COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Monday 2 July 2018 at Loughborough University London, 3 Lesney Avenue, The Broadcast Centre, Here East, Queen Elizabeth Olympic Park, London E15 2GZ.

PRESENT
Sally Fincher (Chair) Nick Savage Miltos Petridis
Rob Aspin Ray Farmer

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES
Rupert Ward Edmund Robinson Carsten Maple
m.c. schraefel Atif Waraich Ian Allison
Keith Miller Alastair Irons James Davenport/Tom Crick
(BCS Academy)
Jim Yip (EPC) Anthony Cohn (UKCRC)

1. APOLOGIES FOR ABSENCE
Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2018/11)
The minutes of the last meeting held on Tuesday 5 June 2018 were accepted as a true record, with one exception as follows:

Item 8.2 – 2019 CPHC conference dates/organisation
Secure speakers on KEF and TEF well in advance of the 2019 Conference (K Miller). This action should have been assigned to the Conference Committee with the earlier action for K Miller to speak to S Smith about following up the Equality & Diversity discussions at the 2018 Conference with a further discussion at the 2019 event, which was complete. [Post meeting note: minutes/actions now updated]

3. MATTERS ARISING FROM PREVIOUS MINUTES
5 June 2018

Item 8.2 2019 CPHC Conference dates/organisation: Members that had volunteered to form the Conference Committee were K Miller, R Farmer and M Petridis. It was suggested that a speaker be invited from Wonkhe.
In addition, the Chair undertook to talk to James Davenport about possible co-location of the CPHC Conference with the BCS Research Symposium.  

**ACTION: Chair**

**Item 1 Collaborative working:** Following on from the CPHC/UKCRC collaborative working item, there was some discussion about how CPHC can also build links with industry (eg, employability), either directly or via potential partners such as the Institute of Coding (IoC).

The Chair undertook to talk to Rachid Hourizi with a view to CPHC and IoC sharing information on the needs of industry and industrial links with HE and how such links can be put in place so that they are seamless across the sector.  

**ACTION: Chair**

Better links could also be built with employers via BCS. Such an approach could be really fruitful but it needs to be carefully structured.

Members AGREED that a good starting point for collaborative working would be to convene a Summit to review what has happened so far and look to the future. Collaborative working at the Summit could include CPHC, BCS, UKCRC, IoC and EPSRC and points of mutual interest for discussion could include EPSRC ‘Big Ideas’ and IoC ‘Horizon scanning’.  

**ACTION: Chair**

It was further AGREED that ‘Collaborative Working’ would be included as a standing agenda item.

**31 October 2017**

Matters arising Vision and Action Plan: N Savage undertook to review and update the CPHC webpages and the Secretariat undertook to send him the most recent version of the Vision and Action Plan document.  

**ACTION: N Savage/Secretariat**

It was further AGREED that a report website updates would be made at the October meeting.  

**ACTION: N Savage**

4. **REGULAR REPORTS**

4.1 **Treasurer’s Report**

There was nothing to report since the last meeting.

4.2 **Secretary’s Report**

There was nothing to report since the last meeting.

4.3 **Learning Development Group – future Election of New LDG Chair**

Members discussed the Computing Graduate Employability report and suggested that 2 copies should be sent to each CPHC institution HOD. The Chair undertook to organise the printing of 300 copies so that it could also be made available at the 2019 Conference.

The future of the LDG was also discussed and it was felt to be a useful forum and good entry point for participation for individual members. It was AGREED
that the aims of the LDG and this would be included on the agenda for the next Committee meeting.

4.4 UKCRC Report

NOTHING to report as there had not been a meeting since the last joint meeting.

4.5 BCS Academy Report

NOTHING to report as there had not been a meeting since the last meeting. The next meeting was to be held on Tuesday 3 July 2018.

4.6 EPC Report

Y.J Yip had provided a written report via email subsequent to the last meeting due to meeting timings.

4.7 Reports from Other Organisations and Activities

There was nothing to report since the last meeting.

5. OUTSTANDING SUBSCRIPTIONS

RECEIVED a report on current progress on 2017/18 subscription payments. The Secretariat would wait for the last batch of payments to come through and then hand over to the Treasurer for chasing. ACTION: Secretariat/Treasurer

It was noted that the University of Derby should be sent a final reminder to say that as there were more than one year of outstanding subscriptions, its membership of CPHC would be suspended if payment was not made. ACTION: Secretariat

6. CONFERENCE UPDATE

Members discussed possible venues for the 2019 Conference. Unfortunately, Loughborough University London was not available on 29/30 April.

Other venue suggestions included: Coventry University or the BCS London meeting facilities. The Secretariat undertook to obtain quotes and check availability on the days in question. ACTION: Secretariat

Possible dinner venues for the Monday night included the Founders Arms near to Blackfriars station which looks over the river, the Royal Society of Arts, an alternative to a 3 course meal with a speaker could be a ticket for an exhibition or event nearby. Another suggestion was a river trip but the weather might be a factor. M Petridis undertook to investigate this option. ACTION: M Petridis

7. COMMITTEE ROLES (including ACB representation)

RECEIVED a list of current Committee Roles and Members AGREED the following:

- CPHC representative to BCS Academy of Computing Board would be role based ie, the CPHC Chair and a further representative from Committee (currently R Farmer).
• Information Group to be retired.

• Learning Development Group should be retained with a new Chair.

• CPHC in Wales and Northern Ireland – as there was no representation from Welsh or Northern Irish CPHC members on the Committee, Members AGREED that representatives should be co-opted to the Committee and the Chair undertook to draft an email for the Secretariat to circulate to the relevant HODs to invite them to nominate representatives. ACTION: Chair/Secretariat

• Computing At Schools (CAS) – the Secretariat undertook to find out whether CPHC was eligible for representation on the CAS group. ACTION: Secretariat

• Assistant Treasurer, Assistant Secretary and Assistant CPHC representative on UKCRC were felt to be a good idea, particularly from a succession planning angle. It was AGREED that this should be included on the agenda for the October meeting when it was hoped more Committee Members would be in attendance.

8. PROGRAMME of WORK [main agenda item]

8.1 Shadbolt Working Groups/JISCMail lists

Members AGREED that this item should be deferred to the October meeting when a fully discussion about the Summit idea could be considered (see matters arising above).

In terms of the four Shadbolt Working Groups, it was AGREED that these would be disbanded and the Secretariat undertook to remove the JISCMail lists, informing the list members that this is due to a lack of traffic and the issues being taken up by other initiatives such as the Institute of Coding and the proposed Summit. ACTION: Secretariat

8.2 Future Workshop Programme update

A Chair in 10 Years (led by S Fincher)
The Chair reported that Simon Thompson was interested in helping out with this Workshop. It would be important to ensure that workshops were interactive (as mentioned in the 2018 Conference feedback) and there were three key features to include: networking, workshop topics (to bring own knowledge to the workshop) and collecting and collating best practices (as in case study-type reports). The outcome could be a report containing useful work applications with the potential to be used in senior management negotiations. Alternatively the Workshop could facilitate the formation of networks.

B Dealing with significant growth, North of 300 (led by E Robinson)
It was suggested that this could be mapped out into a living document, collectively produced.

The plan was to design a portable package for each workshop series and Members brainstormed timings, themes/content, structure for the day, delegate preparation, take-aways and follow up actions. It was proposed that there be
three workshops in mid October 2018, mid-late November 2018 and mid-late February 2019.

Possible locations were discussed and these included: London (Friends House/BCS), Manchester (Salford/MMU), Edinburgh (Edinburgh or Napier). Each workshop should be open to no less than 12 but no more than 24 attendees. In terms of workshop fees, it was proposed that the GECCO pricing model be adopted ie, subsidise one place and pay for the second per institution (eg, £60).

The Chair undertook to write up the proposed workshop details for the rest of the Committee and check on possible venues. **ACTION: Chair**

9. **ANY OTHER BUSINESS**

9.1 **JISCMail groups** – the Secretariat reported that she had noticed the CPHC-members JISCMail list being used to advertise jobs and noted that there were still two JISCMail lists (rather than groups) for the purpose of advertising jobs and conferences. These were the ‘CPHC-conf’ list (185 subscribers) and ‘CPHC-jobs’ list (173 subscribers) which are open to both the CPHC Committee and CPHC Members. They are used to carry computer science conference announcements and calls for papers. The ‘CPHC-jobs’ list is used to carry job advertisements from research studentships to Chairs.

It was suggested that it might be helpful to remind CPHC members about the existence of these lists so that such posts do not clog up CPHC Members discussion group. However, the previous lists were moderated (by Liz Bacon) and there might be a resource implication if these were promoted again.

Members AGREED that the Secretariat should ask the Membership if they would like to see these lists used again. **ACTION: Secretariat**

### Outstanding Actions from Committee Meetings – 2 July 2018, 5 June 2018 & 5 February 2018

<table>
<thead>
<tr>
<th>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 2 JULY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATTERS ARISING:</strong> 5 June 2018</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>31 October 2017</strong></td>
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<tr>
<td><strong>OUTSTANDING SUBSCRIPTIONS</strong></td>
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<tr>
<td><strong>CONFERENCE UPDATE</strong></td>
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<tr>
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<tr>
<td><strong>COMMITTEE ROLES</strong></td>
</tr>
</tbody>
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### PROGRAMME OF WORK

<table>
<thead>
<tr>
<th>Shadbolt WGs</th>
<th>8.1 Remove Shadbolt JISCMail lists</th>
<th>M Leslie</th>
<th>Complete</th>
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<tbody>
<tr>
<td></td>
<td>8.2 Write up the proposed workshop details for the rest of the Committee and check on possible venues</td>
<td>Chair</td>
<td>Complete</td>
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### ANY OTHER BUSINESS

| 9.1 Ask the Membership if they would like to see the CPHC-conf and CPHC-jobs lists used again | M Leslie | On-going |

### CPHC-UKCRC COLLABORATIVE WORKING

| 1 Bring ideas to EPSRC of how to work together, and ways to help fill gaps in coverage to give CS a bigger platform, covering a wider area. | Members | On-going |

### MATTERS ARISING: 31 October 2017


### REGULAR REPORTS

<table>
<thead>
<tr>
<th>Secretary's Report</th>
<th>5.2 Liaise with Iain Phillips about approval of the amended constitution.</th>
<th>K Miller</th>
<th>On-going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports from Other Organisations and Activities</td>
<td>5.7 Attend appropriate PICTFOR meetings and subsequently provide a written report.</td>
<td>M Petridis</td>
<td>Complete (standing item)</td>
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<tr>
<td>2019 CPHC conference dates/organisation</td>
<td>8.2 Speak to Sally Smith about following up the Equality &amp; Diversity discussions at the 2018 Conference with a further discussion in 2019</td>
<td>K Miller</td>
<td>Complete</td>
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<td>Secure speakers on KEF and TEF well in advance of the 2019 Conference.</td>
<td>Conference Committee</td>
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<td></td>
<td>Inform Nigel Birch and his EPSRC colleagues and Rachid Hourizi (IoC) of the 2019 dates for their diaries.</td>
<td>Chair</td>
<td>Complete</td>
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### ANY OTHER BUSINESS

| 10 Draft a paragraph for checking to go with the data collection email to ensure GDPR compliance. | M Leslie/R Farmer | Complete |

### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 JUNE 2018

| Reports from Other Organisations and Activities | 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 | Complete |
| SHoC | | |

### FUTURE MEETINGS

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

**COMMITTEE MEETINGS 2018**
- Monday 1 October 2018
- Monday 3 December 2018

**CPHC CONFERENCE 2019**
- Monday 29 and Tuesday 30 April 2019 (venue tbc)

**COMMITTEE MEETINGS 2019**
- Monday 4 February 2019
- Monday 13 May 2019
- Monday 1 July 2019
- *Tuesday 29 October 2019
- Monday 2 December 2019

*To be co-located with UKCRC Executive Committee*