Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Monday 26 June 2023 at BCS, 25 Copthall Avenue, London EC2R 7DN and online

PRESENT
Rob Aspin (Chair)        James Davenport        Nicky Danino
John Woodward           Haris Mouratidis       *Rebecca Strachan
*Paul Sant              Edmund Robinson        *Jonathan Wallace
Parveen Samra           Ben Scott (EPSRC)

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

APOLOGIES
Austen Rainer
Steven Bradley
Amir Hussain (UKCRC)

(A) Joint meeting with CPHC & UKCRC

UKCRC Executive Committee members in attendance: Kevin Jones (Chair), Julie McCann, Alex Taylor (IET)
BCS Academy of Computing Board members in attendance: Alastair Irons (Chair), Anthony Cohn, Kevin Chalmers, Tom Crick
BCS staff in attendance: Rashik Parmar, Julia Adamson, Ashley Larkin
*Joined online

- Plans for joint 2024 Conference
- Joint activity statement

See slides – A Irons talked those present through the slides which had been jointly produced by the three Chairs (R Aspin, K Jones & A Irons), following which the floor was opened up for the following questions and areas of discussion (plus any others that were raised):

- What are the subjects for the 3-way overlap on the Venn Diagram?
- What are the joint activities and how do we further them? Eg mentoring, staff development, environment and culture
- Joint conference – every 2 years? Format and structure – what do we want to achieve?
- How do we create a platform for this combined voice?

For the combined objectives, it would be helpful to also bring in the IET and other related professional bodies. Members were invited to amend the Venn diagram if there are omissions/errors. ‘Grand Challenges’ was judged to be old fashioned terminology and RA suggested ‘moon shot.’ UKCRC was the most focussed of the three groups, covering research and the impact of that research.

ACTION: Members to send any suggested amendments to Venn diagram to the Chair

JA indicated that BCS is developing an approach to the learned society of the future with the first step being to understand more about the landscape. The landscape review report produced by the BCS Schools Curriculum and Assessment Committee (SCAC) had proved
very valuable and had been used in policy documents. The plan is to do an ‘HE temperature check’ with 12 HEIs and anyone interested was invited to contact the BCS Education & Public Benefit team via the Meeting Secretary.

The group discussed the proposed 2024 conference/event and made the following observations and suggestions:

- What is the pitch of the event and who should attend, maybe not just members of the three organisations? Could use our convening power to showcase Computer Science as a discipline, as a research area and/or a policy piece; could be a ‘summit’ (T Crick)
- More of a symposium than a conference, to share practice and encourage discussion (N Danino)
- The event and any workshops could be useful for producing output/artefacts (A Irons)
- For the CPHC Conference, the key value lies in bringing people together from different academic departments to network and discuss key issues such as AI and strategy (R Aspin)
- Could also cover REF/KEF and links to learned society issues (K Jones)
- Academic accreditation disrupts every 5 years and then goes away, it would be interesting to hear what Heads actually think (K Chalmers)
- How to get as many people to attend as possible? (A Irons)
- Now is the moment to convene different forces in computing as it underpins so much in society and can’t just happen in isolation. Maybe should go after big corporates to sponsor awards and showcase game changing work and academic excellence; happy to invite or ‘convene’ potential participants (R Parmar)
- Communication with general public is really important, currently very narrow interpretation of computing and a great deal of fear of AI, not recognising the UK’s contribution to it. Can’t really start on the equity piece until this is done (F McNeill)
- For the wider societal impact of computing, there may be a policy angle about how use the convening power of the three groups, by showcasing world leading research. REF, KEF and TEF are not as important in Wales. There is an advocacy piece to say CS is broad and has a significant impact eg the impact of cloud computing on water consumption, resource implications of streaming services and how to influence public and policy makers in this (T Crick)
- Good topic to discuss would be the question of ‘what is computing’ (J McCann)
- Computing is ubiquitous but digital literacy is not (K Chalmers)
- Digital poverty and the digital divide is also linked – the impact on those left behind (A Irons)
- What is the output from this event? Shouldn’t be standalone but should connect into the next step. Using the BCS links to industry would be helpful (as the IET do) and using all three organisations’ networks to market; could include evening meal with a speaker similar to the CPHC Conference (P Samra)
- Important to build in sustainability and make sure that success is repeated in future (T Crick)
- Agreed, more like a ‘manifesto’ to monitor and progress (A Irons)
- Computing is becoming broader, so one area of discussion could be inclusion of those with special abilities, particularly as many jobs require social skills (N Danino)
- Could put on Needham and/or Lovelace events at summit in future years (2023 round will be in autumn 2023), which would be a good way to advertise (A Cohn)

Members AGREED to proceed with a 2024 joint event and to the establishment of a planning working group comprising representatives from each of the three organisations. [Post meeting note: it was subsequently agreed that there should be two representatives from each organisation on the WG]

ACTION: Chairs to nominate two representatives each from ACB, CPHC and UKCRC to join the 2024 event planning working group
1. **WELCOME AND APOLOGIES FOR ABSENCE**

   The Chair welcomed members joining in person and online and apologies for absence were received as above.

2. **MINUTES OF LAST MEETING (CPHC/2022/11)/ UPDATE ON ACTIONS**

   The minutes of the last meeting held on Thursday 11 May 2023 were accepted as a true record and approved for transfer to the website. [Post meeting note: action complete]

   **6 February 2023**

   EDI Lead (4.9): for contacting Kai Cott at Coventry University Enterprises Ltd about CPHC supporting Polar activities, P Samra reported that Kai Cott is no longer at Coventry. R Aspin is now talking to James Shuttleworth (IoC) on this issue.

   **11 May 2023**

   EDI Lead Update (3.4): following Atif Waraich’s retirement and stepping down from the Committee, R Strachan indicated her willingness to be the Lead Co-ordinator for EDI with P Sant in support.

   NI HoS (3.6): J Wallace reported that the action to make representations to the relevant NI authorities about NI HE funding and support had been completed but had unfortunately had little impact. The FE colleges are having a difficult time at present, especially with the continuing problems with the devolved assembly. R Aspin emphasised that he would continue to support colleagues in NI where it will help to apply pressure.

   LDG inc Special Projects (7.1): it was agreed that the SPG process should be amended to include a requirement for HOD sign off. R Strachan noted that reports should soon be submitted for good case studies. J Davenport expressed concern that it was difficult to track grant payments and it was agreed that a single process be discussed at the next Officers meeting. [Post meeting note: action complete]

   Special activities (7.4): for liaising with BCS on a tie-in to the Policy Jam, N Danino reported that she had spoken to Arnoldis Nyamande in the BCS Policy team about the possibility of running a joint event on how policy affects HE.

   **29 June 2021**

   AOB (11): for the action to investigate setting up a system to regularly nominate members of the community for UK Honours, the latest round of MBEs suggested that there is relevance in doing this. Officers undertook to discuss this at a future Officers’ meeting and bring back a proposal to the October meeting.

   **ACTION: Officers**

   **2.1 Digital Divide proposed communications to members [CPHC/2023/13]** – following the action from the meeting on 25 October 2022 (item 8, AOB) to liaise with the BCS Community team on adding the CPHC logo to the BCS Digital Divide specialist group comms, J Davenport sought feedback from members on the circulated document and undertook to review the terminology to ensure it is inclusive.

   **ACTION: J Davenport**

   Members were invited to provide comments, preferably within the next week.

   **ACTION: Members**

   J Davenport will liaise with N Danino about branding and circulate the document to the membership on behalf of the Committee.

   **ACTION: J Davenport/N Danino**

3. **APPOINTMENT OF VICE CHAIR**

   Some members expressed concern that the term of office of the CPHC Chair (ie, two years following two years as Vice Chair and subsequently two years as Immediate Past Chair). J
Davenport flagged that the term of office of BCS President involves a 3 year commitment, whereas this would be a 6 year commitment. Members discussed other possible permutations including a change in term of the Vice Chair and also risk mitigation should a Vice Chair stand down before taking up the role as Chair as this has happened twice in recent years. It was noted that a change in the CPHC constitution would need to be taken to the membership at the next AGM, similarly proposed changes to the CPHC constitution would need to be approached in line with Charity Commission rules (see How to make changes to your charity’s governing document - GOV.UK (www.gov.uk)).

Members suggested convening a Special General Meeting before Christmas to discuss any proposed changes to the constitution, but it would depend on the date of any SGM as to the number of attendees. The Chair and other Officers undertook to discuss holding an SGM later in 2023 to seek membership approval for Vice Chair appointment, amendment to Chair/Vice Chair terms of office and scope for altering the constitution.

**ACTION: Chair/Officers**

In the meantime, the retirement of Atif Waraich has left a vacancy for Vice Chair up until the next AGM, planned for April 2024. Members AGREED that a provisional appointment of N Danino be made to the position of Vice Chair until the next AGM, where formal appointment will be voted upon by CPHC members.

### 4. EPSRC UPDATE

The Chair welcomed Ben Scott who explained that he has joined EPSRC as a Portfolio Manager in the ICT theme team. A further two members of staff have been recruited to the team: Abigail Miller and Kaustav Dey. See Information and communication technologies theme – UKRI for areas of responsibilities and contact details.

Work is underway in updating trusted research and there should be a full update on Horizon Europe by the end of June or in July.

E Robinson asked B Scott if it was possible to provide a short note for the membership on EPSRC/UKRI activities, in particular flagging new funding calls, as had been provided by previous EPSRC representatives to the Committee. This had been really appreciated by the membership. B Scott undertook to provide this for this and future meetings.

**ACTION: B Scott**

### 5. UPDATES

#### 5.1 Chair’s Communications – R Aspin made reference to the earlier discussion at the joint CPHC/UKCRC/BCS Academy meeting and the statement showing how the three organisations are aligned, in particular how each is maintaining its own individual identity and independence, speaking with a unique voice whilst also speaking with a united voice.

P Sant highlighted a source of information on finding funding, enabling users to search current funding opportunities from across UKRI, Research Councils and Innovate UK: https://www.ukri.org/opportunity/

#### 5.2 Treasurer’s Update

**5.2.1 Appointment of auditors for Year Ending 2023 onwards [CPHC/2023/15]** – J Davenport reminded the Committee that CPHC members had delegated authority to the Committee to appoint new auditors at the AGM in April 2023. Following scrutiny of the proposal, the Committee APPROVED the appointment of Haysmacintyre for examining CPHC accounts from the financial year ending 30 June 2023. J Davenport undertook to liaise with the CPHC accountant to action this. [Post meeting note: action complete] Members will be updated as part of the regular update at the next AGM.
5.3 **Secretary’s Update** – S Bradley had sent apologies, but provided the following update in advance of the meeting: for the LDG I have sent out requests for a date to get together to discuss the two items: review impact and application process. It’s possible but not super-likely that we will be able to meet before the next committee. If we do I will let you know the outcome.

5.4 **EDI Lead update**

5.4.1 **Project plan for 2023/24** – this is pending, see Update on Actions above.

5.5 **UKCRC Update [R Aspin]** – see joint meeting minutes above. There had been no Executive Committee meetings since the last CPHC meeting on 11 May.

5.6 **NI HoS [J Wallace/A Rainer]** – RECEIVED and NOTED the previously circulated notes from J Wallace. The next meeting of the BCS Northern Ireland Computing Education Committee (NICEC) will be held in October. A Rainer had sent apologies but had raised one query on whether other HEIs were still having post-covid issues with student engagement. Some were having issues but maybe unrelated to covid. It would be helpful to know if this was localised or more of a national trend and it was suggested that a quick survey of HODs could be conducted to find out. The Chair undertook to circulate this to CPHC members. **ACTION: R Aspin**

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

5.8 **Scottish HoS [representative TBA]** – nothing to report.

5.9 **Updates from Other Organisations & Activities** (IE/PICTFOR; Distinguished dissertations; IoC) – nothing to report other than that CPHC’s membership of PICTFOR has now been renewed and updates and invitations are coming through again.

6. **CPHC BRANDING & WEBSITE REVIEW (CPHC/2023/16)**

Members were happy with the designs provided but asked to see the logo on a black background. N Danino undertook to request more information from the designers. It was agreed that a LinkedIn profile would be more appropriate for CPHC than a Twitter profile.

7. **SUBSCRIPTIONS AND 2023/24 FEE REVIEW (CPHC/2023/17)**

It was noted that R Aspin and J Davenport will meet offline to discuss this issue.

8. **CONFERENCE – Joint 2024 CPHC/UKCRC/BCS Academy** [inc venue]

Members continued discussions that started during the joint meeting. It has been agreed that the summit/congress event will be held in April 2024 at Coventry University on dates to be agreed. R Aspin had discussed convening a Conference Working Group with Alastair Irons, preferably with at least two representatives from each organisation, so that at least one attends each meeting and is able to sell what they are doing to their respective Committees. M Leslie noted that some resource may be available from the BCS events team and P Samra undertook to bring in the local liaison contacts from Coventry. P Samra volunteered to be one of the CPHC representatives on the Working Group.

For the agenda, a good starting point would be the April 2023 agenda. R Aspin and N Danino undertook to draft a provisional agenda. **ACTION: R Aspin/N Danino**
9. PROGRAMME of WORK

9.1 Learning and Development Group (LDG) and Special projects [S Bradley] – nothing to report.

9.2 Industry Development Group (IDG) inc draft proposal for academic/industrial membership [R Aspin/H Mouratidis] – this action is still pending.

9.3 Career Development Group (CDG) [P Sant] – R Aspin undertook to catch up offline with P Sant to discuss this further. ACTION: R Aspin/P Sant

9.4 Special Activities (Northern Ireland, Recruitment and Retention workshop, ..) – progress has been made on this.

9.5 Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – nothing to report.

10. COMMITTEE ROLES (CPHC/2023/19)

Following Atif Waraich’s retirement, there were two JiscMail list moderation vacancies: cphc-conf (for conference listings) and cphc-jobs. J Davenport agreed to take on these two roles. As noted above, the Equality, Diversity and Inclusion champions role, previously led by A Waraich will now be led by R Strachan supported by P Sant.

11. 2024 MEETING DATES (CPHC/2023/20)

The following dates were approved at the Officers’ meeting. See below for full record of meeting dates.

Monday 5 February 2024 (online); Wednesday 15 May 2024 (BCS London); Monday 1 July 2024 (online); Tuesday 8 October 2024 (BCS London, co-located with UKCRC); Tuesday 3 December 2024 (online).

12. MEMBER COMMUNICATIONS – June/July/August/September

July – joint statement from CPHC/UKCRC/BCS Academy
Aug – Special Project Grants deadline reminder
Sep – conference

13. AOB

An application to join CPHC had been received from Leeds Trinity University. M Leslie undertook to liaise with Committee members offline on any questions/comments. [Post meeting note: completed and application approved]

The Chair thanked members and closed the meeting at 16:46.

FUTURE MEETINGS All commencing at 11.00am, unless otherwise stated

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<th>COMMITTEE MEETINGS 2023</th>
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<th>CONFERENCE DATES 2024</th>
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<tr>
<td>Wednesday 4 October 2023 – Online</td>
<td>Monday 5 February 2024 – Online</td>
<td>Options discussed at last mtg:</td>
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<tr>
<td>Wednesday 6 December 2023 - Online</td>
<td>Wednesday 15 May 2024 – BCS London</td>
<td>8/9 April or</td>
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<td>Monday 1 July 2024 – Online</td>
<td>w/c 15 April or</td>
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<td>*Tuesday 8 October 2024 (13:30-16:30) – BCS London</td>
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<td>Tuesday 3 December 2024 – Online</td>
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### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 26 JUNE 2023

#### UPDATE ON ACTIONS

**AOB 29 June 2021**

| 2 | Discuss setting up a system to regularly nominate members of the community for UK Honours at a future Officers’ meeting and bring back a proposal to the October meeting | Officers | On-going |

**Digital Divide comms to members**

| 2.1 | Provide comments on Digital Divide document | Members | On-going |
| | Liaise on branding of Digital Divide document | J Davenport/ N Danino | On-going |
| | Check terminology to ensure inclusive | J Davenport | On-going |

#### APPOINTMENT OF VICE CHAIR

| 3 | Consider holding a Special General Meeting later in 2023 to seek membership approval for Vice Chair appointment, amendment to Chair/Vice Chair terms of office and scope for altering the constitution | Chair/Officers | On-going |

#### EPSRC UPDATE

| 4 | Provide a short note for the membership on EPSRC/UKRI activities for this and future meetings | B Scott | On-going |

#### UPDATES

**Treasurer’s update**

| 5.2.1 | Liaise with CPHC accountant (based at BCS) about appointment of Haysmacintyre as new independent examiners from YE23 | J Davenport | Complete |

**NI Heads of School**

| 5.6 | Ask for feedback from CPHC members on whether HEIs are having post-covid issues with student engagement (as in NI) | R Aspin | On-going |

#### 2024 JOINT CONFERENCE

| 8 | Liaise on provisional Conference agenda | R Aspin/ N Danino | On-going |

#### CAREER DEVELOPMENT GROUP (CDG)

| 9.3 | Catch up offline to discuss establishing the CDG | R Aspin/ P Sant | On-going |

#### AOB

| 13 | Provide feedback on Leeds Trinity University application to join CPHC by 3 July and complete new member admin | Members | Complete |

**CPHC-UKCRC-BCS ACADEMY COLLABORATIVE WORKING – 26 JUNE 2023**

**Collaborative working**

| A | Send any suggested amendments to Venn diagram to A Irons | All | On-going |
| | Form Working Group with two representatives from each of the three organisations to plan 2024 joint conference/event | Chairs/ BCS staff | On-going |

#### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2023

**UPDATES**

**EDI Lead Update**

| 3.4 | Scope out EDI action plan for next year at next Committee meeting | Members | On-going |

**NEW MEMBER**

| 4 | Work on providing further guidance for applying institutions such as an application form template | Officers | On-going |

**CONFERENCE Feedback Q results**

| 6.1 | Use positive quotes from feedback in publicising future conferences | Conference WG (TBA) | On-going |

**PROGRAMME OF WORK**

**LDG inc Special Projects**

<p>| 7.1 | Review Special Project Grant output to assess impact at Oct meeting and consider change in policy to increase the grant amount in certain cases | S Bradley | On-going |
| | Liaise on drafting proposal for Industry Development Group to include industrial representation for next meeting | R Aspin/ H Mouratidis | On-going |
| | Circulate a request for expressions of interest to lead the Industry Development Group to Committee members | R Aspin | On-going |</p>
<table>
<thead>
<tr>
<th>Special Activities Workshop Programme</th>
<th>7.4</th>
<th>Liaise with BCS (Julia Adamson) on tie into schools as feeder to HE</th>
<th>R Aspin</th>
<th>On-going</th>
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<tbody>
<tr>
<td></td>
<td>7.5</td>
<td>Issue call to Committee members for ideas on workshop topics with calendar</td>
<td>R Aspin</td>
<td>On-going</td>
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<tr>
<td>COMMITTEE MEMBERSHIP &amp; CO-OPTED POSITIONS</td>
<td>8</td>
<td>Discuss co-opting further Committee members especially to represent institutions in Scotland and Wales</td>
<td>CPHC Officers</td>
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<tr>
<td>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2023</td>
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<td>Contact ‘Decolonising the curriculum’ project lead at LJMU about leading a workshop for this workstream [Jun 2023 mtg: R Aspin to liaise with A Waraich and follow up with R Strachan]</td>
<td>R Aspin (A Waraich)</td>
<td>On-going</td>
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<tr>
<td>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 7 DECEMBER 2022</td>
<td></td>
<td>Work on full/associate membership definitions and subs levels based on HESA data, in context of constitution</td>
<td>R Aspin/ J Davenport/ S Bradley</td>
<td>On-going</td>
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<tr>
<td>UPDATE ON ACTIONS Subscriptions Update (5) Strategic Plan Document (6)</td>
<td>2</td>
<td>Revise document in line with comments received earlier and re-circulate</td>
<td>R Aspin</td>
<td>On-going</td>
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