

Administration by BCS

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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 13 May 2019** at BCS, 5 Southampton Street, London WC2E 7HA.

PRESENT

Sally Fincher (Chair)	Edmund Robinson	Mark Griffiths
Nick Savage	Ray Farmer	Siobhan Devlin
Carsten Maple	Keith Miller	Rhys Perry (EPSRC)

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Alastair Irons	Rob Aspin	Carron Shankland
Ian Allison	Miltos Petridis	Atif Waraich
Liam Maguire	Jim Yip (EPC)	James Davenport (BCS Academy)

1. WELCOME TO NEW MEMBERS AND APOLOGIES FOR ABSENCE

Introductions were made and the Chair welcomed new Committee Members Siobhan Devlin and Mark Griffiths (co-opted to represent CPHC in Wales). The other new Members, Carron Shankland and Liam Maguire (co-opted to represent CPHC in Northern Ireland) had sent their apologies. Other apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2019/07)

The minutes of the last meeting held on Monday 4 February 2019 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

4 February 2019

EPSRC Update (Item 4): The Chair reported that the attainment gap report had been published by the OfS and may be found [here](#).

EPC Report (Item 5.4): C Maple reported that the EPC Congress is a similar event to the EPC Conference, when the AGM is held. S Fincher will be taking over representation on EPC in July 2019. A number of working groups are convened during the Conference, the largest of which is the resourcing working group.

The Congress event is being held at UCL this week. It is member-facing event with speakers such as David Willetts and David Sweeney. The Annual Congress is held at different venues around the country, and venues are invited to bid to host it. It has been hosted by Coventry University and Harper Adams University in the past. Members discussed whether it would be worth working more closely with EPC. It is thought that it sees CPHC as sectoral group of EPC, which is true, but CPHC is clearly different to other sectoral groups. EPC has a bigger budget and employs a part-time CEO (Johnny Rich) plus 0.4 FTE admin and 0.2 FTE policy.

Other Organisations – IoC (Item 5.5): Members discussed future liaison with the IoC and it was AGREED that, rather than establishing a specific communication channel, the Committee Members involved in IoC work (such as R Farmer) will continue to report back on how dissemination to the CS sector is progressing.

ACTION: R Farmer

Vision and 2 Year Plan (Item 9): N Savage reported that he had received four responses from the Membership on the Vision document. Committee Members are reminded to forward their comments to Nick, so that the draft can be amended and signed off at the July meeting.

ACTION: All

3 December 2018

Matters arising: Members re-confirmed their dislike of combined F2F/virtual meetings, especially when the technology proves problematic. It was generally felt that if meetings had a very focussed agenda, then virtual meetings might be possible, but not if there is a lot to debate. The Chair undertook to draft a protocol for modes of attendance.

ACTION: Chair

One suggestion is to hold Committee meetings in different areas of the UK, maybe hosted by universities.

4. EPSRC Update [verbal]

R Perry undertook to provide a written update which is appended to these minutes. As reported at the CPHC Conference, Artificial Intelligence is the big thing at EPSRC at the moment with an Assistant Director of AI and Head of AI being recently appointed. The AI team is likely to grow and there is a UKRI review of the AI landscape.

4 regional workshops are being planned across all bodies within UKRI, of which some apply directly to ICT. The Equality, Diversity and Inclusion workshop at the Conference had gone very well and taking this work forward remained a priority.

It was reported that C Shankland is planning a series of EDI workshops with a number of representatives attending, such as Bill Mitchell (BCS). It will be important to ensure that there is a balance gender wise in those undertaking this work (as Ann Blandford) had pointed out, this is not just a problem for women to solve. Those involved will continue to report back on this.

R Perry reported that the focus had initially been on gender, but other aspects of EDI will be looked at. In addition, there is a link to the 'A Chair in 10 Years' workshop series and Rhys will be attending the Edinburgh workshop on 24 May to look at the strategy. If recruitment continued at the current rate, it would be good to involve attendees from across each of the Chair in 10 Year workshop iterations to apply to become an EPSRC network.

E Robinson pointed out that in his institution, research in AI was laid claim to by the school of medicine rather than computer science. R Perry indicated that ICT did not want to lose this relationship and the review across UKRI should ensure this is addressed.

5. REGULAR REPORTS

5.1 Treasurer's Report [verbal]

R Farmer reported that a fair amount of money had been spent on the Conference but the bank balance is still looking healthy with scope to continue to plan CPHC activities.

5.2 Learning Development Group Report

I Allison had sent his apologies but had circulated a paper to Members in advance of the meeting following consideration of this issue at the Conference. S Devlin and I Allison will be working on this as co-leads for the forthcoming year. The three themes emerging are:

Teaching at scale:

- Semi-automated assessments
- Managing projects at volume
- Ensuring pastoral support and retention

Inclusivity in student recruitment, learning and assessment

- Designing assessments
- Learning models
- Marketing and outreach sharing of practice

Challenges of managing standards in work-based assessments (apprenticeship model)

Members discussed the three areas and who to undertake them (or subsets of them), perhaps spreading the work between the co-leads and small working groups. The issue of scaling up was raised during the North of 300 workshop and also the BCS Academy of Computing Board in that one area that doesn't scale up is marking of assessments.

Members AGREED for I Allison to be approached to look at the semi-automated assessments angle and S Devlin undertook to look at the confidence and creativity building angle in terms of how it can be achieved and a definition of milestones and benefits to the Membership, maybe with a report as the output. It will be important to get outputs into the community to maximise impact.

ACTION: S Devlin/I Allison

Perhaps a small grant could be provided to undertake the work including advertising and marketing. If a report were to be produced then a series of workshops might be needed in a similar way to the sharing practice report.

5.3 Secretary's Report [verbal]

K Miller reported that the constitutional amendment is in progress. It had been agreed at Conference that the change and clarification should be made but there had not been enough Members in attendance to be quorate as currently stands. Survey Monkey had been used for the elections at the Conference and Members

appeared to be happy with this approach. S Fincher undertook to set this question up in Survey Monkey as straightforward agree/disagree options. *[Post meeting note: action complete]*

Under the existing rules, one tenth of HEI members are required to agree. Committee Members undertook to drum up voting in their own institutions.

ACTION: Members

5.4 UKCRC Report [verbal] There was nothing to report.

5.5 BCS Academy Report

R Farmer gave a verbal update and subsequently provided a written report including the following from the meeting on 1 May 2019.

Accreditation Visits: how to share best practice was discussed including whether this should be on the BCS website.

Julia Adamson (BCS) had reported that the NCCE contract had been signed and activities had been underway since November 2018. The CAS communities of practice needed to grow to 600 and the KPIs included 203 priority secondary schools (56 so far) and 997 priority primary (15 so far). The CAS outreach team is now in place. 10 pilots are planned over the next year.

CAS was working within the NCCE with 255 of the CAS local communities continuing to contribute. The web online connection had dropped but engagement via Twitter was increasing. It had been noted that most members of CAS are in secondary schools and that CS in schools remains fragile.

The gender pilot had been recently been awarded to the NCCE, led by Raspberry Pi Foundation. Sue Sentance had reported that there would be 5 interventions over the next few years e.g. pedagogy to encourage girls, pair programming and storytelling. Other activities included the BCS School Curriculum and Assessment Committee which had met twice so far and the Chair had also met with the DfE with an action arising on looking at how to influence parents. It had been noted that financial support was needed for Women in Computing Research (Caron Shankland), following an unsuccessful network bid to EPSRC.

For the BCS Academy Awards Committee, a new sponsor was being sought for the Lovelace Award & Lecture. A review of all awards was being instigated including, with CPHC, a review of Distinguished Dissertations.

FRS Section Committee 0 had been established, focussing on the nomination of candidates in Computer Science and this was chaired by Steve Furber. In Scotland, the School Curriculum and Assessment Committee aimed to establish sub-committees for Scotland and the other devolved nations.

5.6 CAS Board

S Fincher reported that at the meeting on 4/5 April 2019, it had been reported that the CAS Board Chair Simon Peyton Jones had been appointed as NCCE Chair following consideration on whether it might be a conflict of interest.

There was some low morale in CAS as they are attempting to re-group as a grassroots organisation with KPIs but little funding. It would be good if CPHC

could work side by side with the Outreach Network when established (see 8.1 below).

The recently published report from the University of Roehampton on GCSE CS and A' Level take up was concerning. There was a representative from the Digital Skills Partnership, who would be good to follow up with.

5.7 EPC Report

C Maple reported that the EPC Committee had now sent a welcome message to S Fincher. It would be interesting to look at the EPC Congress and how it compares to their Conference. The last EPC Conference had been jointly organised with the IET and looked at new approaches to engineering in HE.

5.8 Welsh HoS [verbal]

M Griffiths indicated that he saw his role as giving a vision of the Welsh landscape, particularly as the funding and Degree Apprenticeships are different. Some of the funding is not as good in Wales and it is also quite political due to its smaller scale.

Computer Science Degree Apprenticeships had only just started up although these are ahead of other DAs in Wales. There is a lot of enthusiasm from government and from 18 year-olds but the involvement of industry is difficult due to the large proportion of SMEs in Wales.

K Miller suggested that future DA workshops at the Conference could focus on Wales, perhaps sharing practice on how to set up DAs with SMEs and M Griffiths undertook to think about how CPHC can support Wales with this and with other needs and issues. **ACTION: M Griffiths**

5.9 NI HoS [Liam Maguire] There was nothing to report.

5.10 Scottish HoS

C Shankland had indicated her willingness to be the Scotland representative if the commitment was relatively lightweight. There is one co-opted place left and it was suggested that the commitment is not onerous and others could be brought in to cover Scottish issues, if needed.

5.11 Reports from Other Organisations and Activities [verbal]

IE: CPHC has been invited to the IE meeting in Zurich on 9 July. The Chair is not available to attend and will liaise offline with C Maple or E Robinson to see if either would be able to attend.

Distinguished Dissertations 2019: Iain Phillips had reported that 14 nominations have been received this year and the Panel is now in the process of reviewing and selecting reviews.

6. 2019 CPHC CONFERENCE FEEDBACK

As this meeting was being held less than two weeks after the end of the Conference, a formal summary of feedback survey results will not be available until the July meeting.

7. SUBSCRIPTIONS UPDATE [CPHC/2019/09]

RECEIVED and NOTED the report.

M Leslie undertook to set up chasers for R Farmer to send for 18/19 and 17/18. Members agreed to write off Winchester's 17/18 subscription as they had paid for 18/19.

ACTION: Secretariat

The Chair undertook to talk to Bristol as written confirmation of their resignation had not yet been received from the Head of Department (Seth Bullock). **ACTION: Chair**

[main items of business]

8. PROGRAMME of WORK

8.1 Conference – appointment of “vice chair conferences” Thoughts of date/venue for 2020

One of the Committee's priorities for the coming year will be to maintain engagement with Members and momentum in the community. Every Committee Member should have a role and responsibility, to maximise effect. The Chair outlined the following suggestions in advance of, and at the meeting.

Communications Officer: to establish regular communication with the membership - essentially (initially) via the mailing list. Ideally, some informative and useful postings, every few weeks. "Communications" should be a named committee post, not that they have to write everything, but that they solicit and co-ordinate contributions.

Conference: perhaps "conference supremo" should be a named committee responsibility ie, someone whose job it is to ensure conference happens, not that they are expected to host or organise it (although they might, of course).

Maintaining the pipeline: There are now a suite of offerings that fit together quite well, and which should be considered as "core business":

- *Chair in 10 Years workshop* which will be run in Edinburgh in May and there is an offer to run a third in Cardiff in September/October. Ian Allison will help with one on teaching-focussed promotions - which may or may not suit Cardiff, but soon thereafter with a plan to sustain one or two per year. EPSRC are also keen to have input to this.
- *New Professors workshop* - this recruited poorly, but gave us a chance to test materials and is worth keeping in the offering.
- *New Heads workshop* - established part of the brand. It would be good to have "pipeline" as a named committee responsibility.

With the following other offerings:

- *North of 300 workshop* worked fine with good feedback, hearing about others' experience is good for morale but is it worth repeating?
- *Learning Development Group (LDG)* has some themes to pursue including a suggested working group/special interest group on "semi-automatic" assessment.

- *EDI workshops* - following the BCS Academy meeting on 1 May, Carron is working up a proposal for a series of workshops, which would (we hope) draw on resources and funding from us, BCS, and - possibly - EPSRC, with a view to producing a "sharing practice" report.
- *Outreach network* - there is interest, in part following from the workshop David Duce ran last year, in part from the new National Centre for Computing Education and in part from the enthusiasm from Simon Peyton Jones, in our facilitating a network of universities (and sharing practice between them) to support Computing at School, and engagement between school and university education.

Members discussed the various activities. It was agreed that "communications officer" should not be a separately named role, but that, at each meeting, items for a monthly mailing would be agreed. Thus the responsibility of writing would be distributed and the members exposed to a variety of voices over the year. For the first month it was suggested that SAF should write a "round up" of activities and for the second, Carron might contribute something on EDI plans.

It was suggested that the 'Assistant' roles are not realistic and that volunteers for taking on the main Officer roles should be sounded out a year in advance. K Miller undertook to add this process into the operating note. **ACTION: K Miller**

It would be useful to include more formality around LDG (an officer's post) and women in computing/EDI.

The Conference Officer role was discussed and the possibility of co-locating with the IoC in 2020. The IoC Conference runs from Sunday to Tuesday and it was felt that it might be too much for people to attend a further 2-day CPHC Conference. After some discussion, it was agreed that the CPHC Conference would be standalone rather than co-located. The date of the 2020 CPHC Conference was AGREED as **Wednesday 22/Thursday 23 April 2020**.

In terms of an alternating venue in the North, Liverpool was discussed. It was noted that the EPC invites institutions to bid to become the host venue for their Annual Congress. One idea was to mail out to the CPHC Membership for volunteer hosts.

It was suggested that the closest Committee Member to the agreed venue could chair the Conference Committee.

8.2 Workshop Programme update

**2018/19: Chair in 10 Years (September, Lancaster; May, Edinburgh)
North of 300 (January, London)**

The Workshop Programme was discussed as above and N Savage undertook to circulate the CPHC Membership to establish interest for future workshops.

ACTION: N Savage

8.3 Pipeline

**See "chair in 10", above; New Profs workshop; New Heads workshop
Extended opportunities? Networking? Appointment of "vice chair pipeline"**

In terms of communication, N Savage suggested producing a summary of existing and planned activities to communicate to Members and it was agreed that the exact what, how and when could be agreed at the end of each meeting. Such a

short report would be a way of getting feedback from the Membership too, helping to engage. The Secretariat would add this as a standing item at the end of the Committee agenda *[post meeting note: action complete]*.

8.4 EDI workshops

This issue was discussed during the BCS Academy of Computing Board (as above), where the running of a series of workshops was suggested. C Maple is keen to support Carron and get involved in the workshops. Atif Waraich had also expressed an interest in supporting this work and it seemed a good way to use CPHC funds. R Farmer agreed that it would be useful to be a bit broader, eg addressing the BAME attainment gap and suggested doing something with the IoC on this, which could be part of an EDI group.

8.5 Outreach Network [S Fincher]

The Chair indicated that another possible activity for CPHC would be to provide a geographical spread of outreach expertise to the CAS outreach. Possible collaboration could include case studies in a particular region or involvement in National Science Week (held in March). The key would be to try to persuade schools to do GCSE/A' Level in the first place, although the challenge is getting teachers to attend events as there are few schools with budget for this. Faron Moller and David Duce might be able to help with aspects of this.

There had been a Robot Day in Reading (with IET) which attracted 1000s of attendees and was aimed at primary school and young secondary school students. This looked at technology generally, not just computing. The Chair undertook to check if the IET would be happy to share this information with CPHC.

ACTION: Chair

Possible updates include EPSRC (RP), LDG (SD), maintaining the pipeline (NS), conference update (chair tbc) and EDI (CS) but with a maximum of three topics to keep it focussed.

9. 2020 Meeting Dates [CPHC/2019/10]

APPROVED and NOTED.

10. ANY OTHER BUSINESS

In response to a query, Members discussed whether computing staff in CPHC Member institutions would be permitted to include colleagues who are neither head of department nor Professors as JISCMAIL email observers. It was AGREED that they should not but there would be no objection to such emails being forwarded by the individual Member.

Outstanding Actions from Committee Meetings – 13 May 2019, 4 February 2019, 3 December 2018 & 1 October 2018

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 13 MAY 2019				
MATTERS ARISING 4 February 2019 3 December 2018	3	Report back on IoC work Forward comments on Vision document to N Savage Draft a protocol for modes of Committee meeting attendance	R Farmer/ Members	On-going On-going On-going
	5.2	Look at the semi-automated assessments angle and confidence and creativity building angle	S Devlin/ I Allison	On-going
	5.3	Drum up voting on Constitution issue in own institutions following receipt of Survey Monkey poll	Members	On-going
REGULAR REPORTS Learning Development Group Report Secretary's Report Welsh HoS	5.8	Think about how CPHC can support Wales	M Griffiths	On-going
	7	Set up chasers for R Farmer to send for 18/19 and 17/18 and arrange to write off Winchester's 17/18 subscription Contact Bristol for written confirmation of resignation from CPHC	M Leslie Chair	On-going On-going
	8.1	Add process of sounding out potential CPHC Officers a year in advance of appointment into operating note	K Miller	On-going
PROGRAMME OF WORK: Conference Workshop Programme update Outreach Network	8.2	Circulate the CPHC Membership to establish interest for future workshops	N Savage	On-going
	8.5	Check if the IET would be happy to share information on Robot Day event in Reading with CPHC	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 FEBRUARY 2019				
EPSRC Update	4	Circulate ED&I case studies to the Committee when available	R Perry	On-going
REGULAR REPORTS Secretary's Report	5.1	Conduct second chase of 17/18 outstanding subscription payments	R Farmer/ Secretariat	On-going
PROGRAMME OF WORK Workshop Programme update	11.1	Follow up with North of 300 workshop participants with feedback survey and mailing list request	Secretariat	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 DECEMBER 2018				
MATTERS ARISING: 1 October 2018	3	Liaise on holding a pilot virtual meeting using Skype for Business	Secretariat/ Chair	Complete
CPHC/BCS 2019 CONTRACT	5	Write to Julia Adamson at BCS about contract review for 2020	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 OCTOBER 2018				
COMMITTEE ROLES	7	Contact the Chair to volunteer for either Assistant Treasurer, Assistant Secretary or Assistant CPHC representative on UKCRC Executive Committee	Members	Complete

FUTURE MEETINGS

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

COMMITTEE MEETINGS 2019	COMMITTEE MEETINGS 2020
Monday 1 July 2019 *Tuesday 29 October 2019 Monday 9 December 2019 – NOTE CHANGE OF DATE	Monday 3 February 2020 Monday 11 May 2020 *Tuesday 30 June 2020 Monday 5 October 2020 Monday 7 December 2020

*To be co-located with UKCRC Executive Committee

EPSRC Report for CPHC

13/05/2019

Strategic Delivery Plan

All Councils within UKRI will have a strategic delivery plan which will contribute to UKRI's overall strategy. Last year we held a number of engagement activities e.g. regional workshops to help us gather input and evidence. We have built on that input and have developed a priority framework. Publication and launch is scheduled for early summer.

Industrial Strategy Challenge Fund

The shortlist of challenges for the third wave has been selected and the challenges being taken forward to the final approval stage have been announced. For more information on the shortlisted challenge please see the following blog from Mike Biddle of Innovate UK:

<https://innovateuk.blog.gov.uk/2019/02/05/industrial-strategy-challenge-fund-wave-3-shortlist/>

ICT Theme response to changing funding landscape

We are working with the ICT Strategic Advisory Team to identify opportunities and to think about community engagement. We are working in partnership with bodies like CPHC and UKCRC to explore how we can work together to communicate more. We are working through mechanisms, like big ideas, to identify opportunities for the spending review. For more information on Big Ideas see:

<https://epsrc.ukri.org/research/ourportfolio/epsrcbigideas/>

Future Activities in the ICT Theme

- People at the Heart of Software Engineering Call: This call aims to encourage research into responsible software engineering, which considers all stakeholders from the start of the research programme. The call is scheduled to open 5th June 2019 and close 24th July 2019 with up to £4 million available to support 4-6 proposals.
- Natural Language Processing Call: Up to £4 million will be available to fund proposals which demonstrate the potential of this field to underpin advances in AI Technologies, Human Computer Interaction and Data Science. Call planned to be published summer 2019.
- EPSRC expects to put funding of around €1M into the CHIST-ERA scheme in the topic 'Explainable Machine Learning-based AI'. There will be a call development workshop in June 2019 for the call to be launched October 2019.

Balancing Capability

Through evidence gathering and engagement with the ICT community the following research area changes were made in early 2019:

- Artificial Intelligence Technology: Change in trajectory from Maintain to Grow. Corresponding update to the published rationale
- Displays: Research area closed and removed from the taxonomy
- Information Systems: Updated research area rationale to better describe its relationship with AI
- Natural Language Processing: Updated research area rationale to better describe its relationship with AI

Call for Evidence

EPSRC now has a continuously open and transparent Call for Evidence to which organisations and stakeholder representative groups can input evidence about the current research environment at any time. If you would like to do this then please do so here:

<https://epsrc.ukri.org/research/ourportfolio/gathering-evidence/>