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 **Wednesday 8 December 2021** as an online meeting

PRESENT

Edmund Robinson (Chair)	Rob Aspin	Steven Bradley
James Davenport (from 5.4)	Ray Farmer	Sally Fincher
Mark Griffiths	Jessica Phillips (EPSRC)	

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES

Rachel Lamb (EPSRC)	Paul Sant	Atif Waraich
m.c. schraefel	Iain Phillips (BCS Academy Board)	

1.   WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed Members, noting that the group is depleted due to the apologies (received as above) and the empty positions.

2.   MINUTES OF LAST MEETING (CPHC/2021/23)

The minutes of the last meeting held on Tuesday 5 October 2021 were accepted as a true record. The new UKCRC is Kevin Jones (Plymouth) and there have also been some changes at EPSRC (see item 4 below).

3.   MATTERS ARISING FROM PREVIOUS MINUTES

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

5 October 2021
Workshop programme – Outreach Network (Item 8.3): the original idea had been to work up a proposal for a reboot launch event at Swansea University on 8 March 2022, for Committee to consider. However, as the current Covid situation is unpredictable, it was thought to be a better plan to include this in the CPHC Conference as a 1-2 hour item (also, see item 8.2 below).

AOB (item 10.2): R Aspin reported that he had sent his Royal Institution contact a copy of the Outreach Report and invited them to the February meeting as they had been unable to attend today's meeting.

13 May 2021
Regular reports – Chair's report: the action to circulate information on BCS Academy/Alan Hayes mentoring scheme is to be replaced by an action for the Chair to initiate a review of the mentoring schemes in existence and currently being developed (individual institutional

schemes are not in scope). It was noted that CPHC runs workshops for new heads and 'Chair in 10 Years' but there is little for mid-career academics (SLs/Readers). This is particularly important to broaden representation and diversity. Members AGREED that a meeting should be set up to explore this and that representatives from the following should be invited: EPSRC (Jasmine Harvey); UKCRC (Kevin Jones); BCS (Alastair Irons); RAEng (Keir Bonnar); the IET (Ahmed Kotb or Kathryn Bain). R Aspin queried if a focus on industry should be included. S Fincher and S Bradley undertook to draft an invitation to an online meeting on 9 March, 10:00-12:00 to landscape and road map external schemes. It would be short notice to include a report on this at Conference, but an update could be provided.

ACTION: S Fincher/S Bradley

Purpose & Vision statement – annual review (item 10): the review of the statement is ongoing. Members were invited to submit any suggestions for changes by the end of the week.

4.   EPSRC Update (CPHC/2021/24)

J Phillips reported on two items in the circulated update that are business-critical. The New Horizons is on-going and running as phase 2. EPSRC is still looking for panel members, who are not involved in making their own submissions to get involved (see links in update paper). In addition, James Dracott has moved to AI/Robotics and the new head of ICT is Glenn Goodall. The contact page on the EPSRC website is up to date.

J Phillips undertook to send the call for New Horizons panel membership for forwarding to the CPHC membership *[action complete]*.

J Phillips explained that this is her last meeting as she has been covering since Rhys Perry's move. Rachel Lamb is the new EPSRC representative to the Committee. The Chair thanked J Phillips for her support and contributions.

5.   REGULAR REPORTS

5.1   **Chair's Communications** – The Chair reported that there was very little to report. The EPC is engaged in re-vamping the website and UKCRC is continuing to circulate consultations.

5.2   **Treasurer's Report** – R Farmer reported that the bank balance is starting to reduce as the Special Projects invoices are being paid. In terms of expenditure for the current financial year (ending 30 June 2022), there will be a second call for project grant applications in March and it will be important to process as many invoices by May and note any expenditure that needs to roll over into 2022/23. The Secretariat undertook to remind claimants to submit invoices so that they can be processed by year end.

ACTION: **Secretariat**

Members discussed the conference fees and CPHC subsidies for this. Members undertook to keep in mind how to ensure that the Special Project Grant scheme is sustainable in the future. Sponsorship was an option, such as Google/Google Deep Mind or Facebook. S Fincher was monitoring the scheme's popularity and success, with the possibility of working with some of the awardees to publish a CPHC report to share best practice. It would be important to show an offer to potential sponsors in terms of value.

5.3   **Learning Development Group Report** – it was noted that the new Special Project Grants activity should be included as a regular update under this item *[action complete]*.

S Fincher reported that the September 2021 round is complete and successful applicants have started to submit invoices. S Fincher and S Bradley will be delivering a two hour Special Projects Workshop on 6 January as part of the Computing Education Practice conference. The plan is to talk about the Scheme and what was un/successful.

5.4 **Secretary's Report [CPHC/2021/26(1)&(2)]** – Members received and noted the report. A Waraich had sent apologies for this meeting and the Chair reported that he had met with A Waraich to discuss Committee membership and the vacant Vice Chair position which has arisen due to Nick Savage's move to industry. It will be important to have a succession plan in place as a number of terms of office are coming to an end in April 2022 and there are a number of vacancies.

It will also be important to ensure that any full Committee Member appointments are made by election at the AGM. However, there is scope for co-opting members to temporarily fill the vacant positions and Members were asked to approve the proposed nominees to co-opt.

M Griffiths has indicated that he wishes to step down as co-opted member representing Heads of Computing in Wales, but is happy to stay on as long as needed. Members were asked for any ideas on possible nominees to represent Scotland. S Fincher suggested approaching one or more of the Special Project Grant awardees from Scottish institutions, if eligible. **ACTION: A Waraich**

Members AGREED that the following nominees be appointed as co-opted members until the next AGM (2022):

Northern Ireland: Johnny Wallace (Ulster)

Co-opted members: Rebecca Strachan (Northumbria); Haris Mouratidis (Brighton); Edmund Prakash (Cardiff Metropolitan)

The Members of CPHC who have been co-opted will be contacted and asked to stand as members for election at the next AGM (including those not appointed in this round). **ACTION: A Waraich**

In addition to the Vice Chair and co-opted Scotland positions, the Treasury position is to become vacant as Ray Farmer is stepping down and there is a need to plan for the Chair role which will become vacant in 2022.

E Robinson asked Members interested in putting themselves forward as Vice Chair to contact him and Members AGREED that the appointment to Vice Chair should be to April 2022 at which time the interim Vice Chair will become Chair and a new Vice Chair be appointed. **ACTION: Members**

Furthermore, the position of Treasurer should be filled in advance of the AGM. E Robinson indicated that he was happy to take of the role of Treasurer again and appoint a new Treasurer at the 2023 AGM.

J Davenport joined the meeting at this point

5.5 **UKCRC Report** – see Chair's report above.

5.6 **EPC Report** – see Chair's report above.

5.7 **Welsh HoS** – M Griffiths reported that outreach is taking place with Technocamps, which originally were planned to be face-to-face and now moved to online. This is making it difficult to get into schools.

5.8 **NI HoS** – no report (currently no representative).

5.9 **Scottish HoS** – no report (currently no representative).

5.10 Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC; DisDis) – J Davenport reported for the IoC that there is general uncertainty about the comprehensive spending review in terms of comprehensive bidding. Digital is looking optimistic though, as the new minister has an interest in this area.

6. SUBSCRIPTIONS UPDATE

Members RECEIVED and NOTED the report.

7. CPHC/BCS 2022 CONTRACT

The Chair undertook to review this with the other CPHC Officers and get back to BCS shortly.

[main items of business]
8. PROGRAMME of WORK

8.1 Planning for the year – no report.

8.2 2022 Further Conference events – Members received and noted the paper circulated prior to the meeting. R Aspin reported that J Davenport had offered the University of Bath as a venue for a two day face-to-face conference on **20/21 April 2021**. As well as the 45 bed high quality student accommodation, there is accommodation in the main area of Bath which is walking distance from the Conference location.
J Davenport undertook to investigate dinner venue costs, eg at Guildhall or the Roman Baths. **ACTION: J Davenport**

Members discussed the agenda for the two days and raised the following points:

- Conference fee to be subsidised again, £40 per day.
- Important to make any New Lecturer workshop widely available, so could open up day 2 of the Conference to non-professors/non-HODs. This would also help with diversity of participants and input.
- As well as New Lecturers, Chair in 10 Years and New Head workshops, could offer a mid-career workshop.
- Could involve representatives from industry on day 2, with a particular focus on industry engagement with HE which delegates may not be aware of.
- May be interest in micro-accreditation, how it relates/is used by APL, social courses (not necessarily apprenticeships) – maybe Rupert Ward at Huddersfield.
- AI and BCS Academy could be titled 'leadership and development', rather than 'updates'.
- Discussion panel maybe, it could be helpful to have people from the civil service to talk about what is wanted from the university sector.
- Good to give the opportunity to discuss the problems people are facing and what they have done as a response, perhaps a few minutes each to share good practice eg, using assessments rather than exams, decolonising the curriculum. Identifying topics on peoples' minds and using case studies to help.
- It would be helpful to include UKRI/EPSRC people to talk about the broad structure of how UK science is going to be supported, maybe added to the Office for AI and DfE item on day 1.
- Could include Outreach Report (Jane Waite) on day 1 when S Fincher is in attendance.
- For the Special Project Grants, successful applicants could be encouraged to write a conference paper which, if judged to be good enough, they could be invited to speak to and present a poster.
- For AGM, ensure that each institution is permitted a vote either in person or online. Ensure that messaging makes attendance in person optional.
ACTION: Conference WG/Secretariat

R Aspin undertook to update the paper and re-circulate it, including owners against each item for planning purposes. **ACTION: R Aspin**

Members to contact R Aspin if they have interest in leading/contributing to particular items. **ACTION: Members**

Placeholder to be included on website with dates/venue. R Aspin to provide content and Secretariat to upload, to be issued along with the December conference update. **ACTION: R Aspin/Secretariat**

.   **8.3   Workshop Programme:**
LDG [TBA]/Pipeline [TBA]]/EDI Seminar Series inc embedding EDI master class [m.c. schraefel]/Outreach Network [S Fincher] – these activities require further thought. The Chair in 10 Years workshops would be good to revive following Nick Savage's departure.

9.   MEMBER COMMUNICATIONS – December 2021 & January 2022

December –   Special Projects workshop at Durham [S Fincher sent during meeting]
Conference update from R Aspin

January –   Chair's update (topics TBC)

10.   ANY OTHER BUSINESS

10.1   Committee roles [including JISCMail co-owner, previously Nick Savage] – rolled over to next meeting.

10.2   Zoom subscription – Members agreed that this should be cancelled and a view taken in advance of the Conference in April as to re-subscribing and which plan to purchase. **ACTION: Conference Working Group**

The Chair thanked members and closed the meeting at 13:05.

Outstanding Actions from Committee Meetings – 8 December, 5 October, 29 June, 13 May & 1 February 2021

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 8 DECEMBER 2021				
MATTERS ARISING 13 May 2021 Chair's report (5.1)	3	Draft an invitation to an online meeting to landscape and draw up a road map of external mentoring schemes (9 March 2022, 10-12)	S Fincher/ S Bradley	On-going
REGULAR REPORTS Treasurer's report	5.2	Remind Special Project Grant claimants to submit invoices so that they can be processed by year end	Secretariat	On-going
Secretary's report	5.4	Approach one or more of the Special Project Grant awardees from Scottish institutions to be co-opted to Committee	A Waraich	On-going
		Contact agreed nominees to be co-opted and stand as members for election at the next AGM (including those not appointed in this round)	A Waraich	On-going
		Volunteer for CPHC Officer positions (Vice Chair/Treasurer) if interested	Members	On-going
PROGRAMME OF WORK	8.2	Investigate dinner venue costs, eg at Guildhall or the Roman Baths	J Davenport	On-going

2022 Conference		For AGM, ensure that each institution is permitted a vote either in person or online. Ensure that messaging makes attendance to vote in person optional	Conference WG/ Secretariat	On-going
		Update the Conference paper and re-circulate, including owners against each item for planning purposes	R Aspin	On-going
		Contact R Aspin if interested in leading/ contributing to particular items	Members	On-going
		Provide Conference announcement with placeholder content for website and December update	R Aspin (Sec to upload)	On-going
ANY OTHER BUSINESS	10.2	Zoom subscription: decide on which plan to purchase in advance of the Conference	Conference WG	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 5 OCTOBER 2021				
REGULAR REPORTS Reports from other organisations	6.10	Meet with A Irons to plan the DisDis Chair position	Chair/ (A Irons)	On-going
ANY OTHER BUSINESS Reading uni - resignation	10.1	Contact University of Reading to check their intentions considering that resignation will lead to removal from the list	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 JUNE 2021				
MATTERS ARISING 13 May 2021 Chair's report (5.1)	3	Members interested, or knowing someone who might be interested, in getting involved in the DisDis Committee to contact E Robinson or Alastair Irons	Members	On-going
OUTSTANDING SUBSCRIPTIONS	6	Forward outstanding 2020/21 subscriptions to R Farmer for chasing	M Leslie/ R Farmer	On-going
ANY OTHER BUSINESS	11	Investigate how the Committee might set up a system to regularly nominate members of the community for UK Honours	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 13 MAY 2021				
MATTERS ARISING 1 Feb 2021 Treasurer's report (5.2)	3	Forward the LJMU project report on best practice in diversity to the Committee and ask project manager to share standards of practice with Members	A Waraich	On-going
REGULAR REPORTS	5.1	Circulate information on BCS Academy/Alan Hayes mentoring scheme	J H Davenport	See above
PURPOSE & VISION STATEMENT – ANNUAL REVIEW	10	Review statement	Chair	Complete
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2021				
ANY OTHER BUSINESS	10.2	Work on a privacy notice for the website with the Chair, A Waraich and J Davenport	M Leslie	On-going

FUTURE MEETINGS

All online and commencing at 11.00am, unless otherwise stated

COMMITTEE MEETINGS 2022	CONFERENCE DATES
Monday 7 February 2022 Thursday 12 May 2022 Monday 4 July 2022 *Tuesday 25 October 2022 (1.30-4.30pm) Wednesday 7 December 2022	Wednesday 20 – Thursday 21 April 2022 (University of Bath/Online TBC)

*to be co-located with UKCRC Executive Committee meeting if possible
NB: F2F/online format TBC; BCS London rooms subject to availability on these dates