.

Sally Fincher reported that the funding bid had been sent to HEFCE on 6 October which had prompted a series of questions. Further reflection was needed on mechanisms for getting the partners funded, which was proving difficult. Sandy Grom of DCMS had praised the content of the bid and expressed an interest in briefing the minister, and indicating his support to DfE (Kerry Vitalis) and HEFCE (Nicola Turner). Sally would provide responses to HEFCE and keep Members informed on progress.

7. CPHC CONSTITUTION

Members RECEIVED the paper outlining draft amendments to the Constitution as agreed with the previous Secretary. There was some discussion about paragraph 2(i) which Members could not recall discussing and on the details of the quorum. The current Secretary undertook to update this document for consideration by Committee Members at the next meeting and approval by CPHC Members at the AGM in April 2018 [Post-meeting note: this action is now complete].

8. VISION AND ACTION PLAN for website

Members RECEIVED the paper which included a first draft of updates to the 2010 version of the document. The Chair and Secretariat undertook to review this and the other actions arising from the meeting in the next couple of weeks, for Members’ further consideration at the next meeting. ACTION: Chair/Secretariat

9. REGULAR REPORTS

9.1 Treasurer’s Report [verbal]

This report was deferred to the next meeting as the Treasurer had given his apologies.

9.2 Secretary’s Report [verbal]

The Secretary reported that Pictfor was in the process of creating their 2018 events programme and had requested feedback from CPHC on a number of questions to help shape the programme. The Secretary undertook to send the questions to the Chair in order to consult the wider membership [Post-meeting note: this action is now complete].

The Chair informed Members that CaSE had invited 1-2 CPHC representatives to attend their Annual Lecture, which this year will be given by Rt Hon Hilary Benn MP, looking at 'Britain's Place in the World' on 23 November. The
Secretary undertook to circulate details to the Committee asking for volunteers to attend [Post-meeting note: this action is now complete].

9.3 Learning Development Group Report

See item 6 above.

9.4 UKCRC Report

See item 1 above. Tony Cohn informed Members that Chris Johnson (Glasgow) was now handling consultations and submissions on behalf of UKCRC.

9.5 BCS Academy Report

Nothing to report.

9.6 EPC Report

Nothing to report.

9.7 Reports from Other Organisations and Activities

Scottish Heads of Computing: Sally Smith reported that the SHOC poster event had been well attended. Some work was being undertaken on the learner journey including a review of 4-year degrees.

Distinguished Dissertations: The Committee congratulated the Distinguished Dissertations winner (Stephen Dolan) and runner up (Martin Strohmeier).

10. ANY OTHER BUSINESS

Placement pilot study: Sally Smith reported that a pilot study had been completed by Edinburgh Napier in partnership with Greenwich on access to placements. It would be valuable to extend the study to other HEIs and she undertook to prepare a bid for CPHC funds for this. Sally also undertook to post the report from the pilot study on the CPHC website in due course.

ACTION: S Smith

<table>
<thead>
<tr>
<th>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 31 OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPHC-UKCRC COLLABORATIVE WORKING</td>
</tr>
<tr>
<td>MATTERS ARISING 3 July 2017 Matters Arising</td>
</tr>
<tr>
<td>Secretary’s Report</td>
</tr>
<tr>
<td>15 May 2017 Matters Arising</td>
</tr>
<tr>
<td>CHAIR’S REPORT</td>
</tr>
<tr>
<td>VISION AND ACTION PLAN for website</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>AOB</td>
</tr>
</tbody>
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**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JULY 2017**

| MATTERS ARISING 15 May 2017 Matters Arising | 3 | Consider a possible agenda, engage with the Membership about possible items/themes and investigate possible venues | Conference WG | On-going |
| CHAIR’S REPORT One-day events | 4 | Communicate by email to propose to the Executive Officers the budget required for each | Members | On-going |
| REGULAR REPORTS Secretary’s Report | 8.2 | Distribute a list of all CPHC Members institutions with phone numbers/emails for Committee Members to contact with the survey | Secretariat | On-going |
| Reports from Other Organisations and Activities | 8.7 | Speak to Tom Crick to see if there are any further updates on the school’s curriculum development in Wales | I Wells | On-going |

**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 15 MAY 2017**

| MATTERS ARISING | 3 | Contact colleagues in Northern Ireland to check if they feel sufficiently connected with CPHC activities and if not, to consider how to pro-actively engage them in the future | Chair | On-going |
| CHAIR’S REPORT Mentoring BCS Workshop | 4 | Email CPHC Members for volunteer mentors | Chair | On-going |
| INSTITUTE OF CODING | 6 | Write to HEFCE (Nicola Turner) about the agreed CPHC bid support procedure | Chair | On-going |

**FUTURE MEETINGS**

*All located at BCS Offices, London and commencing at 11.00am, unless otherwise stated*

**COMMITTEE MEETINGS 2017**
Monday 4 December 2017

**COMMITTEE MEETINGS 2018**
Monday 5 February 2018
*Tuesday 5 June 2018 – at 1.00pm (TBC)*
**Monday 2 July 2018** (new date TBC)
Monday 1 October 2018
Monday 3 December 2018

**CPHC CONFERENCE 2018**
Monday 23 and Tuesday 24 April 2018 (venue TBC)

*To be co-located with UKCRC Executive Committee*