

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 5 December 2016** at BCS, 5 Southampton Street, London WC2E 7HA

PRESENT

Carsten Maple (Chair)	Sally Fincher	Colin Johnson
Miltos Petridis	Ian Wells	Vic Grout
Ray Farmer	Sally Smith	Keith Miller
Edmund Robinson	Nick Savage	(V) Alastair Irons
Anthony Cohn (UKCRC)	(V) Tom Crick (BCS Academy)	

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Rupert Ward	Ian Allison
Balbir Barn	Jim Yip EPC

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed Tom Crick, representing the BCS Academy, to the meeting. Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2016/24)

The minutes of the last meeting held on Monday 3 October 2016 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Members reviewed the list of outstanding actions. With regard to the possible co-location of CPHC and UKCRC meetings, the UKCRC Chair had been in touch to say that she agreed that this was a very good idea where practicable and it was AGREED that we would aim to co-locate at least one meeting during 2017. CPHC and UKCRC Chairs to liaise via the Secretariat.

ACTION: Secretariat/Chair

3a. CHAIR'S REPORT (moved from Item 9.1)

The Chair had not attended any EPC meetings as they had been delayed but reported that there was a residential meeting to be held soon. It had been noted that EPC had some paid employees and this might be something to think about particularly with the forthcoming increased BREXIT activity. In relation to the Parliamentary Education Select Committee response, there had been little in the way of feedback from CPHC Members for responding to the call. Edmund Robinson reminded Members that a joint CPHC/UKCRC return had been made to the Science and Technology Select Committee (*Secretariat Note*: Edmund has since circulated this response to Committee). It would be important to keep the impetus up in responding to consultation calls and how to influence the way forward. It was noted that EPC did some of this sort of work through a network of committees which would meet more often than their Council.

There is a need to better communicate the vision and benefits of CPHC, particularly at the present time when university budgets are being squeezed. Members discussed a range of benefits, such as:

- being an organisation that speaks for academic computer science, particularly at a time when the BCS Academy activity is focussed on schools and in the context of the current uncertain times;
- Conference provides a forum where people can come to find out about issues being debated such as research funding and the profile of computer science research;
- dissemination of information, networking, voice for external stakeholders;
- helping Heads through difficult times;
- supporting future heads e.g., New Heads Workshop.

It was suggested that a list of examples of achievements and activities in the last five years be included to illustrate these benefits, e.g., LDG and (ISC)² work

AGREED: Chair to liaise with Committee Members by email on producing a vision and benefits document for the website.

ACTION: Chair/All

Sally Fincher reported that she had been in contact with Geoscience UK which holds 3-4 one day events which are structured to be half issue-based and half Committee meeting. It was noted that this sector was facing with the Wakeham Review report what CPHC is facing with Shadbolt.

There were also ideas for future activities such as regional events and one day workshops to complement the Conference. Workshops could focus on areas such as the TEF and research. Another suggestion was a mentoring scheme for new HODs including the offer of 1:1s and the establishment of a group of experienced heads to be drawn on for mentoring exchange, publicised via the CPHC website. Tom Crick informed Members that James Davenport had been working on a similar proposal for new academic lecturers to apply for new lecturer grants and improve engagement with BCS Academy.

ACTION: Chair/All

4. PROGRAMME of WORK – Shadbolt Working Groups

The Chair reported that there had been three meetings of the Shadbolt Implementation Group to date with the latest being a Ministerial Round Table at which four groups presented the work done to date. Unfortunately, the HEFCE presentation was not aired due to time constraints. One of the presenters was the Tech Partnership which had asked for £75k from DCMS to create a global dictionary of Computer Science for employers. It was acknowledged that industry and academia struggled with terminology such as the definition of computer games, but concern was expressed that such work might be duplicating existing definitions such as SFIA and JACS codes.

There had been a good undertaking to move forward from BCS, which had been trying to finalise a date for the next working group. The idea of 'badges' was widely welcomed, recognising a set of skills for a particular occupational area. In addition, separate recognition was being trialled for the placement year in the form of the Registered IT Technician (RITTech). Alastair Irons informed Members that Sunderland had been piloting digital badges with employers contributing to a portfolio. Tom Crick was keen to point out the importance of moving away from 'boy scout' language for badges. Granularity was important for this open and transparent form of informal accreditation/recognition of learning.

For the CPHC work, the Chair had presented the key questions listed at the last meeting to the Round Table. It had been noted that CS had a good record with BME and POLAR3 areas, depending on whether a particular geographical area had an over or under supply of graduates. Data analysis was being undertaken in the US (by CompTIA) and in Australia. Further work should include a full investigation into data sources and analysis to answer the key questions and gaps and for this £25k was requested, perhaps to fund a partial or full FTE based in an HEI. It was AGREED that a proposal should be written to bid for these funds.

ACTION: Shadbolt WGs

For HEFCE and Nicola Turner, Widening Participation in CS was seen as a success story, with an interesting profile across different tariff HEIs, in comparison to others (e.g., physics). There was an opportunity to ask HEFCE to provide the recent raw data which should provide better metrics than from DLHE graduate employability.

A further £20k had been requested for a menu of items to support academic departments with particular issues. Kerry Vitalis (DCMS) had asked the Chair to put proposal together building on the GECCO work.

Sally Fincher updated Members on the GECCO workshop progress: 7 workshops out of 9 have been run with the last due in January. A great deal of useful information has been mined as a result and, depending on the venue for the Conference, it was hoped that the outcomes could be presented using posters. A follow-on project, focussing on the "bottom third" was viable for a Catalyst grant, and Sally agreed to pursue this. This might not solve the graduate employability issues but at least would help Members to push back when providing justification for the data.

ACTION: S Fincher

Whilst DCMS was focussing on the four areas discussed at the Round Table, it appeared that the remaining 6 out of the 10 Shadbolt recommendations were of lower priority. It was AGREED that a JISCmail mailing list be set up for each of the four CPHC Shadbolt Working Groups to build on the work that had been started. It

may be that further funding would be needed and each Working Group would be tasked with producing a paper for Conference in order to identify and agree the next steps.

ACTION: Secretariat

It was also noted that Wales (eg HEFCW), Scotland and Northern Ireland had not been represented at the Round Table. Sally Smith undertook to liaise with Ian Wells, Vic Grout and Tom Crick on the specific issues for these areas of the UK.

ACTION: S Smith

5. BREXIT ACTIVITY

Members reported that there had not been any further activity related to BREXIT since the October meeting other than the submission made to the HoC Science and Technology Committee by Edmund Robinson and Vladimiro Sassone.

The Chair undertook to liaise with CPHC Officers on a response, in particular in writing a proposal to get support similar to that employed by the EPC. It was noted that some organisations similar to CPHC used subcommittees to undertake this type of work; however the CPHC structure made this less suitable. Members and Observers were not aware of any other consultations at present, except the RAEng Report.

ACTION: Chair

6. BCS/CPHC 2017 CONTRACT

(The Secretariat left the room for this item)

Members approved the contract with two minor additions. A task group would be assembled to look at future requirements comprising Edmund Robinson, Miltos Petridis, Sally Fincher and Carsten Maple.

ACTION: Chair

Lunch was taken at this point and Alastair Irons left the meeting.

7. CPHC CONFERENCE 2017

Members discussed a possible venue and date for the Conference. The Chair had been offered a conference centre facility in Paddington, London by a contact in Microsoft which had the advantage of links to the Turing Institute. This location could accommodate up to 250 people and the potential hosts would be happy for competitors to be involved. It was AGREED that this sounded a good option and the Chair undertook to liaise further with his contact.

ACTION: Chair

It was further AGREED that a Conference Working Group would be set up and Sally Smith, Ray Farmer, Nick Savage, Miltos Petridis and Keith Miller volunteered. Sally Smith also volunteered to look after the webpages with support from Vic Grout. The date was provisionally agreed as Monday 24th and Tuesday 25th April 2017, subject to venue availability.

Possible themes discussed were: New Heads Workshop on the Monday morning; GECCO Workshop poster(s) with session associated; Athena SWAN; the TEF (or reserve this for 1 day workshop?); CaSE to talk about advances in Europe; Britain outside the EU; Employability/work with industry; the REF; Sustainability and

balance of activities; stability in a turbulent world. One suggestion for the Monday morning workshops would be to run parallel sessions again on employability and the TEF, the outcomes of which could be fed into the Conference.

It was AGREED that a department deputy (that was neither a Professor nor Head) would be encouraged to attend to aid with succession planning.

Members also discussed how the wider membership could be encouraged to engage and contribute, it could be a good opportunity for showcasing activities for CPHC Members. However, it was noted that interactive sessions tend to score badly in the delegate feedback. The second day could be themed and open to colleagues outside of CPHC. A further comment was that the afternoon on the second day doesn't really work well and that it might be better to have two half days. AGREED: Conference Working Group to think about format.

ACTION: Conference Working Group

Members to send suggestions for a key note speaker to the Secretariat for the attention of the Working Group.

ACTION: Members

8. CASE FOR IE MEMBERSHIP (CPHC/2016/27)

Sally Smith introduced the paper and having reviewed this in the context of the guidelines which Colin Johnson had produced, Members AGREED that CPHC should join Informatics Europe. Furthermore, it was AGREED that the DPA/EURIM membership (£2,040) would not be renewed for 2017 as Members felt that they were not given an adequate voice, that the outcomes were not clear and events tended to be single issue. The Secretariat would write to DPA/EURIM to let them know and it was further AGREED that membership of PICTFOR and CaSE would be renewed.

ACTION: Secretariat

9. REGULAR REPORTS

9.1 Chair's Report (CPHC Webletter)

See above (new Item 3a).

9.2 Treasurer's Report

Edmund Robinson informed Members that this Report would be circulated after the meeting (*Secretariat Note: now circulated*). There was little to report other than some further spend on projects.

9.3 Secretary's Report

This was covered elsewhere in the agenda.

9.4 Learning Development Group Report

This was mostly covered under Item 4. Sally Fincher would be attending the Durham Conference in January 2017 and had circulated information on this to Members.

9.5 UKCRC Report (CPHC/2016/28)

Edmund Robinson had been unable to attend the last meeting on 1 November 2016. Tony Cohn had provided a paper based on the new UKCRC Chair's newsletter which had been circulated with the papers.

9.6 BCS Academy Report (CPHC/2016/29)

Members RECEIVED the Report. Tom Crick informed the Committee that the BCS Academy Board Chair is James Davenport and that he would be taking over as Chair in March 2017. The position with CAS had been described as precarious by Simon Humphries as academies (which were growing in number) and independent schools were not bound to include Computer Science in their curriculum. A portion of DfE funding had been allocated to training Master Teacher Trainers and it was hoped that this would provide for training of about 150 Master Trainers.

Serious concern was expressed by Members that the BCS Academy priorities lay with schools rather than Higher Education. Tom Crick stated his commitment to addressing this situation to ensure a more balanced approach in future. It was AGREED that either Tom or James Davenport would attend the February 2017 meeting to take these discussions further.

9.7 Reports from Other Organisations & Activities (CPHC/2016/30)

SICSA, Scotland – Sally Smith reported that a number of activities were going on. SICSA was revamping themes and had a new Director of Education and national curriculum for Computer Science and was therefore ahead of England, Wales & Northern Ireland in this area. Skills Development Scotland had funds to be bid for and the post-Shadbolt aims were being worked on.

PICTFOR – Colin Johnson indicated that this continued to be active and that he would forward information to Committee Members.

ACTION: C Johnson

10. ANY OTHER BUSINESS

There were no items of any other business.

Outstanding Actions from Committee Meetings – 5 December 2016, 3 October 2016, 4 July 2016 and 3 June 2016

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 DECEMBER 2016				
MATTERS ARISING	3	CPHC/UKCRC Chairs to liaise via the Secretariat on co-locating at least one 2017 meeting	Secretariat/ Chair	On-going
CHAIR'S REPORT	3a	Liaise with Committee Members by email on producing a vision and benefits document for the website	Chair/All	On-going
		Consider holding one day events to complement Conference	Chair/All	On-going
PROGRAMME of WORK – Shadbolt Working Groups	4	Write proposal to bid for funds to undertake a full investigation into data sources and analysis to answer the key questions and gaps	Shadbolt WGs	On-going
		Investigate follow-on project to GECCO	S Fincher	On-going

		Workshops, focussing on the “bottom third”		
		Set up JISCMail mailing list for each of the four CPHC Shadbolt Working Groups	Secretariat	Complete
		Liaise with Ian Wells, Vic Grout and Tom Crick on the specific issues for areas of the UK in relation to Shadbolt	S Smith	On-going
BREXIT ACTIVITY	5	Liaise with CPHC Officers on a response to BREXIT, in particular in writing a proposal to get support similar to that employed by the EPC	Chair	On-going
BCS/CPHC 2017 CONTRACT	6	Assemble a task group to look at future requirements comprising Edmund Robinson, Miltos Petridis, Sally Fincher and Carsten Maple	Chair	On-going
CPHC CONFERENCE 2017	7	Liaise with potential host for Conference	Chair	On-going
		Think about Conference format	Conference Working Group	On-going
		Send suggestions for a key note speaker to the Secretariat for the attention of the Working Group	Members	On-going
CASE FOR IE MEMBERSHIP	8	Write to DPA/EURIM to inform that membership will not be renewed. Renew PICTFOR and CaSE membership in liaison with Treasurer	Secretariat	Complete
REGULAR REPORTS – Reports from Other Organisations & Activities	9.7	Forward information on PICTFOR to Members	C Johnson	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 OCTOBER 2016				
CHAIR’S REPORT	4	Find out who is on the various Shadbolt working groups to ensure that the CPHC Working Groups dovetail appropriately	C Johnson	On-going
PROGRAMME of WORK – Shadbolt Working Groups	5	Seek permission from organisers to distribute minutes of Shadbolt Implementation Group to Committee	Chair	On-going
Reports from Other Organisations & Activities	6.5	Circulate a list of subscriptions, renewal dates and amounts to Members	C Johnson	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 JULY 2016				
SHADBOLT PROGRAMME of WORK	5	Forward the brief for each to the other organisations involved and forward any contacts in the relevant organisations to C Johnson/Chair with a view to securing a single point of contact in each	Chair/C Johnson/ Members	On-going
CPHC RESEARCH AGENDA – PROGRAMME of WORK	6	Produce a paper for CaSE for the Committee’s discussion at the October meeting prior to distributing to the wider membership	Chair/E Robinson	On-going
		Contact Chris Parr at THE on EU Ref actions	Chair/Members	On-going
		Forward any networks and/or contacts for EU Ref follow up onto Chair	Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JUNE 2016				
2016 CONFERENCE FEEDBACK	5	Contact Chair with ideas about satellite events such as regional events to tackle national priorities	Members	On-going
		Ensure CPHC Members from across the UK are represented at the 2017 Conference	Conference Working Group	On-going
APPOINTMENT OF ASSISTANT ROLES, DPA/PICTFOR EMAILS	8	Contact Colin Johnson if interested in taking on the role of Assistant Secretary	Members	On-going

Assistant Secretary role		Review constitution in the area of appointment of Officers and eligibility for re-election	Colin Johnson	On-going
ANY OTHER BUSINESS	11	Advise Chair of any nominations for third co-opted Member	Secretariat/ Chair/ Members	On-going

COMMITTEE MEETINGS 2017

- Monday 6 February 2017 – at 11am, BCS Offices, London
- Monday 15 May 2017 – at 11am, BCS Offices, London
- Monday 3 July 2017 – at 11am, BCS Offices, London
- Monday 2 October 2017 – at 11am, BCS Offices, London
- Monday 4 December 2017 – at 11am, BCS Offices, London

CPHC CONFERENCE 2017

- Monday 24 and Tuesday 25 April 2017, London (TBC)