COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Thursday 11 May 2023 at BCS, 25 Copthall Avenue, London EC2R 7DN and online

PRESENT
Rob Aspin (Chair) **Atif Waraich
*Nicky Danino *Haris Mouratidis *Steven Bradley
Paul Sant Edmund Robinson *Rebecca Strachan
Amir Hussain (UKCRC) *Jonathan Wallace

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)
*joined online; *left after item 7.1

APOLOGIES
James Davenport Austen Rainer Glenn Goodall (EPSRC)

1. WELCOME AND APOLOGIES FOR ABSENCE
The Chair welcomed members who had made the journey to attend in person and those joining online. Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2022/25)/ UPDATE ON ACTIONS
The minutes of the last meeting held on Monday 6 February 2023 were accepted as a true record.

6 February 2023
Updates (4.2): for considering re-naming ‘Conference’ as a ‘Networking’ event for 2024, the point was raised that next year’s event is likely to be held jointly with BCS and UKCRC. It was further suggested that a more appropriate name would be ‘Symposium’ and it was agreed that this be proposed to other stakeholders.

ACTION: R Aspin

EDI Lead (4.9): for contacting Kai Cott at Coventry University Enterprises Ltd about CPHC supporting Polar activities, R Aspin reported that he had made contact and they had confirmed their interest in CPHC support for scholarship and development.

7 December 2022
NI HoS (4.7): for the action to raise the issue with BCS of there being no Turing Talk for the whole of the UK even though NI is getting good attendance at F2F events, J Wallace reported that he had spoken to BCS and this is in progress.

1 February 2021
AOB (10.2): for the action to work on a privacy notice for the website with the Chair, A Waraich and J Davenport, it was noted that the draft had been reviewed and Committee members authorised the Secretariat to upload the latest version to the website. [Post meeting note: action complete]
3. **UPDATES**

3.1 **Chair’s Communications** – R Aspin reported that the main areas of discussion were joint conference and the three-organisation Venn diagram. These areas will be further explored at the joint meeting on 26 June.

3.2 **Treasurer’s Update** – no report, J Davenport had sent his apologies.

3.3 **Secretary’s Update** – nothing to report that wasn’t covered elsewhere on the agenda (see item 8).

3.4 **EDI Lead update** – (see also item 7.1 below) A Waraich and R Strachan had circulated the notes from the EDI Workshop delivered during the Conference, which focussed on current priorities, good practice and concluded with how CPHC can support members and their Departments. Participants suggested the following ways that CPHC could help:

- Do some early interventions e.g. national lectures (Xmas?)
- Special projects – ring fence for EDI
- Collect data on attainment gaps and share
- Share research on these issues
- Share benchmarking data particularly on staffing profiles
- Disseminate best practices
- Organise an EDI event for CS
- Lobby for change (working with BCS, IET, etc.)
- A round of small project funding for EDI
- Library of good practice
- Case Studies – a repository of case studies

One possible quick win could be the sharing of resources such as data, however there may be GDPR challenges with this unless they are obtained from HESA through the free or perhaps the costed service. P Sant noted (in the chat) that HESA open data (and Data Futures) links around widening participation, ethnicity etc. are available as Excel and other formats: [https://www.hesa.ac.uk/data-and-analysis](https://www.hesa.ac.uk/data-and-analysis). In addition, A Waraich mentioned OfS as a data source: [https://www.officeforstudents.org.uk/data-and-analysis/official-statistics/](https://www.officeforstudents.org.uk/data-and-analysis/official-statistics/). Members discussed terminology and suggested keeping to the term EDI, but perhaps tailoring it when talking to industry. It was agreed that TRAC OfS terminology is preferred and helps with analysing data.

It was AGREED that an action plan for EDI for 2023/24 should be scoped out at the next meeting.  
**ACTION: Members**

As A Waraich will be stepping down from the Committee, he asked for volunteers to come forward to lead in the EDI work and M Leslie undertook to issue a call to Committee members.  
**ACTION: M Leslie**

3.5 **UKCRC Update [R Aspin]** – there had been no Executive Committee meetings since the joint meeting on 25 October 2022.

3.6 **NI HoS [J Wallace/A Rainer]** – RECEIVED and NOTED the notes from J Wallace. The Chair noted that the cuts to the education budget were quite significant and offered to write a letter from CPHC in support of NI HEIs. R Aspin and J Wallace undertook to liaise on this, along with A Rainer offline.  
**ACTION: Chair/J Wallace/A Rainer**

3.7 **Welsh HoS [representative TBA]** – nothing to report.

3.8 **Scottish HoS [representative TBA]** – nothing to report.
3.9 Updates from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC) – it was noted that no recent bulletins had been received from PICTFOR and M Leslie undertook to follow this up. [Post meeting note: action complete]

The Chair reported that the plan is to re-launch the Distinguished Dissertations competition in September 2023. A call for nominations for the Lovelace Research and Lovelace Education Medals and Needham Awards had been issued.

4. NEW MEMBER APPLICATION – Arden University (CPHC/2023/07)

Members discussed and APPROVED the application for CPHC membership received from Arden University, with subscription fees to be paid from 1 July 2023. M Leslie undertook to follow up with Arden to confirm and complete the processing of their application. [Post meeting note: action complete]

There was some discussion about the amount and type of information which should be required of institutions applying to be CPHC members and it was agreed that a short application template be produced to include a question on how the applicant can contribute to the work of CPHC and perhaps insight into the approach to EDI issues. CPHC Officers undertook to take this offline with a view to providing further guidance for institutions including an application form template.

ACTION: CPHC Officers

5. SUBSCRIPTIONS AND FEE REVIEW (CPHC/2023/08)

RECEIVED and NOTED the report. The fee review discussion is pending (R Aspin and J Davenport).

6. CONFERENCE

6.1 2023 Feedback Questionnaire results (CPHC/2023/09) – those Committee members that had attended gave their own feedback on the event. The general feeling was that the event had gone well in terms of topic areas, speakers, panel discussions, logistics and networking opportunities but that it suffered from the last minute planning of speakers and promotion. It will be important to put plans in place earlier for future events, in order to improve the attendance levels. One suggestion was to use positive quotes from feedback in publicising future conferences.

ACTION: Conference Working Group (TBA)

Members reviewed the qualitative and quantitative feedback from the Conference questionnaire, noting the success of Jim Dickinson (Wonkhe), the workshops. The importance of having administrative support on site in addition to a Conference Chair was also noted. The Chair extended his formal thanks to all those involved in the Conference organisation.

6.2 2024 planning – members discussed possible dates for the proposal joint Conference, including whether a holiday or term time set of dates would be best. Holiday times might ensure the availability of on-campus accommodation but may mean academics are unavailable to attend. Options discussed included 8/9 April or w/c 15 April or w/c 22 April.

Members discussed the two offers of hosting received to date and the Chair undertook to write to both the University of Warwick (WMG) and Coventry University to ask them to put forward their cases for hosting.

ACTION: Chair

7. PROGRAMME of WORK

7.1 Learning and Development Group (LDG) and Special projects [S Bradley] – there had been 15 applications for Special Project Grants in the March 2023 round, of which one was approved immediately and three others were asked for further information and subsequently approved. S Bradley thanked the SPG Review Panel members and M Leslie
for their support. Given the activity for EDI, it was suggested that a bigger funding pot could be made available for proposals in this area.

There were still some issues with bidders not following the application instructions and members suggested running more workshops for those considering a bid, which could be delivered online or through a buddy system implemented through the new website. Applicants could also be required to get the sign-off of the Department Head and N Danino and R Strachan undertook to raise this with S Bradley, who had left the meeting by this point.

**ACTION: N Danino/R Strachan/S Bradley**

Members undertook to assess the impact of the earlier successful SPG proposals and consider a change in policy to increase the grant amount in certain cases at the October meeting.

**ACTION: S Bradley**

N Danino suggested that the Chair’s term of office could be amended in the Constitution, but given the need to get the membership’s approval for this, members agreed that it could be changed from the next incoming chair.

A Waraich indicated that he needed to leave the meeting at this point and R Aspin proposed a vote of thanks to him for his work on the Committee as member, Secretary and Vice Chair.

7.2 Industry Development Group (IDG) & 7.3 Career Development Group (CDG) – members discussed the relevance of both groups given that the leads for both have stepped down from the Committee. It was agreed that they are still relevant and P Sant volunteered to lead on the Career Development Group. Links with the membership and BCS contacts for mentoring would be useful here.

For the IDG, it would help to co-opt someone from industry to be involved and join the Committee, possibilities were discussed such as the Conference speakers. R Aspin and H Mouratidis undertook to liaise on drafting proposal for Industry Development Group to include industrial representation for next meeting.  

**ACTION: Chair/H Mouratidis**

R Aspin further undertook to circulate a request for expressions of interest to lead the Industry Development Group to Committee members.  

**ACTION: Chair**

7.4 Special Activities (Northern Ireland, Recruitment and Retention workshop, ..) – see item 3.6 above. It was agreed that the Recruitment and Retention workshop would still be valuable. P Sant suggested that a further possible area was generative AI. N Danino noted that the BCS Special Interest Groups and regional groups were doing something in this area, and it would be important to ensure that the approaches of these, BCS HQ, UKCRC and CPHC are joined up. N Danino undertook to connect with Daniel Aldridge in BCS Policy on this and keep P Sant informed.  

**ACTION: N Danino**

It will also be essential to ensure that any work on a tie into schools as a feeder to HE coming out of BCS’s Epic MegaGrant award is joined up with CPHC activity and the Chair undertook to liaise with Julia Adamson on this.  

**ACTION: Chair**

7.5 Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – there appeared to be an appetite from members for maintaining this form of workshop outside of the Conference, for example coffee table meetings, EDI lectures/workshops, Special Project Grant workshops and decolonising the curriculum knowledge sharing. The Chair undertook to issue a call to Committee members in the forthcoming weeks for ideas for a workshop with a calendar for implementation.  

**ACTION: Chair**
8. COMMITTEE MEMBERSHIP AND CO-OPTED POSITIONS (CPHC/2023/10)

A Waraich and S Bradley had left the meeting at this point; however, it was noted that there are three vacant positions on Committee and three parties have expressed an interest in joining. Statements of interest had been circulated from Parveen Samra (Coventry) and John Woodward (Loughborough) and Committee members APPROVED both applicants for co-opting to Committee with immediate effect and up to the 2024 AGM. M Leslie undertook to implement the new member process for both. [Post meeting note: action complete]

The third applicant leads a research group but is not a professor or a department head and, as the research group is not a CPHC institutional member, members agreed that this would make the applicant ineligible to serve on the Committee and that the Chair would contact the applicant to inform them.

For the third co-opted position, it would be helpful to make an appointment from either a Scottish or Welsh institution and Committee members with ideas for nominations were urged to put these forward. Further discussion on this item will be taken offline at the CPHC Officers meeting.

9. MEMBER COMMUNICATIONS

May – To be arranged, but could issue a signpost to the SPG webpage to flag the March 2023 grant awardees.
June – announcement of 2024 Conference date.

10. CONFIRMATION OF ACTIONS

See Outstanding Actions from Committee meetings below.

11. AOB

As the Vice Chair will be stepping down from the Committee soon, the Chair asked members to consider volunteering to Vice Chair the Committee, with a view to taking over as Chair at the next AGM when R Aspin is due to become Immediate Past Chair. ACTION: Members

The Chair thanked Emma Glynn at UCLan and M Leslie for the support for the Conference this year. N Danino suggested varying the venue for Committee meetings and it was noted that the cost of BCS London room hire was included in the CPHC/BCS agreement.

M Leslie asked for a volunteer to co-own the JISCMail lists and R Aspin agreed to replace Nick Savage as co-owner. The Chair thanked members and closed the meeting at 14:38.

FUTURE MEETINGS All commencing at 11.00am, unless otherwise stated

<table>
<thead>
<tr>
<th>COMMITTEE MEETINGS 2023</th>
<th>CONFERENCE DATES 2024</th>
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<tbody>
<tr>
<td>*Monday 26 June 2023 (1.30-4.30pm) – BCS London</td>
<td>TBA</td>
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<td>Wednesday 4 October 2023 – Online</td>
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<td>Wednesday 6 December 2023 - Online</td>
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<td>*to be co-located with UKCRC Executive Committee meeting</td>
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Outstanding Actions from Committee Meetings – 11 May 2023, 6 February 2023, 7 December 2022, 25 October 2022 & 29 June 2021

<table>
<thead>
<tr>
<th>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2023</th>
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<tr>
<td>MATTERS ARISING 6 Feb 2023 Updates (4.2)</td>
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<td>UPDATES EDI Lead Update</td>
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<td><strong>NI HoS</strong></td>
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<td><strong>NEW MEMBER</strong></td>
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<td><strong>CONFERENCE Feedback Q results</strong></td>
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<td>2024 planning</td>
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<td><strong>LDG inc Special Projects</strong></td>
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<td><strong>Special Activities</strong></td>
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<td><strong>Workshop Programme</strong></td>
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<td><strong>COMMITTEE MEMBERSHIP &amp; CO-OPTED POSITIONS</strong></td>
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<td><strong>AOB</strong></td>
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**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2023**

| **ACTIONS 7 Dec 2022 STRATEGIC PLAN DOCUMENT (6)** | 2 | Follow up on discussions on website, imagery/brand and email addresses [Updated 11 May 23: meet w/c 15 May to continue work on revisions based on feedback for next meeting (D Al Jumeily removed from action)] | R Aspin/ N Danino | On-going |
| **EDI Lead** | 4.4 | Contact ‘Decolonising the curriculum’ project lead at LJMU about leading a workshop for this workstream | A Waraich | On-going |
| **COMMITTEE ROLES** | 5 | Consider nomination for co-opting representative from Scotland | S Bradley/ Officers | On-going |
| | | Seek expressions of interest for co-opting the representative from Wales as M Griffiths’ term has come to an end [Updated 11 May 23: roles to be picked up in next Officers’ meeting] | Members | On-going |
### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 7 DECEMBER 2022

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<thead>
<tr>
<th>SUBSCRIPTIONS UPDATE (5)</th>
<th>Work on full/associate membership definitions and subs levels based on HESA data, in context of constitution</th>
<th>R Aspin/ J Davenport/ S Bradley</th>
<th>On-going</th>
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<tr>
<td>STRATEGIC PLAN</td>
<td>Revise document in line with comments received earlier and re-circulate</td>
<td>R Aspin</td>
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### CPHC-UKCRC COLLABORATIVE WORKING – 25 OCTOBER 2022

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<tr>
<th>Collaborative activities</th>
<th>CPHC, UKCRC and BCS Academy Chairs to discuss collaboration on mentoring and how each party’s work should be communicated to communities</th>
<th>R Aspin/ K Jones/ (A Irons)</th>
<th>On-going</th>
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### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 25 OCTOBER 2022

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<th>AOB</th>
<th>Digital Divide: Liaise with the BCS Community team on adding the CPHC logo to the BCS Digital Divide specialist group planned communications</th>
<th>J Davenport/ M Leslie</th>
<th>On-going</th>
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### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 JUNE 2021

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<th>ANY OTHER BUSINESS</th>
<th>Investigate how the Committee might set up a system to regularly nominate members of the community for UK Honours</th>
<th>R Aspin</th>
<th>On-going</th>
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