

**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 15 May 2017** at BCS, 5 Southampton Street, London WC2E 7HA

**PRESENT**

Carsten Maple (Chair)	Sally Fincher	Edmund Robinson
Miltos Petridis	Ian Wells	Nick Savage
m.c. schraefel	(V) Sally Smith	Keith Miller
Jim Yip (EPC)	(V) James Davenport (BCS Academy)	

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Rupert Ward	Ian Allison
Ray Farmer	Alastair Irons
Anthony Cohn (UKCRC)	

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received as above. The Chair expressed the appreciation of the Committee to outgoing Members Balbir Barn, Vic Grout and Colin Johnson for their years of service, in particular to Colin Johnson and his service as Secretary for the last two years. The Chair thanked Keith Miller for taking on the role of Secretary, welcoming back Sally Fincher as Vice Chair and Edmund Robinson as Treasurer. In addition, the Chair welcomed Alastair Irons (who had been unable to attend) and Nick Savage, previously co-opted and now full Committee Members and new Member m.c. schraefel.

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

The minutes of the last meeting held on Monday 6 February 2017 were accepted as a true record.

### 3. MATTERS ARISING FROM PREVIOUS MINUTES

#### 6 February 2017

##### Item 4 Chair's Report – Shadbolt Working Groups, Horizon scanning

Need to appoint a new co-lead following Vic Grout's departure from Committee. Sally Fincher's WG had met and held meetings with other organisations.

##### Item 4 Chair's Report – EU applications for HE

Keith Miller had consolidated the Brexit comments and incorporated them into the draft prior to circulation. Members to let Keith know if there is anything further to add before circulating this to the CPHC Membership. **ACTION: Members**

The Chair outlined discussions so far on Brexit for the benefit of new Members. There was a need for hard evidence such as a formal survey to try to quantify the effect on HE of leaving the EU. Evidence from exit interviews of staff returning to continental Europe and comparison of recruitment from the EU before and after the referendum were two examples of this. It was hoped that there would be a change in visa rules along with good messages to encourage international recruitment.

Sally Fincher suggested using the Gold Survey Monkey account assigned to the LDG to produce and circulate a survey for cross-sector data. There was some discussion about use of confidence as a measure and it was acknowledged that subjective data would have a role alongside objective data.

Members AGREED to continue this discussion offline and Keith Miller undertook to circulate notes of this discussion to the Committee including use of Survey Monkey.

**ACTION: Keith Miller**

##### Item 8.2 Secretary's Report

Secretariat to follow up on Vic Grout's email about a section for the website on the purpose of CPHC to include the purpose of the mailing list, membership, support networks and mentoring. **ACTION: Secretariat**

#### 6 December 2016

##### Item 4 Shadbolt Working Groups

There had been no tangible outcomes that Members were aware of since the ministerial roundtable eg, progress on a common language. For the continuation of the GECCO work, Sally Fincher had drafted a grant proposal on which HEFCE has provided feedback. Sally will now re-draft the proposal. CPHC cannot be a fund holder, only through an HEI and it must be sector-wide bid, talking to BCS too and employer involvement. It would be crucial to demonstrate sector benefit. New DLHE data was to be published which would provide further information on disparate and challenging cohorts.

It was noted that there was no specific Shadbolt activity in Wales where Degree Apprenticeships were also different to those in England. Sally Smith would liaise offline with Ian Wells to discuss this further. **ACTION: Sally Smith/Ian Wells**

#### 3 June 2016

##### Item 5 2016 Conference Feedback

Efforts had been made to ensure that CPHC Members from across the UK were represented at the 2017 Conference; however, this year there had again been a majority from England. Much of this depends on the venue location. The Chair undertook to make contact with colleagues in Northern Ireland to check if they feel

sufficiently connected with CPHC activities and if not, to consider how to pro-actively engage them in the future.

**ACTION: Chair**

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

**CPHC Conference** – the Chair extended his thanks to all those involved in the preparation for the Conference. It had been a good example of working in partnership and there was a clear need to work together going forward to address challenges. The CaSE talk by Sarah Main had been particularly well received and the accommodation of Microsoft HQ in Reading worked well with the contribution of venue and catering from the host greatly appreciated.

**Institute of Coding** – the Workshop at Northumbria University's London campus had taken place on Monday 8 May. This was challenging and would have a bearing on computer science education in the UK with several consortia being established (as outlined by HEFCE at the Conference). The Chair thanked Graham Sexton for the quickly organised venue for the Workshop and Sally Fincher for covering prior to Carsten's arrival.

Sally Fincher informed Members that a series of iterative ideas on the call were discussed in the Workshop and the resultant slides were circulated via a Dropbox link to Members during the meeting..

This was also discussed under item 6 Institute of Coding.

**One day events** – it was planned that these events would be held before the 2018 Conference with Teaching Excellence being the subject for one. The Chair invited ideas for a second event. m.c. schraefel suggested the use of webinars for events, which had the benefit of encouraging participation and being recorded for wider dissemination. It would be good to encourage participation of CPHC Members in all countries of the UK. Members AGREED that it would be desirable to hold the first Teaching Excellence event in September. Other possible topics included a curated set of presentations on the employability workshops, success stories linked to Athena SWAN and Brexit with EPC and CaSE. CPHC Members would be asked to forward their suggestions for event topics to the Committee via the mailing list.

**ACTION: CPHC Members**

The Secretariat undertook to circulate an email to Committee Members asking for volunteers to form a Working Group to organise the one day events/webinars.

**ACTION: Secretariat**

**Mentoring** – The New Heads' Workshop has been successfully run for a number of years. One idea to complement this support mechanism was a mentoring network. The Chair undertook to email CPHC Members for volunteer mentors. Once in place, new Heads could either be encouraged to make contact to request a mentor or make themselves known during the annual information gathering exercise in preparation for the subscriptions invoicing.

**ACTION: Chair**

**BCS Workshop** – Members were concerned that an invitation to the CPHC Membership had been circulated via JISCMAIL without the Chair's knowledge or approval. It would be good to ensure that this situation did not occur again.

**ACTION: Chair/Secretariat**

Some of the items on the BCS Workshop agenda appeared to overlap with the work of the CPHC Working Groups in that they seemed to address issues wider than just accreditation.

The Chair undertook to liaise with Bill Mitchell prior to the Workshop on Friday 19 May to better understand the goal for the day and how it relates to the CPHC work.

**ACTION: Chair**

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

Sally Fincher reported that WG3 'Analysis and identification of career opportunities and role models' had met once and found an issue with materials. Keith Miller indicated that the plan was to work on some case studies. The Chair outlined the scope of work of the four Working Groups for the benefit of new Members. It would be important to push forward with WG1 soon to keep to the timeline. Discussions were on-going via email on WG4 horizon scanning. The original proposal for this work was research-based, but would need to be shaped in practitioner terms.

## **6. INSTITUTE OF CODING**

This was also discussed under item 4 Chair's Report. Members discussed producing a letter of support for those that ask for it. After some reflection and debate it was AGREED that two of the non-LoC Panel Members on Committee would agree a set of principles on which CPHC could make judgements on bids when requested. In this way conflict of interest could be avoided. James Davenport also withdrew from involvement in these actions due to possible future involvement in Bath's bid. Edmund Robinson, m.c. schraefel and Ian Wells would liaise offline in refinement of the principles discussed during the meeting and undertook to circulate these to Committee by the end of Wednesday 17 May.

**ACTION: Edmund Robinson/m.c. schraefel/Ian Wells**

In addition, the Chair undertook to write to HEFCE (Nicola Turner) about the agreed CPHC bid support procedure.

**ACTION: Chair**

## **7. 2017 CPHC CONFERENCE FEEDBACK**

RECEIVED and NOTED the summary feedback from the 2017 CPHC Conference feedback questionnaire. It was acknowledged that the format had been less interactive than in previous years and that an early venue and date announcement would be essential for the 2018 Conference. Members discussed some possible venues that had been offered.

Committee Members to communicate by email on suitability of Monday 23/Tuesday 24 April 2018 in relation to term dates and other scheduled conferences/events and on preferences for venue location in the UK.

**ACTION: Members**

## **8. OUTSTANDING SUBSCRIPTIONS**

RECEIVED a report on current progress on 2016/17 subscription payments. There had been delays in subscription payments being made due to the requirement of some Finance teams in institutions asking for written evidence of the new bank details. The Secretariat had provided a list of HEIs indicating those that have made payment to the Treasurer and once these final chasers had been completed, the Secretariat undertook to prepare the standard letter for outstanding debtors for the Chair to send out.

**ACTION: Secretariat**

## **9. REGULAR REPORTS**

### **9.1 Treasurer's Report**

RECEIVED and NOTED the Report.

### **9.2 Learning Development Group Report**

Sally Fincher reported that she had hoped to present Members with the full accounts and evaluation report of the GECCO workshops; however, there was one invoice left to be processed. Sally expressed her thanks to Edinburgh Napier University and Manchester Metropolitan University for their help in providing accommodation for the Workshops. The survey response rate had been exceptionally good (65%) and the next step would be to submit the aforementioned grant application.

### **9.3 BCS Academy Report**

Ray Farmer had been unable to attend the Committee meeting, but had provided the following information from the last BCS Academy Board meeting on 26 April. Issues discussed included:

- CAS
  - Crowd sourcing of questions/problems for school use
  - BT committed to support Computing in Primary schools for next 5 years
- RITTech Accreditation : Degree Apprenticeship Programmes
- Discussion around a single national bid for the Institute of Coding
- New Lecturer's Scheme still awaiting funding
- Meeting on 19<sup>th</sup> May to discuss accreditation following Shadbolt.

### **9.4 EPC Report**

Jim Yip reported that an EPC Conference would be held next Sunday on new approaches to HE. There would be an AGM during the Conference, at which a new president would be appointed (Sarah Spurgeon from UCL). Also underway was an Engineering Academic Network initiative. It was suggested that future CPHC/EPC collaboration could be facilitated by co-location of the 2018 Conferences, perhaps with a half day of combined activities/items. The Chair undertook to speak to his EPC contacts to explore this further.

**ACTION: Chair**

## 9.5 Reports from Other Organisations and Activities

RECEIVED and NOTED the Report. Sally Smith indicated that there was nothing to report this time from Scottish CPHC activities.

## 10. DATES OF 2018 MEETINGS

Members AGREED the 2018 meeting dates. It would be useful to commence the October meeting a little earlier than 1.00pm to include some joint CPHC/UKCRC meeting time. The Chair undertook to liaise with the UKCRC Chair to arrange this.

**ACTION: Chair**

## 11. ANY OTHER BUSINESS

### 11.1 Website/JISCMail contacts

Nick Savage volunteered to be the CPHC Member contact for the CPHC website. The Secretariat undertook to arrange for the conference slides to be posted on the website.

**ACTION: Secretariat**

Other tasks included the academic JISCMail contact (Secretariat to check this) and Pictfor which fell to the Secretary. Keith Miller informed Members that Colin Johnson had briefed him on the actions required during his handover.

### Outstanding Actions from Committee Meetings – 15 May 2017, 6 February 2017 & 5 December 2016

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 15 MAY 2017				
<b>MATTERS ARISING</b>	3	Let Keith Miller know of any comments on the Brexit draft prior to circulation to the CPHC Membership	Members	On-going
		Circulate notes of discussion about Brexit proposal to Committee including use of Survey Monkey	Secretary	On-going
		Follow up on Vic Grout's email about a section for the website on the purpose of CPHC to include the purpose of the mailing list, membership, support networks and mentoring	Secretariat	On-going
		Discuss Shadbolt WG activity/Degree Apprenticeships in context of Scotland and Wales	S Smith/I Wells	On-going
		Contact colleagues in Northern Ireland to check if they feel sufficiently connected with CPHC activities and if not, to consider how to pro-actively engage them in the future	Chair	On-going
<b>CHAIR'S REPORT</b>  <b>One day events</b>  <b>Mentoring BCS Workshop</b>	4	Forward suggestions for event topics to the Committee via the mailing list	CPHC Members	On-going
		Circulate an email to Committee Members asking for volunteers to form a Working Group to organise the one day events/webinars	Secretariat	On-going
		Email CPHC Members for volunteer mentors	Chair	On-going
		Liaise with Bill Mitchell on use of the JISCMail list and goals of the BCS Workshop	Chair/ (Secretariat)	On-going
<b>INSTITUTE OF CODING</b>	6	Liaise offline in refinement of the IoC funding bid support principles and circulate these to Committee by the end of Wednesday 17 May	E Robinson/ m.c. schraefel/ I Wells	Complete
		Write to HEFCE (Nicola Turner) about the	Chair	On-going

		agreed CPHC bid support procedure		
<b>2017 CPHC CONFERENCE FEEDBACK</b>	7	Email Committee on suitability of Monday 23/Tuesday 24 April 2018 in relation to term dates and other scheduled conferences/events and on preferences for venue location in the UK	Members	On-going
<b>SUBSCRIPTIONS</b>	8	Prepare the standard letter for outstanding debtors for the Chair to send out, following the final chaser	Secretariat	On-going
<b>REGULAR REPORTS</b> <b>EPC Report</b>	9.4	Speak to EPC contacts to explore possibility of co-location of the 2018 CPHC/EPC annual conferences	Chair	On-going
<b>DATES OF 2018 MEETINGS</b>	10	Liaise with the UKCRC Chair on joint meeting time for the co-located meeting on 31 October	Chair	On-going
<b>AOB</b> <b>Website/JISCMail contacts</b>	11.1	Arrange for Conference slides to be posted on website	Secretariat	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2017</b>				
<b>MATTERS ARISING</b>	3	Secretariat to remind Members to convene BCS/CPHC Contract Task Group	Secretariat/Task Group Members	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/Secretariat	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 DECEMBER 2016</b>				
<b>PROGRAMME of WORK – Shadbolt Working Groups</b>	4	Investigate follow-on project to GECCO Workshops, focussing on the “bottom third”	S Fincher	On-going

## **FUTURE MEETINGS**

*All located at BCS Offices, London and commencing at 11.00am, unless otherwise stated*

### **COMMITTEE MEETINGS 2017**

Monday 15 May 2017

Monday 3 July 2017

**\*Tuesday 31 October 2017 – at 1.00pm (TBC)**

Monday 4 December 2017

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

### **COMMITTEE MEETINGS 2018**

Monday 5 February 2018

**\*Tuesday 5 June 2018 – at 1.00pm (TBC)**

Monday 2 July 2018

Monday 1 October 2018

Monday 3 December 2018

### **CPHC CONFERENCE 2018**

**Monday 23 and Tuesday 24 April 2018 (venue and exact dates TBC)**

\*To be co-located with UKCRC Executive Committee