

**Administration by BCS**

First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

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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 5 February 2018** at BCS, 5 Southampton Street, London WC2E 7HA

**PRESENT**

(V) Carsten Maple (Chair)	Ian Allison	Edmund Robinson
Miltos Petridis	Sally Fincher (Vice Chair)	Keith Miller
m.c. schraefel	Sally Smith	(V) Ray Farmer
Alastair Irons	Rupert Ward	Anthony Cohn (UKCRC)
James Davenport (BCS Academy)	(V) Adam Luqmani (EPSRC)	

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Nick Savage	Ian Wells	Jim Yip (EPC)
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**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received as above. The Chair apologised that he would have to leave the meeting at 12.30pm and asked the Vice Chair to take over.

**2. MINUTES OF LAST MEETING (CPHC/2017/26)**

The minutes of the last meeting held on Monday 4 December 2017 were accepted as a true record.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

**4 December 2017**

Item 8.2 Matters Arising – Secretary's Report, Item 3

Keith Miller undertook to distribute the Brexit survey to CPHC members and inform SICSA in the next couple of weeks, giving respondents a deadline of 2 weeks so that the feedback can be presented at the CPHC Conference.

**ACTION: Secretary**

#### 4. CHAIR'S REPORT

Partnerships with others – there had been no meetings of EPC since the previous CPHC meeting in December, but the Chair would attend the next EPC meeting on 14 February at UCL, on which he would report back at the next Committee meeting.

UKCRC/CPHC Workshop – also involved BCS, the IET and EPSRC and was held on 24 January 2018. A response and action plan were being prepared to the Edinburgh Napier University report on Equality, Diversity and Inclusion. A further follow up meeting was planned.

Shadbolt – it was disappointing that there had been no movement on the Shadbolt recommendations outside of CPHC and no central co-ordination of the various workstreams. The HESA17 statistics indicated a drop in Computer Science recruitment (8%) which would be addressed under CPHC Shadbolt Working Group 1. It was noted that with the cessation of trading by Tech Partnership (TP) in September 2018, there will be some employer groups looking at examination board and accreditation work currently covered by TP.

Consultations – there had been two consultations, one on PICTFOR and another with UKCRC on the HEFCE Knowledge Exchange Framework consultation.

#### 5. PROGRAMME of WORK – Shadbolt Working Groups

Sally Fincher reported that she had received letters of support following the unsuccessful HEFCE bid. There had been a great deal of good will including offers of accommodation and speakers for events; however, this was not substantive enough to run the required programmes. The Chair undertook to speak to Edmund Robinson, co-Chair of Shadbolt WG1 about the possibility of using Unitemps to source an analyst. Edmund suggested contacting the new Office for Students and Keith Miller suggested using the Institute of Coding's remit to establish links with industry (Rachid Hourizi at Bath was the contact). Chair to send list of times available to discuss this to Edmund. **ACTION: Chair/E Robinson**

#### 6. INCLUSION MATTERS

Sally Smith introduced the paper which supported this item, informing Members that she had re-circulated the bid that had progressed through Stage 1. EPSRC had indicated that 20 bids had gone through to the next stage from which 10 would be chosen. Sally was seeking commitment from Committee Members to help with the activities outlined in the Inclusion Matters to Computer Science paper. The outcome was expected in early April, with Newcastle University, UEA/University of York/Loughborough University and Edinburgh Napier University being the three lead participants. **ACTION: Members**

One of the strengths of the bid was the CPHC community and the Chair agreed to provide a letter of CPHC support. NOTED that this would be a supportive relationship rather than a partnership. Sally Smith, the Chair and Sally Fincher would liaise on the letter which the Secretariat would send out to CPHC Member HODs. **ACTION: S Smith/Chair/Vice-Chair/Secretariat**

## 7. SUBSCRIPTIONS

Members RECEIVED and NOTED the report but noted that the 'Total Owing' figure would be better described as 'Total Due'. The Treasurer listed the outstanding debtors represented on Committee and the relevant Members undertook to chase the payments. **ACTION: Members**

## 8. CPHC CONFERENCE 2018

Keith Miller had circulated a draft Conference programme for Members' consideration. The venue of Newcastle University's School of Computing, in the new flagship Urban Sciences Building had been secured by the Chair. The Committee discussed the Day 1 workshops, the possible speakers/facilitators, the priority discussion points including inclusivity, the after-dinner speaker, the gender balance of presenters/facilitators and the importance of balancing participants and interests from all countries of the UK.

Adam Luqmani, observing from EPSRC, was asked whether there were any differences or obvious changes in practice planned when the UK Research and Innovation is launched in April 2018 replacing the need for a strategic partnership of the seven Research Councils and RCUK. Adam indicated that the plans are not yet known, but it would be important to ensure there were no divisions between Research Councils ('no wrong front door'). The CPHC Conference would be too early to talk with any certainty about these plans. Keith Miller captured the ideas floated by Members for circulating following the meeting. *[Post meeting note: this action is now complete.]*

*The Chair left the meeting at this point and Sally Fincher took the Chair. Adam Luqmani also left the meeting.*

Members AGREED the Conference costs which, with subsidy from the CPHC reserves, would be:

Day 1 & 2 £100 which includes Conference and Dinner  
Day 2 only £40  
Dinner guests to be charged £45

## 9. REGULAR REPORTS

### 9.1 Treasurer's Report

Members RECEIVED and NOTED the verbal report. There had been little expenditure since the last meeting.

### 9.2 Secretary's Report

The Secretary gave a verbal report, reminding Members that the AGM was coming up. It was planned that the AGM papers would be circulated earlier than April this year. Keith indicated who on Committee was coming up to the end of their first or second terms of office and that he would liaise with existing and potential Members in preparation for the AGM. Keith would also confirm the current Terms of Office with the Chair and Vice Chair. **ACTION: Secretary**

### **9.3 Learning Development Group Report**

Members RECEIVED and NOTED the report. Sally Fincher reported that the 2<sup>nd</sup> Computing Education Practice (CEP) Conference had been held at Durham and one of the Conference organisers was establishing a UK Chapter of the ACM SIGCSE. The opportunity to contribute was welcomed and Sally undertook to keep an eye on progress and keep Committee Members updated.

Following David Duce's approach as reported to the last meeting, David was keen to run an LDG workshop around the recommendation in the Royal Society report that "Higher education providers need to promote careers in computing education to a wide range of students" (p65) which had a small flurry of discussion on the CPHC mailing list. The provisional plan was to involve students and those who contributed from the mailing list at an event from lunchtime 27<sup>th</sup> March to lunchtime 28<sup>th</sup> March. The further suggestion was that it was hosted at Kent, requesting a modest amount of CPHC funding to pay for students to attend. The numbers could be limited to 1-2 students per institution (with a maximum of approximately 15 people) and the output would be a short report to be presented at the CPHC Conference with some literature to back it up. Members felt this to be a good idea but asked for further information, particularly on how the co-ordination would work. Sally Fincher to seek further details from David Duce. **ACTION: S Fincher**

### **9.4 UKCRC Report**

There was nothing to report as there had not been an Executive Committee meeting since the last CPHC Committee meeting.

### **9.5 BCS Academy Report**

James Davenport provided a verbal report and outlined a new lecturer scheme for BCS Members who can apply for £600 to run a workshop. A link to the application form would be circulated to Committee. James had written to interested parties including the Royal Society about the curriculum committee being formed following the re-boot report. In response to a question about coverage for all countries of the UK, James indicated that all were covered except for Northern Ireland with which engagement was proving difficult.

#### **9.5.1 New National Institutes**

James Davenport gave a presentation on the new Institute of Coding (IoC), pointing out for those that were not aware, that 'coding' refers to programming and not coding. It currently applied to England only at Levels 6 and 7. Discussions were being held with Sally Smith/Ian Allison and Tom Crick to see how this could work in Scotland and Wales respectively, so that parts of the UK other than England could benefit. The IoC does not include schools, FE or T' Levels. Rachid Hourizi at the University of Bath is the Director and James is acting as spokesperson at meetings like this. The Tech Partnership is an enthusiastic supporter and the five 'Themes' were: University learners (led by the Open University), The digital workforce (led by Aston University), Digitalising the professions (led by Coventry University), Widening participation (led by Queen Mary University of London) and Knowledge sharing and sustainability (led by the University of Bath).

HEFCE was keen to emphasise that it should not be seen as a club and contracts were being drawn up with a number of different universities. It would be important for the IoC to join up with other current initiatives such as diversity. The funding was for 2 years, 10 months of which had already elapsed, so there was a possibility of re-profiling in the future.

**9.6 EPC Report** – There was little to report apart from that noted under Chair’s report (item 4 above).

**9.7 Reports from Other Organisations and Activities**

IE/PICTFOR/ Welsh Section – nothing to report.

Scottish Heads of Computing (SHoC) – Ian Allison, Sally Smith and James Davenport undertook to talk to the Scottish Funding Council to investigate the possibility of Scotland undertaking a similar project to the Institute of Coding in England. **ACTION: Ian Allison/Sally Smith/James Davenport**

Distinguished Dissertations 2018 (DisDis18) – Members RECEIVED and NOTED the report. Details would also be posted on the UKCRC website. In response to a question, the Secretariat undertook to check how many submissions for Distinguished Dissertations are usually received. *[Post-meeting note: in 2017 there were 24 submissions which was many more than previous years.]*

**10. ANY OTHER BUSINESS**

The Chair proposed a vote of thanks to Sally Smith for her valuable work over the years as she would be stepping down as Immediate Past Chair at the AGM and this was her last Committee meeting.

**Outstanding Actions from Committee Meetings – 5 February 2018, 4 December 2017 & 31 October 2017**

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 FEBRUARY 2018</b>				
<b>MATTERS ARISING FROM PREVIOUS MINUTES</b> 4 Dec 8.2 Matters Arising – Secretary’s Report	3	Distribute the Brexit survey to CPHC members and inform SICSA in the next couple of weeks, giving respondents a deadline of 2 weeks so that the feedback can be presented at the CPHC Conference	K Miller	On-going
<b>PROGRAMME OF WORK – Shadbolt WGs</b>	5	Send list of times available to discuss using Unitemps to source an analyst for WG to Edmund.	Chair/E Robinson	On-going
<b>INCLUSION MATTERS</b>	6	Volunteer to help with the activities outlined in the Inclusion Matters to Computer Science paper (Sally Smith is contact)	Members	On-going
		Liaise on letter of CPHC support for the bid to go out to CPHC Member HODs	S Smith/ Chair/ Vice-Chair/ Secretariat	On-going
<b>SUBSCRIPTIONS</b>	7	Members with outstanding subscriptions to chase with relevant HEI colleagues	Members	On-going
<b>REGULAR REPORTS</b> Secretary’s Report	9.2	Confirm the current Terms of Office with the Chair and Vice Chair	Secretary	On-going
<b>LDG Report</b>	9.3	Contact D Duce for further details on how co-ordination for LDG workshop would work	S Fincher	On-going
<b>BCS Academy</b>	9.5	Circulate BCS Lecturer Scheme Application	J Davenport	Complete

		Form link to Members		
<b>Reports from Other Organisations and Activities SHoC</b>	9.7	Contact SFC to investigate the possibility of Scotland undertaking a similar project to the Institute of Coding in England	Ian Allison/Sally Smith/James Davenport	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 DECEMBER 2017</b>				
<b>PROGRAMME OF WORK – Shadbolt WGs</b>	5	Talk to NW/NE regional industrial contacts with the help of the brief	K Miller/A Irons	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 31 OCTOBER 2017</b>				
<b>CPHC-UKCRC COLLABORATIVE WORKING</b>	1	Discuss running a joint UKCRC/CPHC workshop to engage future leaders	CPHC/UKCRC Chairs	On-going
<b>VISION AND ACTION PLAN for website</b>	8	Review this document for Members' further consideration at the next meeting	Chair/ Secretariat	On-going

### **FUTURE MEETINGS**

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

### **COMMITTEE MEETINGS 2018**

**\*Tuesday 5 June 2018 – at 1.00pm**

*Monday 2 July 2018 (VIRTUAL MEETING)*

**Monday 1 October 2018**

**Monday 3 December 2018**

### **CPHC CONFERENCE 2018**

**Monday 23 and Tuesday 24 April 2018 (Newcastle University)**

\*To be co-located with UKCRC Executive Committee