

**Administration by BCS**

First Floor, Block D, North Star House, North Star Avenue, Swindon SN2 1FA

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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 6 February 2017** at BCS, 5 Southampton Street, London WC2E 7HA

**PRESENT**

Carsten Maple (Chair)	Sally Fincher	Colin Johnson
Miltos Petridis	(V) Ian Allison	Keith Miller
Rupert Ward	Sally Smith	Edmund Robinson
Nick Savage		

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Balbir Barn	Ian Wells	Alastair Irons
Ray Farmer	Vic Grout	Jim Yip (EPC)
Anthony Cohn (UKCRC)	James Davenport	
	(BCS Academy)	

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received as above.

**2. MINUTES OF LAST MEETING (CPHC/2016/32)**

The minutes of the last meeting held on Monday 5 December 2016 were accepted as a true record.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

**6 December 2016**

Item 3 Matters Arising

CPHC/UKCRC Chairs to liaise via the Secretariat on co-locating at least one 2017 meeting. It was reported that the current meeting dates do not align but the Chairs were hoping to co-locate in October 2017. Members indicated that Tuesday meetings would not be difficult in terms of availability.

**ACTION: Secretariat**

### Item 3a Chair's Report

Consider holding two one-day events to complement Conference. This item was on-going but Members were asked for suggestions. It was proposed that membership events could be held to discuss the TEF.

### Item 4 Programme of Work – Shadbolt Working Groups

Write proposal to bid for funds to undertake a full investigation into data sources and analysis to answer the key questions and gaps. This item was on-going. Sandy Grom and Kelly Vitalis were leading this work and the Chair had written to Sandy but had not received a response.

### Item 6 BCS/CPHC 2017 Contract

Assemble a task group to look at future requirements comprising Edmund Robinson, Miltos Petridis, Sally Fincher and Carsten Maple. This was on-going and the plan was to convene the task group during the conference. Secretariat to remind Members.

**ACTION: Secretariat/Task Group members**

### Item 8 - Assistant Secretary role

Keith Miller AGREED to take on the role of Assistant Secretary.

## **3 JUNE 2016**

### Item 6 2016 Conference Feedback

Satellite events to tackle national priorities. This item was also on-going. The Chair would be writing a paper to present electronically for discussion with a view to supporting Members through regional approaches.

## **4. CHAIR'S REPORT**

**EPC** – The Chair reported that he had attended the EPC residential. This had been an interesting event, EPC had fewer institutional members than CPHC (80), but more individual members and approximately £100k turnover. CPHC is a standing committee of EPC and there was a clear overlap. The vision and brand of EPC had been discussed and £10k was being spent to relaunch the website with a new logo. EPC has 3 part time staff and was considering establishing an engineering academic network.

One question that this prompted was how CPHC can support future professors. The new Head's workshop was one way and maybe a Computing Academics Network to complement CPHC could be another. This could be similar to the LDG, an internal networking group which sits underneath the membership. It was AGREED that Committee would wait and watch what EPC is doing to see if anything can be learnt. There could be value in co-producing reports and sharing resources.

**Shadbolt WGs** – there had been little progress to date. One of the reasons for this is that the recommendations in the Shadbolt report refer to collaborative work for which there is no national lead. This makes it difficult to avoid replication, but the suggestion was that we press ahead without waiting. The Chair proposed that each WG writes an action plan in the next couple of weeks with co-lead for each in order to spread the work (see also item 5 below). Chair and Sally Fincher to DISCUSS and ensure coherent across WGs by 20 February. (See also item 5 below.)

**ACTION: Chair/S Fincher/Members**

**EU applications for HE** – The Chair reported that there had been an article published in the THE and an LSE blog which had raised some interesting points. It would be important to be mindful about whether there was anything to ask Members on this. As yet there was no solid evidence, only anecdotal data. It was acknowledged that the immigration policy was causing the most difficulty due to the uncertainty about graduate jobs and visas. It could be helpful to work with CaSE to make an evidence-based argument and look to gather evidence either through a Members survey/email exchanges, via the Conference and HEFCE data interrogation. It would be important to collect evidence from all four countries of the UK, linking to specific skills shortages, although would need to do this with caution as it is not CPHC's role to lobby on behalf of industry and to ensure there are no mixed messages in the context of the Shadbolt WGs.

AGREED: Keith Miller to write this up, with a proposal for next steps and circulate to Committee for approval for onward transmission

**ACTION: K Miller/All**

## **5. PROGRAMME of WORK – Shadbolt Working Groups**

(See also item 3 above.) There was no update on mailing list activity as yet, but Members AGREED that each Working Group should have a co-lead to share the work. These were agreed as follows:

WG1 – Edmund Robinson to co-lead  
WG2 – Sally Smith to co-lead  
WG3 – Nick Savage to co-lead  
WG4 – Vic Grout to co-lead.

There was need for a budget to pay for Working Group meetings. Not all WG areas had been highlighted as priority by the Shadbolt implementation group. It was AGREED that plans of action would be agreed by all WG Members. A template for presenting information on planned meetings, non-WG invitees (such as other stakeholders), budget and outputs required would be agreed, so that a 10 minute presentation on each could be delivered at the Conference.

## **6. SUBSCRIPTIONS**

The Secretariat provided an update. The historical debt was also reported, which from last year included City, University of London, University of Bedfordshire, University of Derby, University of Reading, Ulster University and the University of West London. Secretariat to provide a list of HEIs indicating those that have made payment to the Treasurer.

**ACTION: Secretariat**

## **7. CPHC CONFERENCE 2017**

The Chair reported that the Paddington venue was not available on 24/25 April but Reading was to be investigated as a possible alternative.

**ACTION: Chair**

Members discussed format, timings and possible speakers. These included Teaching Excellence, GECCO posters, wider engagement with computing academics (on day 2), industry/academia thread, panel discussion on Degree

Apprenticeships, Shadbolt follow up, future international outlook (including Brexit and in particular EU students/staff and diversifying income streams into international markets. Some suggestions were made for possible speakers which the Chair would follow up.

**ACTION: Chair**

## **8. REGULAR REPORTS**

### **8.1 Treasurer's Report**

Nothing to report.

### **8.2 Secretary's Report**

It had previously been noted that the Terms of Office for different officer roles were inconsistent. It was AGREED that neither the Secretary nor the Treasurer Terms of Office should have a limit. The Secretary would revise this in line with this discussion and the resultant change in constitution would be put to Members at the AGM, ensuring the vote is quorate.

Two issues required attention:

- 1) Number of Members – Secretariat to provide list of JISCMAIL contacts by HEI Member to the Secretary for review.

**ACTION: Secretariat**

The Secretary will update constitution for AGM to include clarification on job titles. The Chair will write a section for the website on the purpose of CPHC to include the purpose of the mailing list, membership, support networks and mentoring. One purpose was to inspire the next generation of leaders.

**ACTION: Secretary/Chair**

- 2) Election of Committee Member – the Secretary will circulate a summary to Committee Members before going out to the full membership to seek nominations in about a month's time. The co-opted Members reach the end of their term of office at the AGM, and the Secretary will be asking if they would like to stand for a second term in advance of the AGM.

**ACTION: Secretary**

### **8.3 Learning Development Group Report**

Sally Fincher reported that the last GECCO workshop had just been held. No formal evaluation had been sent out yet as colleagues were still continuing the work which would be ready for Conference. As previously reported, the LDG had, co-sponsored the computing education practice one day conference in Durham, which had generated good attendance and a great deal of interest. It was noted that there was a demand for this type of event. Associated events to be considered next time were, for example, Doctoral consortium, subject-specific workshop and improving progression.

#### 8.4 BCS Academy Report

James Davenport had sent his apologies, but had been in touch to report that the BCS/CPHC/UKCRC response to REF21 was being worked on. Carsten Maple was dealing with it on the CPHC side.

**ACTION: Chair**

#### 8.5 EPC Report

As above in Chair's Report (item 4).

#### 8.6 Reports from Other Organisations & Activities [CPHC/2017/03]

Scotland – the Digital Skills Partnership lead by Scotland IS had met a couple of weeks ago, which was proving useful for tech sector employers to engage with HEIs in Scotland. SICSA was in the process of appointing a knowledge exchange leader. Skills Development Scotland was providing funding for Degree Apprenticeship programmes based on Information Technology Management for Business (ITMB) and Software Development for Business (SDfB) degrees.

DPA – The email from Colin Johnson refers.

Informatics Europe (IE) – Secretariat now forwarding emails to Committee as per the procedure for CaSE emails.

CPHC External organisations – C Johnson indicated that some of these might be of interest to Committee Members (eg external events). There are currently only 3 members on the JISCMail list, so Colin undertook to email Committee Members, giving a period to respond.

**ACTION: Secretary**

Wales – no report.

### 9. ANY OTHER BUSINESS

There were no items of any other business.

#### Outstanding Actions from Committee Meetings – 6 February 2017, 5 December 2016, 3 October 2016, 4 July 2016 and 3 June 2016

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2017				
<b>MATTERS ARISING</b>	3	Secretariat/CPHC/UKCRC Chairs to liaise via on co-locating October 2017 meeting	Secretariat	On-going
		Secretariat to remind Members to convene BCS/CPHC Contract Task Group during the 2017 Conference	Secretariat/Task Group Members	On-going
<b>CHAIR'S REPORT</b>  <b>Shadbolt WGs</b> <b>EU applications for HE</b>	4	Discuss production/co-ordination of an action plan by co-leads for approval by WGs by 20 February	Chair/S Fincher/ Members	On-going
		Write up proposal to gather hard evidence on the effect of Brexit on HE including next steps for Committee approval for onward transmission	K Miller/All	On-going
<b>SUBSCRIPTIONS</b>	6	provide a list of HEIs indicating those that have made payment to the Treasurer	Secretariat	On-going
<b>CPHC CONFERENCE 2017</b>	7	Investigate Reading as venue and follow up suggestions for possible speakers	Chair	On-going
<b>REGULAR REPORTS</b>  <b>Secretary's Report</b>	8	Provide list of JISCMail contacts by HEI Member to the Secretary for review	Secretariat	On-going
	8.2	Update constitution for AGM to include clarification on job titles.	Secretary	On-going

<b>BCS Academy Report Reports from Other Organisations &amp; Activities</b>	8.4	Write a section for the website on the purpose of CPHC to include the purpose of the mailing list, membership, support networks and mentoring	Chair	On-going
		Committee Member election business	Secretary	On-going
	8.6	Respond to REF21 on behalf of CPHC	Chair	On-going
		Email Committee Members about external organisation mailing list, giving a period to respond	Secretary	On-going

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 DECEMBER 2016</b>				
<b>CHAIR'S REPORT</b>	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
<b>PROGRAMME of WORK – Shadbolt Working Groups</b>	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 Workshops, focussing on the “bottom third”	S Fincher	On-going
		Liaise with Ian Wells, Vic Grout on the specific issues for areas of the UK in relation to Shadbolt	S Smith	On-going, no NI rep as yet
<b>BREXIT ACTIVITY</b>	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
<b>BCS/CPHC 2017 CONTRACT</b>	6	Assemble a task group to look at future requirements comprising Edmund Robinson, Miltos Petridis, Sally Fincher and Carsten Maple	Chair	On-going
<b>CPHC CONFERENCE 2017</b>	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

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 OCTOBER 2016</b>				
<b>CHAIR'S REPORT</b>	4	Find out who is on the various Shadbolt working groups to ensure that the CPHC Working Groups dovetail appropriately	C Johnson	On-going

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 JULY 2016</b>				
<b>SHADBOLT PROGRAMME of WORK</b>	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
<b>CPHC RESEARCH AGENDA – PROGRAMME of WORK</b>	6	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

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JUNE 2016</b>				
<b>2016 CONFERENCE FEEDBACK</b>	5	Ensure CPHC Members from across the UK are represented at the 2017 Conference	Conference Working Group	On-going
<b>APPOINTMENT OF ASSISTANT ROLES, DPA/PICTFOR EMAILS</b>  <b>Assistant Secretary role</b>	8	Review constitution in the area of appointment of Officers and eligibility for re-election	Colin Johnson	On-going

**COMMITTEE MEETINGS 2017**

**Monday 15 May 2017 – at 11am, BCS Offices, London**

**Monday 3 July 2017 – at 11am, BCS Offices, London**

**\*Tuesday 31 October 2017 – at 1pm, BCS Offices, London**

**Monday 4 December 2017 – at 11am, BCS Offices, London**

**CPHC CONFERENCE 2017**

**Monday 24 and Tuesday 25 April 2017, Reading (TBC)**

**\*NOTE CHANGE OF DATE/TIME FOR CO-LOCATION WITH UKCRC**