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 11 May 2020** as an online meeting

PRESENT

Edmund Robinson (Chair)	Rob Aspin	James Davenport
Siobhan Devlin	Ray Farmer	Sally Fincher
Mark Griffiths	Keith Miller	Paul Sant
Nick Savage	Carron Shankland	Atif Waraich
Rhys Perry (EPSRC)		

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES

Liam Maguire	m.c. schraefel

1. **WELCOME TO NEW AND RETURNING MEMBERS AND APOLOGIES FOR ABSENCE**

    Introductions were made and apologies for absence were received as above. The new Chair expressed his thanks to S Fincher for her great job in chairing CPHC in the last couple of years.

2. **MINUTES OF LAST MEETING (CPHC/2020/04)**

    The minutes of the last meeting held on Monday 3 February 2020 were accepted as a true record. It was noted that much of the content had been overtaken by the Covid crisis.

3. **MATTERS ARISING FROM PREVIOUS MINUTES**

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

    3 February 2020
    Matters arising (1 July 2019; item 3): for the 2019/20 workshop themes/locations, N Savage informed Members that a tentative date of 9 September 2020 has been set for the next Chair in 10 Years workshop to be held either at Cardiff University or online.

    Establishing a joint consultation panel (item 7.1): N Savage reported that there is now an identifiable section of the website to manage consultations, which can be regularly updated.

    Workshop Programme (item 8.2): it was noted that an EDI workshop is still being planned for the next CPHC Conference in addition to a stand alone workshop to gather information on EDI activities. S Fincher also reported that work had commenced on

scoping the landscape project: the survey had been distributed, many responses had been received and a reminder would be sent out this week.

9 December 2019
Matters arising (1 July 2019; item 3): R Perry indicated that the further report on equality had been published a week after the December 2019 meeting.

29 October 2019
AOB (item 11): following a short discussion, M Leslie undertook to archive CPHC data in the folders and website that is more than 3 years old and set up a process to continue with this.   **ACTION: M Leslie**

4.   **EPSRC Update**

R Perry gave a verbal update and provided a written report subsequent to the meeting which has been distributed to all CPHC Members (*EPSRC Update for CPHC May 2020*). A list of EPSRC ICT Theme Contacts is included, with email addresses at the end of the *Update*.

It was noted that the review of doctoral funding covers all aspects including CDTs and the Doctoral Training grant. This is intended to be mechanism-agnostic and EPSRC will assess whether new mechanisms need to be introduced as we move into autumn/winter.

E Robinson indicated that there had been some discussion about open access at the last Informatics Europe (IE) meeting in Zurich, where there was strong feeling about Nexus open access being used to pump money towards publishing companies, but that universities could make the same gains without a huge amount of money being spent. For open science, the approach needs to be guided and scoped and a lot is community based which has individual approaches which may be inconsistent with the national approach (eg, German research-councils).

5.   **REGULAR REPORTS (CPHC/2020/06)**

5.1   Chair's Communications – E Robinson had attended a meeting of the Engineering Professors' Council (EPC) which was developing a strategy for dealing with Covid-19. The EPC has a lot of the same issues and perceptions as CPHC and is very concerned about how people are managing during the crisis. It plans to hold a series of community engagement workshops online and engage with the government and the civil service in lobbying for similar concerns as CPHC. In particular this is about Engineering Council requirements for placements/industrial skills and how this can be delivered, especially for the current graduating cohort. Another meeting about the Covid response is due to be held on 12 May which the Chair is attending on CPHC's behalf. Activities that both organisations plan to undertake, such as a sequence of online topic-based workshops as drop-ins with recorded output, will be important. It will also be important to get the right message into government and speak with one voice if possible from a university science-based perspective. Equipment and staff have moved from labs to testing sites, so strategically that capacity is vital. A lot of university departments are involved and it would help if CPHC could capture that, as EPC is doing.

The IoC is discussing introducing a new conversion AI MSc programme, and it is likely that universities will be asked to provide more flexible delivery models (eg, staggered) and to help those that are not currently students, in order to qualify for funding. The Chair undertook to discuss this with R Hourizi and Engineering Council contacts to see how this could fit in.   **ACTION: Chair**

It would be good to share good practice on programme delivery eg, simultaneous F2F/online to find out what works and what doesn't, how to conduct examinations.

5.2   Treasurer's Report – R Farmer reported that the CPHC bank balance is very healthy and the accountants had made a remark in the annual report about the size of the balance. Members were asked for suggestions of how this might be spent to benefit Members, particularly as the 2020 Conference had been cancelled. **ACTION: Members**

The Committee discussed the possibility of reducing the subscription fee (currently £12 per computing staff FTE). This had also been discussed at the EPC meeting. There was a view that it would be better to provide value to Members by providing other activities such as workshops. A small reduction such as 5-10% for the 2020/21 financial year would probably not be of much help to Departments, any reduction would need to be significant or an entire holiday to make a difference.

The following ideas for activities/topics were discussed:
- Development of materials for supporting online learning, ensuring close to computing disciplines and core materials in key skills/knowledge that are transferable to all institutions.
- Examples of sets of tools that institutions have used for programming/coursework.
- Strategies for authenticating student work if given a long deadline.
- Undertaking other similar activities to the outreach network project.
- More web support or video editing.
- Online assessment support/materials.
- Coverage of broad learning outcomes for a course.
- 'Code for hire'.

S Devlin indicated that the main interest from academic staff is not about assessment but being supported to put teaching materials online. There had been a lot of interest in the survey that Tom Crick spoke about following the CPHC AGM and S Devlin will be talking to Tom about how the LDG project will fit in with the survey responses. Two other topics were access to kit for disadvantaged students which is often overlooked, and how well placement students are coping with remote working, exploring how industry makes them more resilient. It would help to look at the output of the survey to see what staff are asking for and come up with the right focus.

One idea is to stage sharing sessions every two weeks for colleagues, but fairly structured. R Farmer undertook to liaise with S Devlin on this and start drafting a document for circulating to collect ideas and develop evaluation criteria for the suggestions.   It will be important to pick the right topics to develop.
ACTION: R Farmer/S Devlin

In summary, it was agreed that there could be
1) discipline-specific technical activities
2) groups that would value a forum for problems/ideas
3) Heads of Schools and Directors of Teaching as separate to frontline teaching staff.

Different tech solutions were discussed including Google Hangout and WhatsApp and M Leslie undertook to set up a CPHC Team within Microsoft Teams for Committee Members to share ideas. **ACTION: M Leslie**

5.3   Learning Development Group Report [S Devlin] – *See also item 5.2 above.* For the Confidence and Creativity in CS outcomes, the participants have been contacted but progress has stalled due to Covid. S Devlin indicated that she has had a good response from different institutions and is looking to firm up on dates for online meetings during the summer with a view to taking stock in September and either publishing the outcomes then or continuing with the project.

5.4   Secretary's Report [A Waraich] – nothing to report further to the AGM report.

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

5.6   EPC Report [E Robinson] – *see item 5.1 above.*

5.7   Welsh HoS [M Griffiths] – one development since the AGM is the launch of the Welsh government development programme. See Welsh Government's Continuation of Learning Programme https://hwb.gov.wales/distance-learning/resources/post-16/.

5.8   NI HoS [L Maguire] – nothing to report.

5.9   Scottish HoS [C Shankland] – nothing to report further to the AGM report.

5.10   Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations (IP – not on Committee); IoC) – *see item 5.1 above.*

6.   SUBSCRIPTIONS (CPHC/2020/07)

RECEIVED and NOTED the paper. M Leslie undertook to let Committee members know if any outstanding subscriptions were from their own institutions.   **ACTION: M Leslie**

7.   CONSULTATIONS & RESPONSES

7.1   Establishing a joint consultation panel – nothing to report.

7.2   Advocacy and training for responses & government enquiries – nothing to report.

[main items of business]
8.   PROGRAMME of WORK

8.1   Planning for the year *(What are the key impacts of covid-19 on HE? What do we need to do to support the community and possibly help it transition? How do we liaise with other sector groups? How do we work with government and non-sectorial groups?)* – Members continued the discussions from item 5.2 above. Some activities could be rolled out from September at the beginning of the next academic year, others could be put on during the summer and some even earlier, from now until the summer break. Sessions could be once a month or once a fortnight. Admissions staff could be included, although as CPHC does not possess this data, invitations could be extended via the Directors of Teaching. J Davenport expressed an interest in leading a teaching session and P Sant also would be happy to lead a Head of Department session.

It was agreed that Zoom should be investigated as a possible platform for the sessions, with enough licences for session leaders. The Chair undertook to look into the cost of Zoom licences.   **ACTION: Chair**

8.2   Future conference strategy *(Options discussed at last meeting included annual or every 2 years and specifying a timetable for conference planning)* – discussions on this item were deferred.

8.3   Workshop Programme: LDG [S Devlin] / Pipeline [N Savage] / EDI workshops [C Shankland] / Outreach Network [S Fincher] – *see above*

9.   Member communications – May, June, July

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

May – Chair's introduction email (E Robinson)
June – Tom Crick to write on survey responses (M Leslie to remind the Chair)
July – Learning resources online (S Devlin)

10. **2021 MEETING DATES** – this item will be taken offline.   **ACTION: M Leslie/Chair**

m.c. schraefel had not been able to attend but had submitted a motion to move all of the remaining 2020 calendar year meetings online due to the current pandemic and Members AGREED. It was suggested that a protocol be published for using the chat facility in MS Teams and S Fincher undertook to provide written concerns for the Committee.   **ACTION: S Fincher**

11. **ANY OTHER BUSINESS**

11.1 Committee Roles – this item will be taken offline.   **ACTION: M Leslie**

11.2 Commemoration for Miltos Petridis – K Miller reported that he had received communications from several CPHC Members and the idea of making a donation to Middlesex University for a student prize in Miltos's name was suggested. R Farmer undertook to check whether this is permissible under the Charity Commission and Office of the Scottish Charity Regulator (OSCR) rules.   **ACTION: R Farmer**

R Farmer suggested including another Distinguished Dissertations theme with a specific focus on Artificial Intelligence in the name of Miltos, which could be administered via the CPHC/BCS Distinguished Dissertations Committee. Examples of other student prizes were quoted from other universities, where the prize is anywhere between £100 and £200 per year. The Chair undertook to explore this further and liaise with the DisDis Chair Iain Phillips.   **ACTION: Chair**

Outstanding Actions from Committee Meetings – 11 May 2020, 3 February 2020, 9 December & 29 October

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2020				
MATTERS ARISING 29 October 2019	11	Archive CPHC data in the folders and website that is more than 3 years old; set up process to continue with this	M Leslie	On-going
REGULAR REPORTS: Chair's Communications	5.1	Talk to R Hourizi (IoC) and EngC contacts about flexible delivery models for MSc programmes	E Robinson	On-going
Treasurer's report	5.2	Let R Farmer know of any suggestions for activities that require budget to be allocated	Members	On-going
		Liaise with S Devlin to draft a list of ideas for activities along with evaluation criteria	R Farmer/ S Devlin	On-going
		Arrange for a Microsoft Teams to be set up for the CPHC Committee	M Leslie	Complete
SUBSCRIPTIONS	6	Let Committee Members know if there are any outstanding subscriptions from their own institutions	M Leslie	Complete
PROGRAMME OF WORK: Planning for the year	8.1	Explore cost of Zoom licences	E Robinson	On-going
2021 MEETING DATES	10	Liaise with Chair on dates of future meetings	M Leslie	On-going
		Provide written concerns on use of the chat facility in MS Teams to the Committee with a view to publishing a protocol	S Fincher	On-going
ANY OTHER BUSINESS	11.1	Liaise with Chair and the rest of the Committee on Committee roles	M Leslie	On-going

	11.2	Check whether the award of an annual commemorative prize is permissible under the CC and OSCR rules	R Farmer	On-going
		Explore how the proposed prize would be administered and liaise with the DisDis Committee Chair, Iain Phillips	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 FEBRUARY 2020				
MATTERS ARISING 1 July 2019	3	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
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 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 13 May 2019	7	Follow up with Strathclyde HOD about CPHC resignation	E Robinson	On-going
INSTITUTE OF CODING UPDATE	5.1	Look into involving the devolved nations in IoC2 bids with CPHC input	(R Hourizi)	All on-going (emailed to RH 26/2)
		Sign Committee Members up for regular IoC information	(R Hourizi)	
		Liaise on sequence of agreed actions	(R Hourizi)/ E Robinson	
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 | CPHC Conference WG | On-going |
| | | Contact Conference WG if interested in getting involved in the Ethics Workshop | Committee Members | On-going |

FUTURE MEETINGS
All online and commencing at 11.00am, unless otherwise stated

COMMITTEE MEETINGS 2020	CONFERENCE DATES
*Tuesday 30 June 2020 **Monday 5 October 2020 (TBC)** **Monday 7 December 2020 (TBC)**	**Wednesday 14/Thursday 15 April 2021** University of Salford, Media City building, Salford Quays

*To include a joint CPHC/UKCRC Executive Committee meeting 14:00-15:00 TBC