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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 **Tuesday 5 June 2018** at BCS, 5 Southampton Street, London WC2E 7HA

PRESENT

Sally Fincher (Chair)	Edmund Robinson	Keith Miller
Rob Aspin	Ray Farmer	Miltos Petridis

BY INVITATION (Item 1 only)

Ann Blandford (Chair, UKCRC Executive Committee)	Cliff Jones (UKCRC EC)	Anna Angus-Smyth (EPSRC)
Adam Luqmani (EPSRC)		

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES

Rupert Ward	Nick Savage	Carsten Maple
m.c. schraefel	Atif Waraich	James Davenport/Tom Crick
Anthony Cohn (UKCRC)	Alastair Irons	Ian Allison
Jim Yip (EPC)		

NB: minutes recorded under item 1 will also be included in the UKCRC Executive Committee minutes

1.   **CPHC-UKCRC COLLABORATIVE WORKING** (UKCRC Executive Committee Members in attendance for this item)

     A Blandford informed the meeting that UKCRC activities were currently on-going rather than completed actions. UKCRC was working with EPSRC on the Equality & Diversity initiative with C Maple. The main report had been published and was being acted upon. The next action for the Chairs to work on would be in 12 months' time. One of the key issues was the impact of short deadlines for research proposals.

     S Fincher indicated that an important aspect would be the collection of community data (as discussed in the UKCRC EC meeting earlier) and offered to circulate any surveys to the CPHC membership on UKCRC's behalf.

     A Blandford reported that there had been a network grant proposal meeting in March to bring together the Computer Science research community to think about big

visions for research in the next 10, 20 and 30 years. Three Big Ideas had emerged, including partly formed research ideas which could be delivered by not just one group but across many. These 'big' initiatives would be circulated shortly. C Jones indicated that the meeting was set up specifically to ensure younger people could take the work forward (eg, new professors, rising stars, associate professors) to build an inclusive network.

E Robinson remarked that both bodies were engaged in responding to government requests for information. It would be more compelling if the community could speak with a co-ordinated (or single) voice. It was also useful to EPSRC if better ways of reaching parts of the community could be identified, in particular to widen participation by giving an early warning that something is coming down the pipeline.

A Angus-Smythe agreed that it was helpful to speak with one voice, but maybe this was more difficult in Computer Science compared with other areas such as chemistry where there is a strong advocacy voice. EPSRC could help with this, although there are no magic answers.

A Luqmani invited Members to bring ideas to EPSRC of how they would like to work together, and ways to help fill gaps in coverage to give CS a bigger platform, covering a wider area.   **ACTION: Members**

A Blandford asked how UKCRC can continue to have value as an organisation. E Robinson expressed the view that UKCRC does a really good job on the research aspects and it was important to stay focussed, as CS research feeds into development, the needs of the country and leadership development programmes.

UKCRC had not been able to do much on policy as it is not currently a high priority in government.   Once it comes out of the current phase, we may be able to have these discussions.

A Angus-Smythe indicated that EPSRC may bring together a group to address this as there is space for influencing policy outside of Brexit. There may be actions that other groups do very well that we could can learn from.

There could also be overlap with planned CPHC workshops such as 'A Chair in 10 years'.

S Fincher had suggested during the earlier UKCRC Executive Committee meeting, that perhaps one of the CPHC workshops (at Conference or elsewhere) could be led by UKCRC. A Luqmani also suggested that EPSRC could do a workshop slot and offered to contribute slides from previous workshops.   **ACTION: A Luqmani**

A Blandford suggested that volunteers could be sought for roles, maybe from the international or industrial membership communities through the membership list.

Cliff Jones undertook to add Anna Angus-Smythe (covering for Sam Francis while she is on maternity leave) to JISCMail.   **(UKCRC ACTION: C Jones)**

The CPHC and UKCRC Chairs thanked everyone for their contributions.

UKCRC EC members including EPSRC left the meeting at this point.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

3. MINUTES OF LAST MEETING (CPHC/2018/04)

The minutes of the last meeting held on Monday 5 February 2018 were accepted as a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES

5 February 2018

Item 5 Programme of Work – Shadbolt WGs: It was noted that the meeting at DCMS did not result in any actions being determined by the government. It was felt that the Shadbolt Report had been valuable in identifying where the problems lie. These problems might be picked up elsewhere for example within the Institute of Coding. The careers recommendation would be useful to take forward and it was agreed that the Membership should be consulted on the areas to take forward.

31 October 2017

Item 8 Vision and Action Plan: It was AGREED that a Working Group would be convened to look at the Vision and Action Plan for the website. Secretariat to initiate action. **ACTION: M Leslie**

5. REGULAR REPORTS

5.1 Treasurer's Report [verbal]

R Farmer reported that income exceeds expenditure by £10K, so the accounts were in a reasonable position, provided the subscriptions are received. Further expense claims for David Duce's workshop were still outstanding.

5.2 Secretary's Report [verbal]

K Miller informed Members that the only action outstanding from the AGM was to liaise with Iain Phillips about approval of the amended constitution.
ACTION: Secretary

5.3 Learning Development Group Report/Election of new LDG Chair [verbal]

The Chair reported that the David Duce workshop has produced a report which visually matches the *Computing Graduate Employability: Sharing Practice* report and that it contains some rich practice pieces. It might be beneficial to consider a series of such reports emerging from future workshops.

No nominations had been received for the LDG Chair. This and other Committee and non-Committee roles would be an item on the agenda for the July Committee meeting for further discussion.

5.4 UKCRC Report [verbal]

This item had been covered in Item 1 CPHC-UKCRC collaborative working.

5.5 BCS Academy Report

R Farmer had emailed this report to Committee Members prior to the meeting. He highlighted that funding of £84M was currently out to tender and that a need had been identified for HEIs to support CAS.

It was noted that DfE will not fund HEIs. The current CAS mailing list is good, although this has limitations in that there was not wide penetration. The bidding process is only available to organisations in England, the preferred DfE model is for 40 school-based "hubs". Other issues that had been discussed were the importance of outreach and continued dialogue, schools curriculum, archives for IT and how BCS can support HEIs better.

5.6 EPC Report

No report received.

5.7 Reports from Other Organisations and Activities

Scottish Heads of Computing: no representative from Scotland was in attendance, therefore this item was carried over to the July meeting.

Welsh Group: there is currently no representation from Wales on Committee.

Distinguished Dissertations: Report RECEIVED and NOTED.

Informatics Europe (IE): K Miller advised that the annual renewal invoice had been received from IE for £2.2K. Members acknowledged that there continued to be benefit from IE membership. Carsten Maple would be attending the Gothenburg conference and would report on this at a future meeting. Payment of the invoice was approved and K Miller would continue to be the contact and would send this through to the Treasurer for payment. *[Post meeting note: this action is now complete]*

PICTFOR: Committee Members had not attended these meetings recently and it would be helpful to strengthen this relationship. It was AGREED that M Petridis would attend appropriate meetings and subsequently provide a written report.   **ACTION: M Petridis**

Institute of Coding (IoC): R Farmer indicated that this was proceeding, with the current key activity to recruit the staff. Training for lecturers was currently being pursued.

6. SUBSCRIPTIONS UPDATE

RECEIVED a report on current progress on 2017/18 subscription payments.

7.   2018 CPHC CONFERENCE FEEDBACK

RECEIVED and NOTED the summary feedback from the 2018 CPHC Conference feedback questionnaire.

It was noted that feedback had focussed on the need for external speakers and to publicise the date as early as possible. The value of networking also came through as a theme again, but there were not enough opportunities for this, particularly on Day 2. It would be good to have a genuine networking event.

For the Degree Apprenticeship workshop, one comment had indicated that although the content of the presentations was interesting, attendees would like to have had more of an opportunity to discuss issues with other attendees and the presenters.

A balance of different activities and networking (in co-ordinated activities if possible), particularly on Day 2 would help and it would also be good to emphasise positive messages ('uplifting slots') such as Big Ideas from UKCRC.

8.   PROGRAMME of WORK [main agenda item]

8.1   Shadbolt Working Groups

As above at Item 4 Matters arising.

8.2   2019 CPHC conference dates/organisation

The Chair undertook to ask Iain Phillips if the offer of Loughborough University London for the CPHC Conference still stood. A Conference Committee would be formed between now and July. *[Post meeting note: action complete]*

It would be good to run the new Heads Workshop again and also a New Professors Workshop, for which a leader would need to be found. It was agreed that the Athena SWAN and New Heads Workshops should not be run in parallel as a number of delegates were keen to attend both. It would also be good to follow up the Equality & Diversity discussions at the 2018 Conference with a further discussion. K Miller undertook to talk to Sally Smith about this.
ACTION: K Miller
It would also be desirable to secure speakers on KEF and TEF well in advance of the 2019 event.   **ACTION: Conference Committee**

The Chair would inform Nigel Birch and his EPSRC colleagues and Rachid Hourizi (IoC) of the 2019 dates for their diaries.   **ACTION: Chair**

8.3   Future Workshop Programme

RECEIVED and NOTED the paper. Three possible workshop topics had been suggested: WAM (Workload Allocation Model), North of 300 and Chair in 10 Years.   In addition, A Irons had indicated his willingness to hold further Degree Apprenticeship workshops if there was an appetite for these.

Members discussed these ideas and others the following actions were AGREED:

- First set of workshops to be held between now and the 2019 Conference

- Hold three workshops in the first year, with other topics planned for the following year
- Produce workshop materials for each which is portable (most of work done up front)
- Scope for repeating the same workshop in different regions
- Use Conference to see what themes are emerging and focus on these

Workshop areas (and Members leading) were AGREED as follows:

1. Chair in 10 Years (S Fincher)
2. Dealing with significant growth, North of 300 (E Robinson)
3. Degree Apprenticeships (A Irons, who had been unable to attend the meeting – S Fincher undertook to speak to A Irons) **ACTION: Chair**

Plus a further two areas in the longer term:

4. Digital infrastructure (R Aspin)
5. WAM (TBA)

The Chair would update the Future Workshop Programme document to reflect the Committee's discussions.

It would be important to cover NI, Wales and Scotland, ensuring engagement in areas of discussion that they are most interested in.

9.   2019 Meeting Dates

Members AGREED the 2019 meeting dates (see below).

10.   ANY OTHER BUSINESS

M Leslie informed Members that, following the GDPR bulletins from Jisc, she would be writing to CPHC Members to highlight the new subscribe and unsubscribe links. *[Post meeting note: action complete]*

Members discussed the collection of data during subscription data collection in September and specifically on contacts for CAS and Directors of Research/Teaching. This might be an issue for GDPR if the names provided were not individual CPHC Members. M Leslie undertook to draft a paragraph to go with the data collection email, stating why and how long CPHC will hold the data, what it is for (ie, related to the job role, not any other purpose) and that we will assume that consent has been sought by the HOD for any data submitted. R Farmer undertook to check the draft.
ACTION: M Leslie/R Farmer

The next meeting was due to be held on Monday 2 July however there was no room availability in BCS London on this day and Members were reluctant to meet virtually. The Chair and R Farmer undertook to check other possible London venues for availability. *[Post meeting note: action complete]*

Outstanding Actions from Committee Meetings – 5 June 2018 & 5 February 2018

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 JUNE 2018				
CPHC-UKCRC COLLABORATIVE WORKING	1	Bring ideas to EPSRC of how to work together, and ways to help fill gaps in coverage to give CS a bigger platform, covering a wider area.	Members	On-going
		Contribute slides from previous workshops to use in CPHC Conference/Workshops.	A Luqmani	On-going
MATTERS ARISING: 31 October 2017	4	Initiate convening of Working Group to look at the *Vision and Action Plan* for the website.	M Leslie	On-going
REGULAR REPORTS Secretary's Report	5.2	Liaise with Iain Phillips about approval of the amended constitution.	K Miller	On-going
Reports from Other Organisations and Activities	5.7	Attend appropriate PICTFOR meetings and subsequently provide a written report.	M Petridis	On-going
2019 CPHC conference dates/organisation	8.2	Speak to Sally Smith about following up the Equality & Diversity discussions at the 2018 Conference with a further discussion in 2019	K Miller	On-going
		Secure speakers on KEF and TEF well in advance of the 2019 Conference.	Conference Committee	On-going
		Inform Nigel Birch and his EPSRC colleagues and Rachid Hourizi (IoC) of the 2019 dates for their diaries.	Chair	On-going
PROGRAMME OF WORK: Future Workshop Programme	8.3	Speak to A Irons about running a follow-up Degree Apprenticeship workshop.	Chair	On-going
ANY OTHER BUSINESS	10	Draft a paragraph for checking to go with the data collection email to ensure GDPR compliance.	M Leslie/R Farmer	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 FEBRUARY 2018				
Reports from Other Organisations and Activities SHoC	9.7	Contact SFC to investigate the possibility of Scotland undertaking a similar project to the Institute of Coding in England	Ian Allison/Sally Smith/James Davenport	On-going

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

COMMITTEE MEETINGS 2018
Monday 2 July 2018 (Loughborough University London)
Monday 1 October 2018
Monday 3 December 2018

CPHC CONFERENCE 2019
Monday 29 and Tuesday 30 April 2019 (venue tbc)

COMMITTEE MEETINGS 2019
Monday 4 February 2019
Monday 13 May 2019
Monday 1 July 2019
*Tuesday 29 October 2019
Monday 2 December 2019

*To be co-located with UKCRC Executive Committee