

Administration by BCS

c/o 3 Newbridge Square, Swindon SN1 1BY

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Tuesday 30 June 2020** as an online meeting

PRESENT

*Edmund Robinson (Chair)	Rob Aspin	James Davenport
Siobhan Devlin	Ray Farmer	Sally Fincher
Keith Miller (Vice Chair)	Paul Sant	Nick Savage
Atif Waraich	m.c. schraefel	Rhys Perry/James Dracott (EPSRC)
Iain Phillips (BCS Academy Board)		

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Liam Maguire Mark Griffiths Carron Shankland
**connection was unreliable, so meeting chaired by K Miller*

(A) UKCRC-CPHC COLLABORATIVE WORKING (UKCRC Executive Committee members in attendance for this item)

This item was chaired by K Miller as the CPHC Chair E Robinson, had an unreliable connection. Members were welcomed and suggestions were made about how both Committees could work more effectively together, perhaps through more themed or regular meetings. It would be good if UKCRC and CPHC could co-host or co-attend workshops, such as 'A Chair in 10 Years' or the seminar series which m.c. schraefel is planning.

Members discussed the various options and agreed the following three collaborative activities (initially to be delivered online):

1. A jointly promoted variant of the 'A Chair in 10 Years' workshop which is research themed.
ACTION: N Savage/J Hillston/E Robinson
2. Seminar series on diversity and equality for CPHC and UKCRC members.
ACTION: m.c. schraefel/J Hillston/E Robinson
3. Informal coffee table discussion under Chatham House rules targeted at those in specific roles: Heads of Department, Directors of Teaching and Directors of Research followed up by a further session on ethics, perhaps keeping the detail to a minimum to encourage a wide ranging discussion on points of specific interest. J Hillston and E Robinson to liaise on possible research theme.
ACTION: N Savage/J Hillston/E Robinson

It would also be useful to think of the CPHC Conference (currently scheduled to be held on Wednesday 14 to Thursday 15 April 2021, following cancellation of the 2020 conference) in the context of a narrative of a series of activities designed to retain engagement throughout the year (eg, ethics).

J Dracott was keen for EPSRC to be (at least) observers at any events in the areas of diversity and equality, ethics or sovereign capabilities as these areas are high priority in UKRI/EPSRC and he would be interested to hear of examples. **ACTION: m.c. schraefel/J Hillston/E Robinson**

E Robinson indicated that there were several HEIs creating MSc programmes in AI and developing material in ethics (QMUL being one) and suggested using this as a lever to spread the message across communities. It could be a topic for one of the coffee table discussions. He would look to liaise with J Dracott on this. **ACTION: E Robinson**

For consultations, J Hillston and E Robinson had been involved in a couple of meetings, one of which was with BCS. There is a will to work together; however, there is now a need for concrete proposals on what and when it is appropriate to collaborate to avoid duplicating effort.

m.c. schraefel raised a question about whether CPHC and UKCRC should be unified rather than two different organisations, perhaps with subgroups to cover the different interests. Although not necessarily a conversation for now, it could be useful to reflect on whether a consortium approach, such as that used by ACM, would be more effective.

Following on from this, A Irons reminded Members that the original Terms of Reference of the BCS Academy of Computing Board was to act as a conduit for different communities in Computer Science. He is currently looking at a review of the BCS Academy and would welcome the chance to broaden the discussion and invite comments from CPHC. S Fincher felt strongly that the Academy Board is a committee of BCS, not UKCRC or CPHC.

A Blandford indicated that this was something that UKCRC struggled with, certainly from an Executive Committee perspective, one of points that can be made is that UKCRC membership is based on individuals, whereas for CPHC it is chiefly the computing department that is the member. Also, the link with the BCS Academy suffers some of the same questions. Perhaps a way forward might be to take specific actions that have been implemented and use these as a basis for reviewing the structural arrangement.

J Hillston indicated that although UKCRC does not hold an annual conference, it does hold specific workshops to think about challenges and opportunities in the prevailing situation (eg, Brexit, funding situation). UKCRC members tend to be more established, having a smaller appetite for discussions, but there is usually a huge interest from the early career academics and it would be good to think of opportunities to create spaces for early career researchers to speak and network with each other, which may be is an area that the BCS Academy could support. **ACTION: A Irons**

K Miller thanked all participants and the meeting ended at 14:28.

CPHC Committee meeting

Further to the UKCRC Executive Committee members leaving the meeting, CPHC Committee members continued discussions on the workshops to be held over the summer. It was agreed that the Chair draft an email to HoDs, DoRs and DoTs, for Committee Members' consideration. *[Post meeting note: action complete]*

1. WELCOME AND APOLOGIES FOR ABSENCE

Introductions were made and apologies for absence were received as above. Due to a broadband outage, the Chair had been forced to join by an unstable mobile connection, so the Vice Chair led the meeting.

2. MINUTES OF LAST MEETING (CPHC/2020/10)

The minutes of the last meeting held on Monday 11 May 2020 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

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

11 May 2020

Matters arising (29 October 2019; item 11): for archive CPHC data in the folders and website that is more than 3 years old and setting up a process to continue with this, it was AGREED that these should be kept on the website for now.

3 February 2020

Workshop Programme (item 8.2): The EDI workshop proposal had been overtaken by the seminar series being led by m.c. schraefel, who undertook to liaise with C Shankland on this.

ACTION: m.c. schraefel

Any Other Business (item 10): There had been a discussion with Alan Hayes (Bath) about a review of subject benchmark statements for Master's degrees but this seems to have stalled during the Covid crisis. It was agreed that this should be added to the agenda for the next meeting, for further discussion.

ACTION: M Leslie

4. EPSRC Update

R Perry gave a verbal update and provided a written report following the meeting which has been distributed to all CPHC Members.

5. REGULAR REPORTS (CPHC/2020/06)

5.1 Chair's Communications – E Robinson updated Members on the letter which was sent on behalf of the Committee to colleagues at Oriel about removing the Rhodes statue. The response had been generally positive, and the intention was for Oriel Fellows to set up an enquiry to ask the public for their thoughts, including the CPHC Committee. The Chair encouraged Members to take a look and write to the enquiry when the report comes out.

A letter had also been sent from the Chair and the BCS Academy Chair to the Department for Education about additional student numbers that government is funding in response to the Covid crisis, as Computer Science is not one of the listed subjects. The letter expressed concern that digital skills are essential to the country's reputation. Although it was not expected that this would change but it may help to keep CS in the government's mind. J Dracott reported that he had also raised this issue with the Office for AI, who will also pursue it. J Dracott indicated that he was happy for EPSRC to be used as a conduit to raise this sort of issue in future.

E Robinson also reported that the IoC2 bid is also pending, to address government in time for the spending review in the autumn.

5.2 Treasurer's Report – R Farmer reported that there was a balance of £96K and it will be good to identify expenditure for the benefit of the community. Suggestions about possible resources and other ideas would be welcomed from Members as per the action from the last meeting. The best place to invest initially would be the Learning and Development Group and it was agreed that a meeting be set up with interested parties, including S Devlin, to brainstorm this offline.

ACTION: S Devlin/R Farmer/Members

5.3 Learning Development Group Report – S Devlin was unable to provide a report, due to connection problems, but followed up subsequently.

5.4 Secretary's Report – nothing to report.

5.5 UKCRC Report – this item was covered during the CPHC/UKCRC collaborative working item [above](#).

5.6 EPC Report – E Robinson reported that he had attended a couple of Council meetings, where they had discussed similar problems within the community as those being experienced by CPHC. The Chair was keen to support them, particularly in meeting engineering accreditation requirements for practical experience during the current crisis. R Farmer indicated that his Faculty is in conversations with PSRBs, who are being flexible except for practical onsite requirements, where alternative outcome requirements have not yet been agreed. It would be helpful to communicate with the CPHC Membership about this and R Farmer undertook to write a message for the Members' communication to highlight the issues being faced. **ACTION: R Farmer**

5.7 Welsh HoS [M Griffiths] – nothing to report.

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

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

5.10 Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC) (CPHC/2020/12)

Members AGREED to renew the Informatics Europe subscription. *[Post meeting note: action complete]*

I Phillips reported that the day of this meeting is the closing date for this year's competition. So far, he had received about 13 submissions, which is a slight decrease on last year's, although there is likely to be more in the next three days' extension period. The Committee will be changing this year, including appointment of a new Chair.

6. SUBSCRIPTIONS (CPHC/2020/13)

RECEIVED and NOTED the updated paper. M Leslie undertook to forward the outstanding debtors for 2019/20 to R Farmer to chase. **ACTION: M Leslie/R Farmer**

7. CONSULTATIONS & RESPONSES

7.1 Establishing a joint consultation panel – S Fincher reported that work on this had not yet been taken forward, but it could be possible to put an event on in this area, perhaps involving the CaSE Director. S Fincher undertook to talk to Chris Johnson about organising this training, with a view to inviting both memberships. **ACTION: S Fincher**

7.2 Advocacy and training for responses & government enquiries – James Dracott reported that he was continuing the workstream on advocacy, although this had stalled due to Covid. **ACTION: J Dracott**

[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?*) – Committee members were firming up on dates for this and would liaise offline on the LDG.

8.2 Future conference strategy (*Options discussed at last meeting included annual or every 2 years and specifying a timetable for conference planning*) – R Aspin reported that he would pick up on this, as there were questions about Salford as a venue, not least as he had just moved to MMU. He undertook to check with former colleagues whether there is an appetite for Salford for a 2021 conference, how it fits into the narrative of the year, how to entice people to come and make it more relevant as discussed before. R Aspin undertook to bring a proposal to the next meeting. **ACTION: R Aspin**

E Robinson/I Phillips left the meeting at this point.

8.3 Workshop Programme: LDG [S Devlin] / Pipeline [N Savage] / EDI workshops [C Shankland] / Outreach Network [S Fincher] – There was some discussion about the use of BAME as a term but it was recognised that the terminology varies around the country depending on the demographic. It is most important to be inclusive. A Waraich reported that there is funding left within his institution to look at unconscious bias training for leaders, which is very powerful as it challenges assumptions, putting EDI in a positive way in people's reviews, embedded into training budgets for sustained change. It would be good to share best practice in the workshops. Developing and retaining staff is an issue, as there is a glass ceiling at grade 9.

K Miller proposed putting on a master class or input from experts that can help us, perhaps discipline-based. It was AGREED that this be included on the agenda for the next meeting: discipline-based but something to support colleagues at all levels to support a more inclusive environment. **ACTION: M Leslie**

For the Outreach Network, S Fincher report that Jane Waite (QMUL) was leading on this, but it had slowed due to Covid. It was hoped that there would be something to report at the net meeting.

9. MEMBER COMMUNICATIONS – July, August, September

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

July – Learning resources online (S Devlin). K Miller undertook to contact S Devlin to check this is to be circulated. **ACTION: K Miller**

August – Coffee Table meeting update (K Miller); however, as these will be held under Chatham House rules and therefore communications will be restricted to highlighting that they are taking place.

September – Conference update (R Aspin)

10. 2021 MEETING DATES

Future meeting dates were AGREED as [below](#).

11. ANY OTHER BUSINESS

11.1 Committee Roles – S Fincher introduced this item, explaining that this had been initiated as the roles had become too focussed on one person. S Fincher undertook to write a proposal on this for Members' consideration, looking to move from the current role-based representation in order to spread the responsibility. It would be good to have this in place for the start of the new academic year, agreed by email. **ACTION: S Fincher**

Outstanding Actions from Committee Meetings – 30 June 2020, 11 May 2020 & 3 February 2020

CPHC-UKCRC COLLABORATIVE WORKING – 30 JUNE 2020				
Collaborative activities	A	Liaise on planning a jointly promoted variant of the 'A Chair in 10 Years' workshop which is research themed.	N Savage/ J Hillston/ E Robinson	On-going
		Liaise in planning a seminar series on diversity and equity for CPHC and UKCRC members	m.c. schraefel/ J Hillston/ E Robinson	On-going

		Liaise offline on creating research themed coffee table discussions and reach out to both memberships	N Savage/ J Hillston/E Robinson/	On-going
		Involve UKCRC Chair/Exec as observers at equity-themed workshops	m.c. schraefel/ J Hillston/ E Robinson	On-going
		Liaise with J Dracott on MSc programmes in AI and developing material in ethics	E Robinson	On-going
		Consider role of BCS Academy Board in supporting UK research in liaison with UKCRC	A Irons	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 30 JUNE 2020				
MATTERS ARISING	3	Liaise with C Shankland on diversity and equality seminar series	m.c. schraefel	On-going
3 February 2020 Workshop prog				
ANY OTHER BUSINESS	10	Include item on review of subject benchmark statements for Master's degrees on agenda for next meeting	M Leslie	Complete
REGULAR REPORTS Treasurer's report	5.2	Liaise with LDG to brainstorm activities to provide budget for	R Farmer/ S Devlin/ P Sant	On-going
REGULAR REPORTS Treasurer's report	5.1	Meet to brainstorm possible LDG work for investing subscription funds	S Devlin/ R Farmer/ Members	On-going
EPC report	5.6	Include information on meeting practical experience requirements for engineering accreditation in a monthly update to Members	R Farmer	On-going
SUBSCRIPTIONS	6	Forward outstanding debtors for 2019/20 to R Farmer to chase	M Leslie/ R Farmer	Complete/ On-going
CONSULTATIONS & RESPONSES Establishing a joint consultation panel	7.1	Talk to Chris Johnson (QUB) about organising a joint CPHC/UKCRC training event on government consultations and responses	S Fincher	On-going
	7.2	Report on further progress on advocacy and training for responses & government enquiries	J Dracott	On-going
PROGRAMME of WORK Future conference strategy	8.2	Check with former colleagues at Salford about 2021 conference and bring proposal to October meeting on how it fits into the narrative of the year, how to entice people to come and how to make it more relevant	R Aspin	On-going
EDI workshops	8.3	Include discipline-based training to support colleagues at all levels to support a more inclusive environment on agenda for next meeting	M Leslie	Complete
MEMBER COMMUNICATIONS	9	Contact S Devlin about whether learning resources online is to be circulated	K Miller	On-going
ANY OTHER BUSINESS	11	Write committee roles proposal for next meeting	S Fincher	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2020				
REGULAR REPORTS 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
ANY OTHER BUSINESS	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				
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
	5.4	Look at possibility of staging a second automation workshop to help write a funding bid to IoC/OfS	(I Allison)	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	Complete/ On-going

FUTURE MEETINGS

All online and commencing at 11.00am, unless otherwise stated

COMMITTEE MEETINGS 2020	CONFERENCE DATES
NOTE DIFFERENT DATES: Thursday 8 October 2020 Wednesday 9 December 2020	Wednesday 14/Thursday 15 April 2021 University of Salford, Media City building, Salford Quays
COMMITTEE MEETINGS 2021[#] Monday 1 February 2021 Thursday 13 May 2021 *Tuesday 29 June 2021 Tuesday 5 October 2021 Wednesday 8 December 2021	

[#] Located at BCS Offices, London and commencing at 11am unless otherwise stated

* To be co-located with UKCRC Executive Committee meeting starting with lunch at 13:00 if possible; BCS rooms subject to availability on these dates