

**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 4 February 2019** at BCS, 5 Southampton Street, London WC2E 7HA.

**PRESENT**

Sally Fincher (Chair)	Edmund Robinson	Ian Allison [V] <i>Item 10 only</i>
Nick Savage	Ray Farmer	m.c. schraefel [V]
Atif Waraich	Keith Miller	James Davenport (BCS Academy)
Rhys Perry (EPSRC)		

[V] = *Joined remotely*

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Alastair Irons	Rob Aspin	Rupert Ward
Carsten Maple*	Miltos Petridis	Jim Yip (EPC)

\*Attempted to join virtually but could not connect

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed Rhys Perry of EPSRC to the meeting and the attendees introduced themselves. Apologies for absence were received as above.

**2. MINUTES OF LAST MEETING (CPHC/2018/28)**

The minutes of the last meeting held on Monday 3 December 2018 were accepted as a true record.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

**3 December 2018**

Matters arising: The holding of a pilot virtual meeting using Skype for Business was still outstanding and J Davenport reported that the BCS Academy of Computing Board held alternate virtual and physical meetings with the latter often incorporating an afternoon session to maximise effective use of the time. However it was acknowledged that the half physical, half virtual meeting format which happened at the last CPHC meeting had not worked well.

J Davenport reported that the IoC Conference would be held on 12/13 March. The draft programme was almost complete and the plan was to email the CPHC

Members list with information shortly. The keynote speaker would be Sue Black and two parallel sessions were planned: 21<sup>st</sup> century reach and teach with international speakers, and also various forms of learning spaces. It was planned that the Conference will continue as an annual event in March for the lifetime of the IoC.

R Farmer indicated that Rachid Hourizi was keen to explore merging the CPHC and IoC Conferences in the future. The agendas for each Conference were very similar and with the volume of conferences being held, a joint event would be advantageous if the logistics could be properly managed. Members AGREED that the 2020 CPHC Conference be moved to March to join with the IoC Conference. J Davenport undertook to liaise with CPHC Committee Members on organising this following the 2019 Conference in early May. **ACTION: K Miller/R Farmer/J Davenport**

m.c. schraefel expressed her willingness to represent the CPHC Committee on the UKCRC Executive Committee and report back.

Regular Reports – Secretary's Report: K Miller reported that the amendment to the constitution would be considered at the AGM in April following the Secretariat's check that OSCR and the Charities Commission did not need to be notified about this type of change.

For the CPHC-jobs list, Members AGREED that this should be closed down following notification to Members during the Conference. **ACTION : Secretary**

For the CPHC-conf list, it appeared that there were active threads on this mailing list the Secretariat agreed to add the Chair to the list of subscribers to ascertain the level and nature of activities. *[Post meeting note: action complete]*

2019 CPHC Conference Update: It was reported that Carron Shankland was willing to run a workshop and Iain Phillips would deliver the New Heads workshop for 2.5 hours (from 10:00 to 12:30) on Day 1. It had been suggested that someone shadow delivery of the workshop to take it over next year as this would be Iain's last year of running it. Members to look for someone to shadow this year and take over the New Heads workshop next year. **ACTION: Members**

It would also be important to take the Assistant roles nominations to the AGM. The Chair invited R Perry or a colleague from EPSRC to speak at the Conference. Historically, an EPSRC representative had spoken at the Conference nearly every year and it was acknowledged that an EPSRC speaker attracted people to attend who do not usually have contact with Research Council staff.

#### **4. EPSRC Update [verbal]**

R Perry informed Members that he had started in November 2018 and there had been lots of changes of staff, but two colleagues had returned from maternity leave, and the ICT Team was in a more stable position now.

E Robinson suggested that the confirmation of EPSRC contacts had been pending for a long time and therefore it would be good to announce the contact names on the CPHC mailing list. The Secretariat undertook to add R Perry to the mailing list(s). *[Post-meeting note: action complete]*.

The 2019/20 Strategic Delivery Plan was due to be published in April which outlined the forward view for the next 5-10 years. Every Council within UKRI would provide a Plan and these would be integrated.

An announcement on CDTs was due on the day of the meeting with the AI ones to follow. The budget had not changed but the Funding Council was hoping to contact AIs if all goes well.

A Big Ideas framework had been introduced online via the EPSRC website which is an open call designed to transform the landscape in readiness for new UKRI funding opportunities. In particular this was aimed at ideas which would not normally be achievable in the normal funding schemes. An Advisory Board had been set up to take decisions on submissions made. The implementation period was uncertain and depended on the spending review.

Within the ICT theme, a software engineering workshop had been held in the summer of 2018 to identify challenges. There would be a call in May/June 2019 with details to follow.

There was an emphasis on AI internally. Anna Angus-Smyth was now the Head of AI within a newly formed Directorate and a workshop would be held in March to map the landscape.

There was only one interview panel per year for programme grants due to inconsistent demand and this helped foster better competition and higher quality grant awards. The next one after the current panel would be in February 2020.

An action plan for priorities for Equality, Diversity & Inclusivity had been mapped out with partners based on the Napier study and the lead on this work was Sarah Newman. A forum was being organised for the summer to share best practice with a view to celebrating successes through targeted case studies. R Perry undertook to circulate these once available. An Equality Impact Assessment form had been developed for use when planning events which encourages avoidance of bias.

**ACTION: R Perry**

E Robinson indicated that the Napier study had been led by Sally Smith who had recently stood down as Immediate Past Chair of CPHC. Posters and materials were also available to publicise this.

## **5. REGULAR REPORTS**

### **5.1 Treasurer's Report [verbal]**

R Farmer indicated that he planned to chase the 17/18 outstanding subscription payments and the Secretariate undertook to draft emails to facilitate this after checking the latest bank statement.

**ACTION: R Farmer/Secretariat**

The bank balance was very healthy and Members were keen to ensure that funds were being used for the benefit of CPHC Members. There could be more opportunities for regional workshops and other activities. Further thought should be put into this at future Committee meetings.

### **5.2 Secretary's Report [verbal]**

K Miller reported that he was preparing for the Conference and the AGM on the first day. Terms of office were coming to an end for several Committee Members and some indicated their willingness to be nominated for a further term. K Miller would contact those Committee Members whose terms were

ending but were not at the meeting to check if they would be prepared to continue.

There were still vacancies for the Assistant Treasurer and Assistant Secretary roles and the Chair undertook to talk to possible nominees with a view to electing to these roles at the AGM. In addition the amended constitution was ready to be considered by Members at the AGM.

### **5.3 BCS Academy Report**

S Fincher and R Farmer had been unable to attend but J Davenport gave a brief update. The concentration of activity in England was a cause for concern, particularly as grants from central government made by the Barnett formula to the Scottish government will not be allocated to HE. BCS and the Academy were having trouble with communication with Northern Ireland, particularly as there is currently no government.

The Chair reported that CPHC Committee hoped to co-opt Members from Scotland, Northern Ireland and Wales from April 2019.

### **5.4 EPC Report [CPHC/2019/02]**

RECEIVED and NOTED the report.

C Maple had been aiming to attend EPC meetings and A Waraich advised that changes were ahead which could have quite a large impact with a resulting income drop making it important to collaborate more closely with the EPC. The Chair undertook to talk to C Maple about CPHC representation on EPC.

**ACTION: Chair**

### **5.5 Reports from Other Organisations and Activities [CPHC/2019/03]**

Informatics Europe (IE); PICTFOR; Scottish Informatics and Computer Science Alliance (SICSA): Nothing to report

Distinguished Dissertations: Members RECEIVED and NOTED the report. J Davenport reported that Iain Phillips had received a large number of nominations this year (approximately 20) and was proposing to amend the process in order to place more of an onus on academic departments to chase references. The timeline was behind this year as a result of the volume and ACB had agreed to delegate authority for making these amendments to Iain. Committee Members AGREED to this approach.

Adrian Oldman was working on this from the BCS side and once finalised, CPHC would publicise awards as well.

Institute of Coding (IoC): J Davenport let Members know that the Future Projects Fund had now closed and the outcome had not been formally announced yet. Members would be updated when the outcome was known.

E Robinson reported that there was reasonable activity at Level 7 focussed on getting people outside STEM subjects to upskill. The Chair was concerned that the Committee was in the dark about what progress was being made and was therefore unable to offer any help. J Davenport undertook to take this concern back to the IoC.

**ACTION: J Davenport**

E Robinson further reported that there were two particular groups of potential students that were interesting demographically: biology graduates with statistics, maths or programming and also those coming back after a career break. The Open University was mounting courses to meet these needs at Level 7. These groups had the benefit of being typically gender biased towards women.

## 6. 2019 CPHC CONFERENCE UPDATE

R Farmer had spoken to Rachid Hourizi about giving a 20 minute presentation on the Institute of Coding and running a workshop afterwards and was waiting for confirmation [*post-meeting note: this was discussed at the IoC Delivery Board, and the offer taken up.*]. It would also be good if someone with 'on the ground' experience could share this with attendees so that there is engagement as well as an update. Other areas of work included supporting Level 7 Degree Apprenticeships and outreach activities for Master's degrees. R Perry also suggested showcasing engagement with industry such as online learners engaging with start-ups.

It would be good to identify contacts at the main institutions and R Farmer undertook to follow up with Rachid.

**ACTION: R Farmer**

R Farmer tabled a paper outlining the draft Conference programme and Members discussed the priorities and order for contacting potential speakers.

The Committee AGREED that the Conference fees should be kept at the same level as the 2018 fees:

Days 1 & 2 = £100  
Day 1 only (no dinner) = £40  
Guest dinner only = £45  
Day 2 only = £40

It would be important to include the Conference details (topics, fees and accommodation options) on the website and Eventbrite as soon as possible, preferably in the next 2 weeks.

The plan was to run the New Heads workshop on the morning of Day 1 of the Conference and further workshops on the afternoon of Day 2 including: IoC including Level 7 Degree Apprenticeships, student ambassadors and Athena SWAN.

The Conference Committee and Chair undertook to contact potential speakers as discussed and K Miller would draft an email publicising the Conference for the Chair to send out to Members.

**ACTION: Conference Committee/Chair**

## 7. SUBSCRIPTIONS [CPHC/2019/04]

RECEIVED and NOTED the report.

[main items of business]

## 8. COMMITTEE ROLES (including Assistant roles)

See item 5.2 Secretary's report above.

## 9. VISION AND 2 YEAR PLAN [CPHC/2019/05]

N Savage introduced the latest version of the CPHC Vision and 2 year plan, following receipt of a number of comments. It would be useful to include information on how CPHC relates to other organisations such as UKCRC and ACM, to amplify the current [links page](#). K Miller and A Waraich suggested some updates to the aims section and Members approved the 'Benefits' section. N Savage undertook to do these updates and circulate a 'CPHC in context' section to Members for approval.

**ACTION: N Savage**

## 10. LEARNING DEVELOPMENT GROUP [CPHC/2019/06]

*[I Allison dialled in for this item]*

I Allison introduced the paper for Members to discuss. He had spoken with SIGCSE and Steven Bradley had made it clear that his group was working at practitioner level to improve practice across the community which would complement a more strategic approach by the CPHC LDG.

Members discussed possible areas for working groups to address. The working groups would be formed around policy, challenges (eg resources), national skills/sector trends and quality, not necessarily exclusively but an attempt should be made to scope what to support.

Other possible areas were top level consideration of automated assessment, managing teaching and student teams, project work and managing the student experience (getting lost in large intakes, tutorials etc).

I Allison undertook to amend the bullet points and incorporate these proposals into the LDG report to the AGM.

**ACTION: I Allison**

## 11. PROGRAMME of WORK

### 11.1 Workshop Programme update (Chair in 10 Years and Dealing with significant growth, North of 300)

The Chair reported that one of each of the workshops had been delivered so far. A further iteration of the Chair in 10 Years (open to female and male staff) was planned for mid to late May at the University of Edinburgh and Cardiff in or around September 2019 with a further North of 300 workshop in the next academic year. Volunteers were invited to assist and it might be useful to talk to UKCRC. There had been some interest in how to get a chair in teaching, which would be a more specialised target group.

Registrations for the North of 300 workshop were greater than expected as there had been an increase after the target group was made wider than just Heads of Computing. The next stage for this group was to follow up with a feedback survey and set up a mailing list with the requisite GDPR permissions in place.

**ACTION: Chair/Secretariat**

There was plenty of space for budget allocation to activities such as workshops and other possible topics for coverage included:

- automated/semi-automated assessment (with plagiarism detection)
- managing large and changing teams (HR-related)

- using undergraduate students as demonstrators (issues being reluctance by some HEIs, contractual obligations, TEF reporting)
- student experience and pastoral care
- managing projects
- student underperformance (Kingston University was undertaking some work in this area)
- more work on employability.

It was suggested that further working groups could emerge from these, perhaps using attendees as examples. Members AGREED that these activities would be a good use of funds.

## 11.2 Summit/Roundtable

The Chair informed Members that this type of event had come out of the brainstorming session in summer 2018 and that NCUB and ACB were both interested. It would be good to build a co-ordinated response on Shadbolt and issues associated with the report.

Members agreed that the idea for this type of event had some merit but that it should be put on hold and activated if a stronger agenda emerges.

## 12. ANY OTHER BUSINESS

In response to a question, K Miller undertook to provide a form for nominations to the Committee.

### Outstanding Actions from Committee Meetings – 4 February 2019, 3 December 2018 & 1 October 2018

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 FEBRUARY 2019				
<b>MATTERS ARISING</b> <b>3 December 2018</b>	3	Liaise on holding a joint CPHC/loC Annual Conference in March 2020 (early May 2019)	K Miller/ R Farmer/ J Davenport	On-going
		Inform CPHC Members about closure of CPHC-conf JISCMail list during Conference	Secretary	On-going
		Look for New Heads Workshop leader to shadow at 2019 Conference and take over in 2020	Members	On-going
<b>EPSRC Update</b>	4	Circulate ED&I case studies to the Committee when available	R Perry	On-going
<b>REGULAR REPORTS</b> <b>Secretary's Report</b>	5.1	Conduct second phase of 17/18 outstanding subscription payments	R Farmer/ Secretariat	On-going
<b>EPC Report</b>	5.4	Talk to Carsten Maple about CPHC representation on EPC	Chair	On-going
<b>Other organisations:</b> <b>loC</b>	5.5	Raise concern with loC that CPHC Committee is unaware about progress and therefore unable to offer help	J Davenport	On-going
<b>2019 CPHC</b> <b>CONFERENCE UPDATE</b>	6	Identify contacts at HEIs for loC session and follow up with Rachid Hourizi	R Farmer	On-going
		Contact potential speakers	Conference Committee/ Chair	On-going
		Draft an email publicising the Conference for the Chair to send out	K Miller	On-going
<b>VISION AND 2 YEAR PLAN</b>	9	Update draft and circulate a 'CPHC in context' section to Committee for approval	N Savage	On-going

<b>LEARNING DEVELOPMENT GROUP</b>	10	Incorporate updated proposals in LDG report for the AGM to consider	I Allison	On-going
<b>PROGRAMME OF WORK</b> Workshop Programme update	11.1	Follow up with North of 300 workshop participants with feedback survey and mailing list request	Chair/ Secretariat	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 DECEMBER 2018</b>				
<b>MATTERS ARISING:</b> 1 October 2018	3	Liaise on holding a pilot virtual meeting using Skype for Business	Secretariat/ Chair	On-going
2 July 2018		Write a frame for proposed roundtable for Members' comment	Chair/Members	On-going
<b>CPHC/BCS 2019 CONTRACT</b>	5	Write to Sharon Hurd at BCS about contract review for 2020	Chair	On-going
<b>PROGRAMME OF WORK – Workshop Programme update</b>	9.1	Think about possible workshop leaders and let the Chair know.	Members	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 OCTOBER 2018</b>				
<b>APOLOGIES FOR ABSENCE</b>	1	Consider amending the CPHC Committee format to 3 physical and 2 virtual meetings	Members	See above
<b>MATTERS ARISING:</b> 2 July 2018	3	Send a list of HODs in Wales, NI & Scotland and request representatives for co-opting	Secretariat/ Chair	On-going
<b>COMMITTEE ROLES</b>	7	Contact the Chair to volunteer for either Assistant Treasurer, Assistant Secretary or Assistant CPHC representative on UKCRC Executive Committee	Members	On-going

#### **FUTURE MEETINGS**

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

#### **COMMITTEE MEETINGS 2019**

Monday 13 May 2019

Monday 1 July 2019

\*Tuesday 29 October 2019

Monday 2 December 2019

#### **CPHC CONFERENCE 2019**

Monday 29 and Tuesday 30 April 2019 (Middlesex University, Hendon)

\*To be co-located with UKCRC Executive Committee