

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 3 February 2020** at BCS, 25 Copthall Avenue, London EC2R 7DN

PRESENT

Sally Fincher (Chair)	Edmund Robinson	Nick Savage
Ray Farmer	Atif Waraich	Ian Allison
Keith Miller	#Carsten Maple	*m.c. schraefel (UKCRC)
<i>*joined remotely until item 8.2</i>	<i>#From item 5.3</i>	

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Siobhan Devlin	Miltos Petridis	Liam Maguire
Mark Griffiths	Rob Aspin	Carron Shankland
Rhys Perry (EPSRC)	James Davenport/Tom Crick (BCS Academy)	

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2019/25)

The minutes of the last meeting held on Monday 9 December were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Matters arising, not covered elsewhere on the agenda were as follows.

9 December 2019

Institute of Coding Update (item 5.1): E Robinson reported that IoC2 was the next phase of work for the Institute of Coding and made available chunks of money for consortia to solve problems. The Office for Students had indicated that justification is needed for funding allocations, specifically good ideas and a clear outline of how objectives are to be met. An event which generated outcomes was thought to be potentially useful for the community. The Secretariat undertook to include IoC2 on the agenda for the next meeting.

ACTION: M Leslie

In addition, M Leslie undertook to follow up on the actions agreed by R Hourizi at the last meeting (signing Committee Members up for regular IoC information and inviting C Shankland to engage with the IoC EDI strand and to attend the IoC Diversity Board).
[Post meeting note: action complete]

It was reported that the IoC2 positioning document cannot be shared with the Committee, but E Robinson undertook to brief members verbally.

1 July 2019

Matters arising (3 December 2018, item 9.1): Members discussed 2020 CPHC Workshops, possible locations were Cardiff University, UCLan, Manchester Metropolitan University, University of Nottingham, Coventry University or University of Birmingham. Ian Allison offered to host or speak and it was noted that Simon Thompson (Kent) may be interested in supporting a workshop leader. Possible themes were '*Research Chair in 10 Years*' and '*Teaching Chair in 10 Years*'. S Fincher and N Savage undertook to move this forward and get dates in the diary for the remainder of the 2019/20 academic year.

ACTION: S Fincher/N Savage

4. EPSRC Update [verbal]

R Perry had sent his apologies for the meeting and no report was received.

5. REGULAR REPORTS

5.1 Chair's Communications – In terms of CPHC's relationship with the BCS Academy, the representatives had been unable to attend the last Board meeting but there was a concern that the activities were continuing to move away from HE interests. The Academy Board had been established as a collaborative partnership between CPHC, UKCRC and BCS, but in effect did not work like this. It would be good to consolidate this and E Robinson undertook to arrange a meeting with the incoming Academy Board Chair, Alastair Irons and the UKCRC Chair, Jane Hillston.

ACTION: E Robinson

5.2 Treasurer's Report – R Farmer reported that the accounts are healthy and therefore the costs for the conference and workshops can be covered.

5.3 Learning Development Group Report [I Allison/S Devlin] – I Allison reported that the workshop held on 16 January on '*Community Sourcing – automating the assessment and support of computer science students*', which developed the themes discussed in the North of 300 workshop, had been delivered with 30 attendees. He thanked R Farmer and colleagues at Coventry for hosting. There were a further 9 potential attendees that had expressed an interest but hadn't been able to make that day. The workshop had included input from 7 speakers and programming for novices was the main subject of discussion.

Of the 7 speakers, there were at least 5 different ways of automating, although there was some overlap in technologies used. Students had been positive in their feedback on the systems used, particularly as they encouraged openness and engagement. There was a good mix of institutions attending and I Allison undertook to share the presentations with members, maybe via the website. **ACTION: I Allison/web admin**

There was felt to be a potential for a follow up event and perhaps blogging and shared reports for the website and there could be a link into IoC2 funding, but a written case would need to be made. At least one further workshop could help in articulating a funding bid detailing clear benefits and it would be useful to liaise with the Office for Students and industry.

I Allison undertook to look at staging a second event, possibly at Coventry University. It was likely that the timetable for the IoC would be short. **ACTION: I Allison**

S Devlin had sent apologies for the meeting, but had reported via email that the '*Confidence and Creativity as Computer Science outputs*' project has been very hard to get off the ground. A group of 6 had a 3-hour online meeting in January and it is expected that 7 colleagues will meet in Warwick later in the month. The 3rd planned meeting in March will involve similar numbers. Members agreed that this workshop

topic is not yet big or ready enough for output to be presented at the Conference. It is hard to know whether the level of engagement is due to a lack of interest in this topic in the sector or that those that might have been interested were not aware it was taking place. It was further agreed that it would make better sense to publicise the project further at the Conference, employing advertising follow-ups with a view to running it either in the summer or September. I Allison undertook to speak to S Devlin about publicising it (along with the other project) in a monthly update to Members. *[Post meeting note: this action is complete]*

5.4 Secretary's Report [K Miller] – K Miller reported that the announcement of the elections was pending, in preparation for the AGM on 22nd April. The following Committee Members are half way through their 2 year term of office:

- Keith Miller
- Nick Savage
- Siobhan Devlin
- Carron Shankland
- Vacancy left by Alastair Irons

The following Members were coming to the end of their first term of office and were eligible for re-election:

- Ian Allison
- Rob Aspin
- Ray Farmer
- Atif Waraich

I Allison indicated that he would be stepping down, but would continue to help with the workshops.

M Petridis will complete his third term of office, E Robinson will move to Chair, S Fincher will move to Immediate Past Chair and C Maple will stand down following 2 years as Immediate Past Chair. E Robinson recorded thanks to C Maple for his work during his terms as Chair and Immediate Past Chair and urged him to keep in touch.

M Leslie undertook to check the Terms of Office and liaise with K Miller if needed. *[Post meeting note: action complete]* The Secretary intended to open the election at the beginning of March, closing it at the end of March, with voting to take place from 2-16 April. The plan was to use SurveyMonkey again this year.

Members discussed the structure of the Committee (is it the right size?), attendance rates and possible solutions such as the use of online meetings and whether holding meetings on Mondays (unless they are joint with UKCRC) was best for everyone. M Leslie undertook to look into varying the days of the week that meetings are held in liaison with the new Chair.

ACTION: M Leslie

Members discussed the respective roles of CPHC and UKCRC and how there was now significant overlap. It was agreed that the respective Chairs should carry on this conversation.

ACTION: Chair

It was proposed that a short vision statement be written for new Committee Members, in particular to improve diversity in terms of gender, ethnicity and tariff levels of institutions, all of which should be representative of the wider community. It would also be good to encourage colleagues to stand that will bring both energy and commitment, as there will be some key agenda items in the next couple of years such as the changing research landscape post-Brexit, the pressure to grow capacity and manage greater funds, teaching and learning excellence and the ability to work with industry and transfer expertise. K Miller undertook to start writing this statement for further input from others.

ACTION: K Miller/All

5.5 UKCRC Report [E Robinson] – nothing to report.

5.6 EPC Report [S Fincher] – nothing to report. This body was different to CPHC in that it is driven by a CEO and two administrators. The EPC holds an annual retreat to talk about a single issue which is held from lunchtime on day one to lunchtime on day 2, which might be useful to consider as it enables progress on something important. It was noted that EPC also calls on collaborators such as the RAEng to assist with such retreats, and this could be considered with BCS and the IET in future.

5.7 Welsh HoS [M Griffiths] – no report.

5.8 NI HoS [L Maguire] – no report.

5.9 Scottish HoS – nothing to report, other than to say the SICSA Director (Aaron Quigley) is leaving.

5.10 Reports from Other Organisations & Activities

Informatics Europe: E Robinson reported that he had attended the National Associations meeting last week, which had been interesting. The main talking points had been open access and open data and E Robinson undertook to write up a report to share, as this information could be particularly helpful for those involved in open data feeding into their own application processes.

ACTION: E Robinson

The Chair flagged another issue was sharing responsibility of representation on outside boards and committees between committee members, as in most cases this sat with the Chair. This would be discussed at a future meeting.

6. SUBSCRIPTIONS (CPHC/2020/03)

RECEIVED and NOTED the paper. Although the University of Bristol had expressed their intention to resign when invoiced for the 2018/19 subscription, they had not yet confirmed this in writing as requested. Members agreed that a reminder should be sent for the 2018/19 payment to bring this to a resolution.

ACTION: M Leslie/R Farmer

It was further noted that Strathclyde had not paid and E Robinson undertook to contact the Head of Computing to check on their reason for wanting to resign.

ACTION: E Robinson

R Farmer undertook to chase the other outstanding debts (Birmingham City and Derby).
[action complete]

7. CONSULTATIONS & RESPONSES

7.1 Establishing a joint consultation panel – following this item at the last joint CPHC/UKCRC meeting, the possibility of building an identifiable (and regularly updated) section of the website to manage consultations was discussed. N Savage had been working on this, whilst the Chair was working on Terms of Reference for the Joint Consultation Panel. Chris Johnson had suggested that this would help the community as there was a gap here and also CaSE said they could help. N Savage undertook to continue to develop this, including a consultation timetable and who was responsible for coordinating each consultation.

ACTION: N Savage

7.2 Advocacy and training for responses & government enquiries – this had been drafted and members agreed that it was ready to be distributed.

[main items of business]

8. PROGRAMME of WORK

8.1 2020 Conference – R Aspin had sent his apologies for the meeting but had provided the latest draft programme and speaker task list. The facilities are booked and speaker confirmations well underway. The dinner speaker was proving the biggest challenge and R Aspin asked that if anyone had any suggestions, to let him know. The initial conference announcement was planned for later in the week.

The speaker line up was discussed and suggestions were made. m.c. schraefel suggested running a health and well-being workshop. Ideas for future conferences were suggested such as including very high profile speakers, holding the conference once every 2 years instead of annually, hearing from industrialists/academics from outside of the UK, showcasing areas of excellence to provide relevance to what doing.

The Conference Working Group agreed to take the suggestions for the 2020 conference to discuss offline and M Leslie undertook to add conference strategy and timetable of conference planning to the May Committee agenda.

ACTION: M Leslie

8.2 Workshop Programme:

LDG [S Devlin/I Allison] / See [item 5.3](#) above.

Pipeline [N Savage] / See [item 3](#) matters arising (1 July) above.

EDI workshops [C Shankland] / RECEIVED and NOTED the paper. C Maple expressed concern that there might be overlap between this proposal and the work being undertaken by EPSRC. His colleague from Warwick was being seconded to work on this. Members agreed that it would be important to undertake community-based coordinated research in this area. A Waraich indicated that he had been liaising with C Shankland on this area, and that the Access and Participation Plan (APP) is linked to funding. The Chair undertook to feed back to C Shankland on the Committee's discussions.

ACTION: Chair

It was suggested that a panel session on the *APP - you need to know about this* be included in the Conference agenda. A Waraich undertook to speak to R Aspin on this.

Outreach Network [S Fincher] The purpose of this workshop is to form a university partners network. In addition, the National Centre for Computing Education (NCCE) is keen to engage on this and work was being undertaken with Beverly Clarke to harmonise the lists. A small committee comprising Peter Donaldson, Faron Moller, Jane Waite and the Chair is pulling the outreach network together with the intention of holding a conference (hosted by Faron) at Swansea University on 7th/8th April.

There is a second piece of work related to scoping the landscape, for which it is anticipated there would be 10-12 days work @ £400 per day. The proposal is that this landscape document will be more rigorous and structured than previous reports. The Chair is willing to continue as named responsibility for this as Immediate Past Chair for the next 2 years. Members agreed for this work to be taken forward.

ACTION: S Fincher

9. Member communications – February, March, April

The following topics were AGREED for forthcoming updates to the Membership:

February – LDG workshops (I Allison/S Devlin)/Conference (R Aspin)/Advocacy/training for government enquiries (E Robinson)

March – Outreach Network (S Fincher)/Conference (R Aspin)

April – Conference (R Aspin)/Pipeline (N Savage)

10. ANY OTHER BUSINESS

The Chair reported that she had met Alan Hayes (Bath) at the CEP conference in Durham, who had mentioned a review of subject benchmark statements for Master's degrees. The Chair will forward Alan's email to CPHC Members. **ACTION: Chair**
The Chair thanked Committee Members and closed the meeting at 14:32.

Outstanding Actions from Committee Meetings – 3 February 2020, 9 December, 29 October & 1 July 2019

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 FEBRUARY 2020				
MATTERS ARISING 9 December 2019	3	Include IoC2 on the agenda for the next meeting	M Leslie	On-going
1 July 2019		Explore possible 2019/20 workshop themes/locations and get dates in the diary	S Fincher/ N Savage	On-going
REGULAR REPORTS: Chair's Communications LDG Report	5.1	Liaise with BCS Academy Board Chair and UKCRC Chair about ways of working together	E Robinson	On-going
	5.3	Share presentations from automation workshop held on 16 January with the membership, possibly via the website	I Allison/ web admin	On-going
		Look at possibility of staging a second automation workshop to help write a funding bid to IoC/OfS	I Allison	On-going
	5.4	Liaise with new CPHC Chair on varying the days of future CPHC meetings to improve attendance	M Leslie	On-going
		Talk to UKCRC Chair about CPHC/UKCRC roles	Chair	On-going
		Start writing a short vision statement for new Committee Members	K Miller/All	On-going
	5.10	Share report on IE National Associations meeting in Zurich	E Robinson	On-going
SUBSCRIPTIONS	6	Send reminder to University of Bristol for their 2018/19 to check if they are resigning or continuing their subscription	M Leslie/ R Farmer	On-going
CONSULTATIONS AND RESPONSES Establishing a joint consultation panel	7.1	Continue to develop an identifiable (and regularly updated) section of the website to manage consultations	N Savage	On-going
PROGRAMME OF WORK 2020 Conference	8.1	Add conference strategy and timetable of conference planning to the May Committee agenda	M Leslie	On-going
Workshop Programme	8.2	Liaise with C Shankland on EDI workshop proposal	Chair	On-going
		Start work on scoping the landscape project	S Fincher	On-going
ANY OTHER BUSINESS	10	Forward email from A Hayes (Bath) about a review of subject benchmark statements for Master's degrees	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 9 DECEMBER 2019				
MATTERS ARISING 29 October 2019	3	Check with colleagues about including an item on the event to be run at Coventry which is similar to Reading Robot Day	R Farmer	On-going

1 July 2019	3	Check with EPSRC colleagues whether further report on equality has been published	R Perry	On-going
13 May 2019	7	Follow up with Strathclyde HOD about CPHC resignation	E Robinson	On-going
EPSRC UPDATE	4	Update and circulate the EPSRC contact list to CPHC Members Liaise with S Francis and J Dracott about an EPSRC slot at the CPHC Conference 22/23 April 2020	R Perry	On-going
INSTITUTE OF CODING UPDATE	5.1	Look into involving the devolved nations in IoC2 bids with CPHC input Sign Committee Members up for regular IoC information Liaise on sequence of agreed actions	(R Hourizi) (R Hourizi) (R Hourizi)/ E Robinson	All on-going (emailed to RH 26/2)
EDI UPDATE	5.2	Invite C Shankland to engage with the IoC EDI strand and to attend the IoC Diversity Board	(R Hourizi)	On-going
CPHC-UKCRC COLLABORATIVE WORKING – 29 OCTOBER 2019				
Establishing a joint consultation-response panel	1	Proceed with work on establishing a response panel	CPHC/ UKCRC Chairs	On-going
Scoping a "master class" or "engagement forum"	2	Scope a proposal to upskill CS experts to provide evidence to governmental committees and enquiries	CPHC/ UKCRC Chairs	On-going
Ethics	3	Conference WG to work with the UKCRC Executive Committee to scope an Ethics Workshop to be delivered during the CPHC Conference for the next CPHC Committee meeting Contact Conference WG if interested in getting involved in the Ethics Workshop	CPHC Conference WG Committee Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 OCTOBER 2019				
ANY OTHER BUSINESS	11	Check BCS retention policy with a view to replicating it for CPHC data	M Leslie	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 JULY 2019				
MATTERS ARISING 13 May 2019	3	Set up meeting in September to discuss EDI workshop follow up to Napier report (Caron Shankland, IoC, ACB and interested CPHC Committee members)	Chair	On-going

FUTURE MEETINGS

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

COMMITTEE MEETINGS 2020	CONFERENCE DATES
Monday 11 May 2020 *Tuesday 30 June 2020 Monday 5 October 2020 Monday 7 December 2020 Oct/Dec dates TBC when new Chair in place	Wednesday 22/Thursday 23 April 2020 University of Salford, Media City building, Salford Quays (cancelled) Wednesday 22 April 2020 14:00-15:00 AGM and Assembly Wednesday 14/Thursday 15 April 2021 University of Salford, Media City building, Salford Quays

*To be co-located with UKCRC Executive Committee starting with lunch at 13:00