**Administration by BCS**
First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

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

**PRESENT**

| | | |
|---|---|---|
| Sally Fincher (Chair) | Edmund Robinson | Miltos Petridis |
| Rupert Ward | Ray Farmer | Ian Allison |
| Atif Waraich | Keith Miller | m.c. schraefel *(V)** |
| Nick Savage *(V)** | James Davenport (BCS Academy) *(v)* | |

*(V)=joined via GoToMeeting*
*\*Joined but audio quality was too poor to participate*

**IN ATTENDANCE (Secretariat)**
Maxine Leslie (BCS)

**APOLOGIES**

| | | |
|---|---|---|
| Alastair Irons | Carsten Maple | Rob Aspin |
| Jim Yip (EPC) | Anthony Cohn (UKCRC) | Tom Crick (BCS Academy, alternate) |

1. **APOLOGIES FOR ABSENCE**

    Apologies for absence were received as above.

    It was noted that there was a large number of Members dialling in for the meeting and the audio quality was particularly challenging when there was a 50/50 split of Members attending physically and virtually. It would make more sense for virtual attendees to join physical meetings for single items or if they had important points to raise.

    Members should be encouraged to attend physically if possible and some Members reported an example of a BCS committee which changed from four physical meetings a year to meeting six times a year with four virtual meetings and two physical meetings. When this change was made, it was found that the attendance of the physical meetings increased as more Members made a effort to attend in person when there was a spread of meeting formats.

    Members AGREED to consider amending the CPHC Committee format to 3 physical and 2 virtual meetings (but physical when joint with the UKCRC Executive Committee). **ACTION: Members**

## 2.    MINUTES OF LAST MEETING (CPHC/2018/15)

The minutes of the last meeting held on Monday 2 July 2018 were accepted as a true record.


## 3.    MATTERS ARISING FROM PREVIOUS MINUTES

### 2 July 2018

Item 5 Outstanding subscriptions: In order to maintain a consistent approach to debtors, Members AGREED that debts dating back to 2016/17 and before would be written off.  ML/RF undertook to contact the University of Derby in line with this and what was agreed at the last meeting.            **ACTION: Secretariat/R Farmer**

Item 7 Committee Roles: The Chair reported that she would be taking up her place as CPHC representative on the CAS Board at the next meeting on 29 October 2018. For the co-opting of representatives from Wales and Northern Ireland (and now Scotland following the Conference – see below), the Secretariat undertook to send a list of HODs in Wales, NI & Scotland for the purpose of requesting representatives.
**ACTION: Secretariat/Chair**

### 5 June 2018

Item 5.2 Secretary's Report: K Miller indicated that he would liaise with Iain Phillips about the approval of the amended constitution which would be included on the December meeting agenda.            **ACTION: K Miller**

Item 8.2 2019 CPHC Conference dates/organisation: The Chair indicated that Nigel Birch was just about to retire from EPSRC but she would contact his replacement to advise them of the 2019 Conference dates.            **ACTION: Chair**

### 5 February 2018

Item 9.7 Report from SHoC: I Allison reported that he had raised the subject of Scotland undertaking a similar project to the IoC in England in several forums without much progress.  Ian further informed Members that he would be leaving UWS to take up a position at UCLan at the beginning of November, but would continue to report on Scottish issues for CPHC up until the 2019 Conference.


## 4.    REGULAR REPORTS

### 4.1    Treasurer's Report [verbal]

R Farmer reported that the accounts looked healthy.  In addition to chasing outstanding subscriptions, a decision was outstanding about the accounts auditor for 2017/18.  A replacement would need to be appointed within the next few weeks.  The Chair had heard of a group of accountants called the Association of Charity Independent Examiners, (ACIE) whose members are Chartered or otherwise qualified accountants, and whose membership is only granted once specific competence in dealing with the Charity sector has been proven.

Ray undertook to pursue this lead and report back in December on the appointment.            **ACTION: R Farmer**

### 4.2 Secretary's Report [verbal]

In relation to the *CPHC-conf* and *CPHC-jobs* JISCMail lists, K Miller indicated that he received between 5 and 10 requests a week for conference listings from CPHC Members, but could not tell if these postings were bothersome to the main list. Keith undertook to ask the Membership about their thoughts on this. *[Post meeting note: this action is now complete.]*

### 4.3 Learning Development Group – future Terms of reference and election of New LDG Chair

It had been agreed at the last meeting that the LDG was worth retaining with a new Chair and a review of the Terms of Reference.

Discipline-specific groups were to be considered at next ACB meeting and Members AGREED that the reference to HEA was no longer relevant. *[Post meeting note: reference now removed.]*

Members discussed the length of membership of the LDG and whether the TEF would determine its actions. Membership could continue to be extended to anyone with no need for a formal appointment procedure. It would be good to elicit the support of members on a rolling basis for 2-3 years and onwards, with some sort of formal commitment to be made.

Possible themes could include TEF (although this could be complicated by politics), loss of students or a range of themes with groups of people from around country. It would be good to have innovative ideas and HODs could be asked for nominations in a formal process.

One idea was to ask the CPHC Membership for themes and an incentive could be to access funds coordinated by the LDG Chair.

It was AGREED that expressions of interest should be sought from the CPHC Membership and the results brought by the Chair and Secretariat to the next meeting.                                    **ACTION: Chair/Secretariat**

### 4.4 UKCRC Report

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

### 4.5 BCS Academy Report

R Farmer gave a verbal report from the meeting held on Tuesday 3 July 2018. Items discussed included the Lecturers' Scheme, contacting Specialist Groups to recruit more industrialists, the IoC, CAS and changes to funding. The result of the Consortia bid had not yet been announced but an update was expected at the next ACB meeting on 18 October.

### 4.6 EPC Report

There was nothing to report since the last meeting.

**4.7    Reports from Other Organisations and Activities (CPHC/2018/17)**

Informatics Europe (IE): C Maple will be attending their Conference soon.

PICTFOR: M Petridis reported that there had been calls for two events, one of which was on the day of the last CPHC meeting.  PICTFOR seems to be more relaxed about the maximum number of CPHC Committee Members to attend these events, which could be an option for London-based Committee Members as meetings were often at 6pm in London.  The forthcoming event was on Cybersecurity.  M Petridis undertook to circulate information about the Annual Dinner (a costed event just before December) to the Committee.

**ACTION: M Petridis**

Scottish Heads of Computing (SHoC): I Allison reported that SICSA had held an annual conference for PhD students which ran across 7 research themes. The Skills Partnership was progressing in Scotland, funded through the Funding Council and was aimed at improving industrial relevance and lecturers attending CPD events. There were now five workstreams including joint curriculum development and sabbaticals.

It was noted that industrial sabbaticals, from a CPD perspective, were not funded at the moment, this was mainly networking with support for Departments to link to organisations.  It was acknowledged that there was a risk of losing staff undertaking these activities to industry.

Institute of Coding (IoC):  J Davenport reported that the IoC would be supporting the Special Interest Group on Computer Science Education (SIGCSE) Teaching Practice Conference to be held in January, which would look at teaching computing for non-specialists.  The IoC Conference was due to take place on 12/13 March 2019 and would be aimed at industry.  James would be happy to report back to CPHC on this if it was felt to be relevant and Members agreed that it would.                              **ACTION: J Davenport**

The IoC Future Fund was discussed under item 9 AOB.


**5.        OUTSTANDING SUBSCRIPTIONS (CPHC/2018/18)**

RECEIVED a report on current progress on 2017/18 subscription payments.


**6.        2019 CPHC CONFERENCE UPDATE**

The Conference Committee updated Members on the position to date.  M Petridis informed Members that the river boat trip option with a meal would be about £80 per person, or £20-30 with nibbles/drinks.  There was some question about availability for an all-weather option.

M Leslie updated Members on the quote from BCS London, which would be made available at cost price:
*£1,471.50 plus VAT per day (total for 2 full days = £3,531.60) plus catering*
*(this compares with the external rate of £2,020 plus VAT per day (£4,848)*

Other venue possibilities were QMUL, Coventry University London and the University of Middlesex, all of which had the advantage of the rooms being free of charge if using the on-site catering.

E Robinson (QMUL), R Farmer (Coventry London) and M Petridis (Middlesex) undertook to check availability for the Conference dates (29/30 April 2019).

**ACTION: E Robinson/R Farmer/M Petridis**

The Conference Committee undertook to confirm 2019 Conference venue by the next meeting and would look to include a range of hotels within a reasonable price range. It was suggested that venues/hotels could be packaged for following years in popular locations. **ACTION: Conference Committee**

For KEF/TEF speakers, R Farmer undertook to follow up on this and report back at next meeting. **ACTION: R Farmer**

Members discussed whether the workshops should be integrated in the main event or kept at the beginning and end, or maybe both. It was suggested that a workshop could be held following the KEF presentation for participants to talk through the issues raised.

Another possible topic included competition, fees and HEI viability in the context of the variable fees policy. R Ward undertook to write a paragraph about this for the Conference Committee to use in their planning. E Robinson suggested the topic of how to broaden the income streams post-Brexit, how to get foreign students, funding of Degree Apprenticeships (Levels 6 and 7) and general professional development. R Ward would add risk management and diversification to the summary.

**ACTION: R Ward**

I Allison suggested that he and Sally Smith could deliver content covering the skills issue in Scotland and/or the ACM chapter in terms of the work taking place and what happened at the ACM Conference.

It was important to start securing the services of speakers now and Members were asked to submit ideas for speakers to approach and topics to the Conference Committee as soon as possible. The Conference Committee could then decide on the big themes and charge others with the task of populating those themes.

**ACTION: Members**

7. **COMMITTEE ROLES** (Assistant roles) **(CPHC/2018/19)**

Committee Members were asked to contact the Chair if they wished to volunteer for the following roles:
- Assistant Treasurer
- Assistant Secretary
- Assistant CPHC representative on UKCRC Executive Committee

**ACTION: Members**

8. **VISION AND ACTION PLAN for website (CPHC/2018/20)**

This item was deferred to the next meeting.

9.    **PROGRAMME of WORK** [main agenda item]

9.1    **Future Workshop Programme update** (Chair in 10 Years and Dealing with significant growth, North of 300)

The Chair tabled two papers: a toolkit for designing CPHC workshops and a North of 300 workshop proposal.  Simon Thompson at Kent was keen to develop the Chair in 10 Years proposal and it was hoped that this will have been developed to the same degree of detail as the North of 300 proposal in the next week or so, when it would be circulated to Committee Members.

It was agreed that at least one of three aims should be met by any workshop proposals put forward: networking, workshop topics/activities and collation of best practice.  Although the format of providing a lecture at the beginning wasn't favoured, it was suggested that to avoid events becoming like self-help groups, it would help to have short input from someone to anchor it who has been through the topic in question and has own experience and metrics to share.  This would ensure that attendees feel like they have received value for money.  The workshops could also link to the LDG.

Following discussion on how it should be funded, it was AGREED that a fee of £50 should be charged, with workshop size set at between 9 and 20 attendees, deciding on the venues to be used around the UK before publicising, prioritising workshops based on need and running each about three times.  The workshops could be publicised to HODs and Directors of Teaching.  Rob Aspin had expressed an interest in running the North of 300 workshop.

The Chair undertook to approach Jane Hillston about the possibility of Edinburgh hosting a workshop (or if not, Sally Smith about Edinburgh Napier).  She would also contact Rob Aspin and Simon Thompson to secure some dates.  R Farmer also expressed an interest in helping out.
**ACTION: Chair**


10.    **ANY OTHER BUSINESS**

It was noted that the IoC Future Project Fund had been launched late with an extremely aggressive timeframe.  IoC had been keen for CPHC and 44 people had been scheduled to attend the UCL Town Hall meeting held on 5 September.  A second meeting was due to be held on 16 October in Manchester for which 22 people had registered so far.  This would involve a matchmaking exercise due to the rules and regulations of pound-for-pound matched funding.  All of the allocated budget had to be spent within 1 year and the deadline for bids was 26 November.

Members discussed whether CPHC should resurrect the previous networking proposal, but concluded that, as it was already supporting the Town Hall meetings and in order to guarantee impartiality, CPHC could volunteer to support bids of other consortia.

AGREED: to relay the message that CPHC is willing to give letters of support to consortium bids at the Town Hall meeting on 16 October and via the CPHC mailing list.  There should be an option in place to nominate other Committee Members to provide a letter of support in the case of possible conflicts of interest.  The Chair undertook to produce a draft and circulate it to Committee Members for agreement.
**ACTION: Chair**

## Outstanding Actions from Committee Meetings – 1 October 2018, 2 July 2018 & 5 June 2018

| OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 OCTOBER 2018 | | | | |
|---|---|---|---|---|
| **APOLOGIES FOR ABSENCE** | 1 | Consider amending the CPHC Committee format to 3 physical and 2 virtual meetings | Members | On-going |
| **MATTERS ARISING: 2 July 2018** | 3 | Contact the University of Derby about payment of their 17/18 subscription | Secretariat/ R Farmer | Complete |
| | | Send a list of HODs in Wales, NI & Scotland and request representatives for co-opting | Secretariat/ Chair | On-going |
| **5 June 2018** | | Liaise with Iain Phillips about the approval of the amended constitution which would be included on the December meeting agenda | K Miller | Complete |
| | | Contact Nigel Birch's replacement at EPSRC to advise them of the 2019 Conference dates | Chair | On-going |
| **REGULAR REPORTS Treasurer's Report** | 4.1 | Pursue leads on possible new accountants and report back in December on the appointment made | R Farmer | Complete |
| **LDG Report** | 4.2 | Seek expressions of interest in the work of the LDG from the CPHC Membership and bring the results to the next meeting | Chair/ Secretariat | On-going |
| **Reports from other Organisations PICTFOR IoC** | 4.7 | Circulate information about the costed Annual Dinner to the Committee | M Petridis | On-going |
| | | Report back on IoC Conference taking place on 12/13 March 2019 at a future meeting | J Davenport | On-going |
| **2019 CONFERENCE UPDATE** | 6 | Check availability for the Conference dates (29/30 April 2019) at QMUL, Coventry London and Middx | E Robinson/ R Farmer/ M Petridis | Complete |
| | | Confirm 2019 Conference venue by the next meeting | Conference Committee | On-going |
| | | Follow up on KEF/TEF speakers and report back to next meeting | R Farmer | On-going |
| | | Write a paragraph on possible topics: HEI viability in the context of the variable fees policy, risk management and diversification | R Ward | On-going |
| | | Submit ideas for speakers to approach and topics to the Conference Committee as soon as possible | Members | On-going |
| **COMMITTEE ROLES** | 7 | Contact the Chair to volunteer for either Assistant Treasurer, Assistant Secretary or Assistant CPHC representative on UKCRC Executive Committee | Members | On-going |
| **PROGRAMME OF WORK Future Workshop Programme update** | 9.1 | Approach Jane Hillston about the possibility of Edinburgh hosting a workshop (or if not, Sally Smith about Edinburgh Napier) and contact Rob Aspin and Simon Thompson to secure some dates | Chair | On-going |
| **ANY OTHER BUSINESS** | 10 | Produce a draft letter of support for consortium bids and circulate it to Committee Members for agreement | Chair | On-going |
| OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 2 JULY 2018 | | | | |
| **MATTERS ARISING: 5 June 2018** | 3 | Convene a Summit to review what has happened so far and look to the future | Chair | On-going |
| **31 October 2017** | | Review and update the CPHC webpages following receipt of the most recent version of the Vision and Action Plan document. Provide update at October meeting | N Savage/ M Leslie | On-going |
| **OUTSTANDING SUBSCRIPTIONS** | 5 | Wait for the last batch of payments to come through and then hand over to the Treasurer for chasing | M Leslie/ R Farmer | Complete |

| OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 JUNE 2018 | | | | |
|---|---|---|---|---|
| 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 |
| REGULAR REPORTS 2019 CPHC conference dates/organisation | 8.2 | Secure speakers on KEF and TEF well in advance of the 2019 Conference. | Conference Committee | On-going |

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

**COMMITTEE MEETINGS 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