

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 **Monday 3 December 2018** at BCS, 5 Southampton Street, London WC2E 7HA.

PRESENT

Sally Fincher (Chair)
Rob Aspin
Nick Savage

Edmund Robinson
Ray Farmer
Keith Miller

Carsten Maple
Ian Allison

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Alastair Irons
Jim Yip (EPC)
James Davenport
(BCS Academy)

Atif Waraich
m.c. schraefel
Tom Crick (BCS
Academy)

Miltos Petridis
Rupert Ward
Anna Angus-Smyth

1. APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2018/21)

The minutes of the last meeting held on Monday 1 October 2018 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

1 October 2018

Apologies for Absence: given the audio problems at the October meeting, Members discussed whether it would help with attendance to increase the number of virtual meetings. There was discussion about the relative merits of GoToMeeting, Skype and Skype for Business. It was AGREED that a pilot session should be held using Skype to see how well it works. The Secretariat would liaise with the Chair to set up a 15 minute test. **ACTION: Secretariat/Chair**

Matters Arising 2 July 2018: For the Scotland representation on Committee, I Allison informed Members that he had followed this up and it would be included on the agenda at the next SICSA meeting.

Reports from other Organisations (4.7): J Davenport had sent his apologies and the Chair undertook to contact him to find out how plans for the IoC Conference were progressing. **ACTION: Chair**

Committee roles (7): This item was deferred to the next meeting in February 2019 except for the CPHC representative on the UKCRC Executive Committee, for which it was pointed out that m.c. schraefel was a full Member on both Committees and the Chair undertook to check this. **ACTION: Chair**

Programme of Work: Future Workshop Programme update (9.1): The next Chair in 10 Years workshop was likely to be held in Edinburgh in May 2019 and K Miller offered to host a workshop at Manchester Metropolitan University.

2 July 2018

Matters Arising 5 June 2018: The convening of a Summit was in relation to reviewing what has happened so far following the Shadbolt Report and to look to the future. Members discussed the possibility of holding a roundtable with stakeholders, in particular as, apart from the funded work on the dictionary undertaken by the Tech Partnership, no specific projects had been taken forward.

Possible stakeholders to contact included: NCUB (Peter Seddon, who was working on an employability report), BCS Academy, DfE (Kerry Vitalis), DCMS (formerly Sandy Grom), Nicola Turner (OfS), the IoC and Scotland and Wales representatives which were not involved in the IoC.

I Allison suggested it was worth testing to see if a meeting would be useful. One way of addressing this could be on the afternoon after the Conference. The Chair indicated that she was due to meet Rachid Hourizi on 13 December and could discuss this then. It could additionally be helpful for NCUB and IoC to work together to look at common issues.

It would be important to be clear about objectives for any roundtable meeting and Members AGREED that analysis of the issues, both within the ten Shadbolt recommendations and outside of them, could be discussed at the February CPHC meeting. The Chair undertook to write a frame and invite comment from others. It would be useful to analyse the overlap between the 10 recommendations and IoC objectives. **ACTION: Chair/Members**

4. REGULAR REPORTS

4.1 Treasurer's Report [verbal]

R Farmer reported that emails had been sent out to institutions with outstanding subscription payments for 2017/18 and responses were dribbling in, non-respondents would be followed up with 'phone calls. He further indicated that the accounts looked healthy.

4.2 Secretary's Report [verbal] inc constitution [CPHC/2018/23]

K Miller introduced the proposed amendments to the CPHC Constitution which were intended to introduce clarity on quorum.

The Secretary and Secretariat undertook to check how the Charities Commission for England and Wales and the Scottish Charity Regulator (OSCR) should be informed about a change in the Constitution.

ACTION: Secretary/Secretariat

The updated version of the Constitution will be considered for approval at the next AGM on 29 April 2019.

ACTION: Secretariat

Members discussed the *cphc-conf* and *cphc-jobs* JISCMail lists and K Miller undertook to close these down and inform subscribers if the activity was judged to be limited.

ACTION: Secretary

4.3 UKCRC Report [verbal]

E Robinson reported that there had been a number of staff changes at EPSRC including Samantha Francis coming back from maternity leave (Anna Angus-Smyth had been deputising), Adam Luqmani transferring elsewhere in UKRI, a new Executive Chair (Lynn Gladden) and Tom Rodden leaving. There was a power shift to department-level activity. As well as the structural transformation within UKRI, there had been discussion on REF2021 which was now more certain. The new National Centre for Computing Education (NCCE) had been discussed. Congratulations were expressed for the winners of the Suffrage Science Award including both the CPHC and UKCRC Chairs. The prizes celebrate women in science and recognise individuals who encourage others to enter the field. The IET had reported on a number of current activities including work on career pathways and the production of videos on social media to push careers in engineering alongside RAEng.

4.4 BCS Academy Report

R Farmer spoke to the paper which had been circulated earlier.

Trustee Board: The Budget quite tight. There was something in the budget for the new lecturer scheme, but it cannot support the network of excellence (CAS) to the same extent. The take up of apprenticeships was going well with learners reaching end-point assessment. There was a need for a gender balance on the apprentices report.

NCCE Tender: Consortium is now the preferred bidder now with the decision imminent.

CAS Update: Treading water at the moment which is frustrating. Planning a refresh of the brand, looking towards the National Centre. Running a 2-day course for Heads of Computing – funded by Microsoft. There is industry support for NI. Project in Scotland funded by MS and the direction of travel is now agreed.

Awards Committee: Steve Furber is acting chair.

CEPIS: currently represented by Simon Humphries with Irene Bell attending the meetings and Bob (NI) representing BCS.

Gender Balance: BCS aims to get a better gender balance of board and sub-committees – the target, 40%, is difficult to achieve

FIPF: WCC conference in Edinburgh 2020/21 – some discussion as to whether it should be underwritten by BCS, concern was expressed. Scholarship programme for DfE, Tender for 3 year programme has been successful so has grant for 3 years. Target for coming year is 100 (60 last year)

Discussed possibility of courses for new lecturers course. Would aim to focus on common issues but not clear what would attract attendance. Possible

themes included: Programming in python, Assessment & plagiarism, Databases and Embedding security.

4.5 EPC Report

There was nothing to report since the last meeting.

4.6 Reports from Other Organisations and Activities [CPHC/2018/24]

Informatics Europe (IE): Nothing to report.

PICTFOR: Nothing to report.

Scottish Informatics and Computer Science Alliance (SICSA): I Allison reported that the Funding Council was reviewing research pooling in Scotland. This was a means of creating critical mass and it was hoped that this would be positive. The Funding Councils fund innovation centres which get projects going, such as Data Lab and Census (physics).

The ACM Chi Conference on Human Factors in Computing Systems was to be held in Glasgow in 2019 as was the Cyber UK Conference.

Distinguished Dissertations: Members received and noted the report.

Institute of Coding (IoC): E Robinson quoted from James Davenport's unapproved report. The call for bids for the Future Projects Fund had just closed and the IoC hoped to inform bidders about decisions in the week commencing 17 December. Information about the IoC Conference in March 2019 to be held in Manchester was on the [website](#). There had been a productive meeting between BCS and the IoC in November to discuss how to avoid increasing the burden on HEIs.

CAS Board: The Chair had attended the meeting in October and reported that the consortium including BCS, STEM Learning and Raspberry Pi had been successful in their bid for funding, however CAS had not received funding. There was concern that Computing At School activities would be squeezed as a result. Members agreed that it was good to support CAS in terms of looking at averaging across the sector. The benefit of CPHC was its geographical spread as CAS is limited in its coverage.

5. CPHC/BCS 2019 CONTRACT [CPHC/2018/25]

[ML left the room for this item]

Members AGREED to renew the contract for 2019 but moved to review it for 2020. The Chair will write to Sharon Hurd to action this. **ACTION: Chair**

6. 2019 CPHC CONFERENCE UPDATE [CPHC/2018/26]

K Miller introduced the paper explaining that it was produced following conference calls between Conference Committee Members. The proposed venue was Middlesex University in Hendon, London. The only negative was that the lecture theatre was very large. It would be important to check hotels for Committee and recommendations for CPHC Members attending the Conference.

The running order was discussed and the Conference Committee undertook to check with Iain Phillips and Carron Shankland on timings and interest in the New Heads and Athena SWAN workshops (respectively). **ACTION: Conference Committee**

Possible topics/speakers were discussed:

- REF/KEF/TEF
- Broadening income streams
- Cyber Security Alliance Panel discussion [BCS (cyber in the curriculum), IISP, NCSC/GCHQ]
- Wonkhe update on landscape
- Data science (as popular as cyber for many)
- Office for Students

[CM left the meeting after this item]

[main items of business]

7. VISION AND ACTION PLAN for website [CPHC/2018/27]

N Savage presented this item and indicated that he had reviewed the website to ensure the webpages were not duplicated or confusing. Members discussed the Vision and Action Plan and made some changes. It was agreed that a 2 year vision was appropriate and that its wording should be reviewed on an annual basis. The Secretariat undertook to write this into the process for the May Committee meeting (the first after Conference). **ACTION: Secretariat**

N Savage undertook to circulate the updated version to Committee for consideration at the next meeting in February. It was further agreed that the document should be shared with the Membership, along with the amended Constitution, at the AGM in April and that the attendees should be asked about any ideas on the vision, aims and objectives for the next 2 years, perhaps via a suggestions box.

ACTION: N Savage

8. LEARNING DEVELOPMENT GROUP – future Terms of reference, new Chair & expressions of interest

Members discussed the future role of the LDG and were keen to ensure that the work being undertaken by SIGSE (Special Interest Group on Computer Science Education) was not duplicated.

I Allison undertook to give this some thought in the context of the funds of £3-5k that could be made available. It was AGREED that plans for LDG would be discussed at the next AGM on 29 April 2019. **ACTION: I Allison**

9. PROGRAMME of WORK

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

The Chair reported that 7 participants had booked for the Chair in 10 Years event on 13 December and also she had received quite a few interested enquiries. The second instantiation was planned for 21 May at the University of Edinburgh which I Allison had indicated that he would try to attend with a view to running the next instantiation (in the spirit of 'see one, assist one, run

one'). Simon Thompson (Kent) will lead the first workshop with E Robinson and Carron Shankland (Stirling) in support. The Chair had also received an offer from a colleague in Swansea to run a workshop.

The Chair indicated that she was looking for volunteers to lead future North of 300 workshops. Members undertook to think about possibilities and let S Fincher know (in addition to MMU, N Savage and R Aspin offered their help, subject to availability on the arranged dates). The Chair would arrange a Skype meeting to liaise on the details and a feedback questionnaire would be set up to help in shaping future events. **ACTION: Members**

It would be important to promote the North of 300 workshop to all colleagues, not just Heads of Department as the focus was not just on growing numbers but on managing the growth. The Chair undertook to draft a communication for Heads and Directors of Teaching. **ACTION: Chair**

9.2 Collaborative Working update

Nothing to report; take off future agenda [action complete].

10. ANY OTHER BUSINESS

The Secretariat indicated that for security purposes, expense claim forms for travel cost reimbursement would no longer require completion of address and bank details, unless a Member was claiming for the first time.

Outstanding Actions from Committee Meetings – 3 December 2018, 1 October 2018, 2 July 2018 & 5 June 2018

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 DECEMBER 2018				
MATTERS ARISING: 1 October 2018	3	Liaise on holding a pilot virtual meeting using Skype for Business	Secretariat/ Chair	On-going
		Liaise with J Davenport about IoC Conference	Chair	Complete
		Check possibility of CPHC/UKCRC representative being the same person	Chair	On-going
		Write a frame for proposed roundtable for Members' comment	Chair/Members	On-going
REGULAR REPORTS Secretary's Report	4.2	Check how the Charities Commission for E&W and the Scottish Charity Regulator (OSCR) should be informed about a change in the Constitution	Secretary/ Secretariat	On-going
		Include updated Constitution on agenda for next AGM on 29 April 2019	Secretariat	Complete
		Close down <i>cphc-conf</i> and <i>cphc-jobs</i> JISCMail lists and inform subscribers if the activity was judged to be limited	Secretary	On-going
CPHC/BCS 2019 CONTRACT	5	Write to Sharon Hurd at BCS about contract review for 2020	Chair	On-going
2019 CPHC CONFERENCE UPDATE	6	Check with Iain Phillips and Carron Shankland on timings and interest in the New Heads and Athena SWAN workshops	Conference Committee	On-going
VISION AND ACTION PLAN	7	Write annual review of CPHC 2 year vision into process for May Committee meeting	Secretariat	Complete
		Circulate the updated version to Committee for consideration at the next meeting in February in	N Savage	On-going

		advance of the AGM in April		
LDG - future	8	Discuss plans for LDG at next AGM in April 2019	I Allison	On-going
PROGRAMME OF WORK – Workshop Programme update	9.1	Think about possible workshop leaders and let the Chair know.	Members	On-going
		Draft a communication for Heads and Directors of Teaching about North of 300 workshop	Chair	On-going
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	See above
MATTERS ARISING: 2 July 2018 5 June 2018	3	Send a list of HODs in Wales, NI & Scotland and request representatives for co-opting	Secretariat/ Chair	On-going
		Contact Nigel Birch's replacement at EPSRC to advise them of the 2019 Conference dates	Chair	On-going
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	Confirm 2019 Conference venue by the next meeting	Conference Committee	Complete
		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	Complete
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	S/seded
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 2019

Monday 4 February 2019

Monday 13 May 2019

Monday 1 July 2019

***Tuesday 29 October 2019**

Monday 2 December 2019

CPHC CONFERENCE 2019

Monday 29 and Tuesday 30 April 2019 (Middlesex University tbc)

*To be co-located with UKCRC Executive Committee