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 7 December 2022** as an online meeting

PRESENT

Rob Aspin (Chair)	*Atif Waraich	*Steven Bradley
*Nicky Danino	Paul Sant	*Dhiya Al-Jumeily OBE
Austen Rainer	*Keeley Crockett	*Rebecca Strachan
*Jonathan Wallace	Mark Griffiths	*Edmund Robinson

IN ATTENDANCE (Secretariat)
 Maxine Leslie (BCS)
attended for part of meeting

APOLOGIES

James Davenport	Haris Mouratidis	Rachel Lamb (EPSRC)
Amir Hussain (UKCRC)		

1. **WELCOME AND APOLOGIES FOR ABSENCE**

    Apologies for absence were received as above.

2. **MINUTES OF LAST MEETING (CPHC/2022/21)/ UPDATE ON ACTIONS**

    The minutes of the last meeting held on Tuesday 25 October 2022 were accepted as a true record.

    25 October 2022
    CPHC/UKCRC/BCS Academy collaborative activities (A): following the discussion about collaborating on mentoring and how each party's work should be communicated to the respective communities, R Aspin reported that these conversations were ongoing and also included Alan Hayes from the BCS Special Interest Group angle. Additionally, R Aspin undertook to liaise offline with K Crockett on this and Committee members undertook to brief K Crockett on direction for any on-going work. **ACTION: R Aspin/K Crockett**

    Subscriptions update (item 5): R Aspin, J Davenport and A Waraich had reviewed this, partly to look at the levels of subscriptions against the programme of work to ensure CPHC is financially stable for the future. Fees would be about 20-30% different if they were to be based on HESA returns. This is a mechanism that can be used that is traceable, although the figures do not include postgraduate student numbers and small universities are too small for a headcount. Perhaps small departments could be considered for Associate Membership, which could give access to communications, support/development and some but not all activities. It may also have implications for the Constitution in terms of 1 HEI, 1 vote. R Aspin undertook to work on this with J Davenport and S Bradley and bring a report to the next meeting. **ACTION: R Aspin/J Davenport/S Bradley**

    Strategic plan document (item 6): R Aspin reported that the general consensus was that the draft document was in the right place and invited further comments. It was noted that

comments provided in October by A Rainer had not yet been incorporated and R Aspin undertook to revise in line with this and re-circulate to the Committee.   **ACTION: R Aspin**

For the *Recruitment and Retention workshop*, originally planned to be held at Abertay University, R Aspin and A Waraich had taken the decision to run this in conjunction with the CPHC Conference eg, a half day following the conference on 4 April rather than in Dundee, travel to which might be an issue. The plan was to commission research in this area in advance of the Conference, particularly to gauge the views of HEIs, unions etc on pay and conditions issues and the competitive pull of industry. Work will continue on this in liaison with J Davenport for securing specific research funding.

For the *CPHC website, branding and logo*, N Danino reported that she had been liaising with D Al-Jumeily on the logo, but funding will be needed if it is to be re-designed. The current web platform is WordPress and N Danino recommended that CPHC stays with this, unless a greater development capacity is needed. It was agreed that further thoughts on the imagery and website be brought to the next meeting, along with initial costings.

ACTION: N Danino/D Al-Jumeily

Post meeting note: re CPHC meeting 12 May 2022, Treasurer's report (5.2), for the appointment of new independent examiners, J Davenport had reported that BCS had changed auditors and he was in discussions with the new auditors on obtaining a quote for preparing next year's accounts (YE 30 June 2023). Subsequent to the 7 December meeting, J Davenport indicated that this action is on-going and should be retained on the action list.

3.   EPSRC Update

R Lamb had sent apologies for the meeting, however members noted details of two new calls that had been previously circulated.

4.   UPDATES

4.1   Chair's Communications – (See also item 2 above). Monthly meetings of the CPHC, UKCRC and BCS Academy of Computing Chairs were continuing and the intersecting strategy document, to be presented in the form of a Venn diagram was being drafted out by R Aspin with input from A Irons and K Jones. BCS was leading conversations on the review of Awards and Prizes, including Distinguished Dissertations in liaison with CPHC. R Aspin and A Waraich were continuing to work on the retention and recruitment workshop. Three HEIs are looking to join CPHC: Leeds Trinity and Arden but also the University of Law once it is in a position to apply.

It was noted that the University of Brighton is seeking to resign from CPHC and the Chair has been in contact with the Dean's office to find out the reason for this. *[Post meeting note: a meeting is being scheduled for early in 2023 for R Aspin and the Dean at Brighton to discuss this further]*

4.2   Treasurer's Update inc Trustees [J Davenport] – this item was postponed to the CPHC Officers' meeting scheduled for the following week. Any important issues arising will be circulated to Committee members.

4.3   Secretary's Update [S Bradley] – item also postponed and action as in 4.2 above.

4.4   EDI Lead update – A Waraich will undertake this role with the support of R Strachan, N Danino and Committee members. J Wallace noted in the chat that BCS NI are organising an Industry Best Practice workshop in EDI in Q1 2023 and will share details with A Waraich when available.   **ACTION: J Wallace**

4.5 UKCRC Update [R Aspin] – there had been no Executive Committee meetings since the joint meeting on 25 October. UKCRC was making a push for new members, in particular reaching out to groups that are more difficult to get to, such as industry researchers.

4.6 Welsh HoS [M Griffiths] - In the summer, the Welsh Government Economy Minister announced a further £2m in support for Supercomputing Wales from the European Regional Development Fund through Welsh Government, bringing the total to £11.9M for the period 2015-2022, with university partner investment topping up the programme value to £19.6M.

Technocamps, the pan Wales digital upskilling programme, which involves all seven Welsh universities, was named Informatics Europe's 2022 Best Practices in Education Award winner, during the 18th European Computer Science Summit in Hamburg, Germany.

Cardiff University has received a Gold Award as an Academic Centre of Excellence in Cyber Security Education (ACE-CSE) from the UK's National Cyber Security Centre, part of GCHQ.

4.7 NI HoS [J Wallace/A Rainer] – J Wallace had emailed members in advance of the meeting including the following points: as the status of the NI Assembly is getting worse rather than better with Permanent Secretaries now running the country, the CDO role is effectively parked for the time being. The next meeting of the BCS NI Computing Education Committee (NICEC) is taking place on 14 December. One positive thing to report since last time is that Ulster has successfully revalidated all the computing undergraduate degree programmes for the next 5 years with the BCS accreditation panel meeting having taken place on 17 November, with a number of commendations being made. Ulster has an innovative VRP Variable Rate Progression https://www.vrpassistant.com/ and the panel members were very interested in this approach. If appropriate, colleagues Dr Mark Donnelly or Dr Don McFall would be more than happy to give a brief presentation on the approach and it's benefits (particularly favoured by industry for part-time students and higher level apprentices) to the next CPHC meeting if colleagues would be interested.

R Aspin noted this with interest and was keen to support it, further noting that discussions with Alastair Irons touch on NICEC business as well.

J Wallace reported that tech meet ups are very vibrant but BCS had pulled the next set of Turing lectures because the physical events had not been well attended on the mainland, which was a shame as attendance at Belfast and other NI venues is really good. BCS had been concerned that running the event in only one of the UK nations might be discriminatory. R Aspin undertook to raise this with the BCS Academy via the monthly Chairs' meetings as maybe something can be learnt from NI to apply good attendance at events across the UK.

ACTION: R Aspin

A Rainer supported J Wallace's report, and further flagged that QUB was also concerned about DfE's plan to pull PhD scholarships. It would be interesting to seek the views of employers on higher level apprenticeships as one major employer is thinking of withdrawing, with the potential for graduates to move away from NI. Furthermore, A Rainer noted that PhD funding applicants are mainly international, so the home places are not filled and DfE is therefore reluctant to fund them. R Aspin asked if it would be useful to write to lobby them and express disappointment at the decision. J Wallace and A Rainer undertook to draft a CPHC letter to go out for review by CPHC Officers before sending.

ACTION: J Wallace/A Rainer/R Aspin

4.8 Scottish HoS – representative TBC.

4.9 Updates from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC) – there appeared to be little activity for IE and PICTFOR. M Leslie reported that there had been previous issues with receiving PICTFOR bulletins and undertook to check this with them *[post meeting note: action complete]*

5. **COMMITTEE ROLES (CPHC/2022/23)**

Members discussed the various vacant roles and P Sant volunteered as Assistant Secretary. Committee members interested in the vacant roles are asked to contact R Aspin or the Secretariat. M Leslie to send a reminder. **ACTION: M Leslie/Members**

It was AGREED that although all members should be responsible for ensuring all activities are considered in an EDI context and that A Waraich would have lead responsibility for championing EDI.

6. **SUBSCRIPTIONS UPDATE (CPHC/2022/24)**

RECEIVED and NOTED the report.

7. **PROGRAMME of WORK**

7.1   Learning and Development Group (LDG) and Special projects [S Bradley] – for the September 2022 round, 13 applications for Special Project Grants (SPGs) had been received of which five (including 3 re-submissions) were approved for funding by the review panel. It had been noted that some applications did not include impact outside of their own HEI, or at least the potential for impact, so it would be good to give more specific guidance on this in the application guidelines. **ACTION: S Bradley**

S Bradley is considering commissioning a full report into outputs for all completed projects, with financial support from the budget. This will help in planning where to develop workshops in future. The workshop planned for the Conference from the LDG will look to provide pointers on submitting successful grant applications.

Some successful applicants had asked about terms & conditions for the grant awards; however, S Bradley was seeking to avoid a contractual situation and members agreed that this would not be pursued.

S Bradley reported that the 2023 Computing Education Practice conference was due to be held on 6 January 2023. Anyone interested in contributing remotely or in person could be offered a discounted joining fee.

7.2   Industry Development Group (IDG) [D Al-Jumeily] – the plan is to consult others at LJMU and in other institutions plus three other main areas (1) government organisations, such as the NHS (students and research), (2) big corporates, such as Google and (3) SMEs which use KTP.

It would be good if institutions were able to recruit academic staff with some experience of industrial practice, but this is unusual and compares poorly with academics in eg, law and medicine. Part of a strategic plan would be to raise the profile of CPHC with industry, while staff in HEIs see it as exclusively for professors, rather than a collective voice for the academic discipline of computing and computing staff. Raising CPHC's profile with these groups should help put pressure on decision makers to think about changing contracts for those that are practitioners.

R Aspin had some industry contacts offering to share their details and noted the role of the website review in improving visibility, alongside a greater social media presence. D Al-Jumeily was considering conducting a survey and undertook to put together a proposal with costings for this. **ACTION: D Al-Jumeily**

S Bradley noted that Durham has 'Professors of Practice' and the Business School appears to have this as an honorary position. Members reported that this was also the case at QUB and at Bedfordshire where Professors of Practice spend 25% of time teaching, 50% working on entrepreneurial projects, and 25% working in their own practice (many having their own

business). Some HEIs had exclusivity in their employment contracts. D A-Jumeily agreed that this was a common practice and that it was easy to bring in industrialists to teach but less so to for academics to go out to work in industry. Also at Bedfordshire, there is an Innovation Bridges Project which allows staff to spend up to 20 hours per project working with a company. This was very popular from Lecturer up to Professor level. P Sant further mentioned Amazon Scholars, which is probably small in terms of engagement, but it works well with 80% of time spent with Amazon and 20% in academia every week. There is RDF funding for SEED growth for this Innovation Bridges Project. Lots of academics are interested in this, especially if it carries on straight after a PhD. It feeds into KTP and is a good way to maintain a link with industry. P Sant was happy to share further information on this with D Al-Jumeily off-line.

7.3   Career Development Group (CDG) – it was agreed that this will be a standing agenda item and the subject of an ongoing discussion between K Crockett and R Aspin.

ACTION: K Crockett/R Aspin

7.4   Special Activities (Northern Ireland, Recruitment and Retention workshop, ..) – see item 4 Updates above.

7.5   Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – following the easing of Covid restrictions, the Coffee Table discussion sessions had tailed off. E Robinson reminded members that these sessions had been to facilitate dialogue between people in different roles in departments. They had been relatively unstructured but could be worth pursuing for community building for heads and directors of teaching. This also ties in with the Chair in 10 years sessions, where staff in similar situations, facing similar problems can network and applying for promotions can be explored. Members agreed that these workshops would be useful to maintain, perhaps with each Development Group running Coffee Table sessions. R Aspin undertook to draft a proposal for 2023 workshops for consideration at the next meeting.   **ACTION: R Aspin**

7.6   Conference planning – this was underway, although N Danino will be leaving UCLan at the end of the calendar year as the UCLan contact has indicated their willingness to proceed. Each Development Group will lead a significant section at the Conference. R Aspin and N Danino will liaise on the details.   **ACTION: R Aspin/N Danino**

8.   **MEMBER COMMUNICATIONS**

November – a summary of strategy communications (R Aspin) was sent in early December following confirmation of the Conference dates

December – Equality and Diversity statement (A Waraich)

January – Conference agenda (R Aspin/N Danino)

February – Industry Working Group (D Al-Jumeily)

9.   **CONFIRMATION OF ACTIONS**

See Outstanding Actions from Committee meetings below.

10.   **AOB**

The Secretariat informed members that the date of the CPHC Committee meeting (and joint meeting with UKCRC), originally due to be held on Tuesday 27 June, will now be held on **Monday 26 June 2023** at **BCS London**.

The Chair thanked members and closed the meeting at 13:34.

FUTURE MEETINGS

All commencing at 11.00am, unless otherwise stated

COMMITTEE MEETINGS 2023	CONFERENCE DATES 2023
Monday 6 February 2023 – Online Thursday 11 May 2023 – BCS London *Monday 26 June 2023 **(1.30-4.30pm)** – BCS London Wednesday 4 October 2023 – Online Wednesday 6 December 2023 - Online	Monday 3 and Tuesday 4 April (UCLan, Preston)

*to be co-located with UKCRC Executive Committee meeting

Outstanding Actions from Committee Meetings – 7 December, 25 October, 4 July, 12 May, 29 June & 1 February 2021

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 7 DECEMBER 2022				
MATTERS ARISING 25 Oct 22 Collaborative activities (A)	2	Liaise offline on mentoring as part of joint CPHC/UKCRC/BCS activities (members to brief K Crockett on direction of travel)	R Aspin/ K Crockett	On-going
SUBSCRIPTIONS UPDATE (5)		Work on full/associate membership definitions and subs levels based on HESA data, in context of constitution	R Aspin/ J Davenport/ S Bradley	On-going
		Revise document in line with comments received earlier and re-circulate	R Aspin	On-going
STRATEGIC PLAN DOCUMENT (6)		Provide further thoughts on imagery and website along with costings to the next meeting	N Danino/ D Al-Jumeily	On-going
UPDATES EDI Lead Update	4.4	Share details of 2023 Q1 BCS NI Industry Best Practice in EDI workshop with A Waraich	J Wallace	On-going
NI HoS	4.7	Raise issue with BCS Academy of no Turing Talk for whole of UK even though NI getting good attendance at F2F events	R Aspin	On-going
		Draft letter for Chair to send to DfE on CPHC's behalf to ask them to reconsider situation with NI PhD funding applications	A Rainer/ J Wallace/ R Aspin	On-going
Updates from Other Organisations	4.9	Check with PICTFOR why CPHC is not receiving event notifications (etc)	M Leslie	Complete
COMMITTEE ROLES	5	Circulate Committee roles doc to members inviting members interested in vacant roles to contact cphc@bcs.uk	M Leslie/ Members	On-going
PROGRAMME OF WORK LDG	7.1	Amend SPG application guidelines to include impact of project outside of own HEI	S Bradley	On-going
IDG	7.2	Draft Industry Development Group strategy and survey proposal with costings for next meeting	D Al-Jumeily	On-going
CDG	7.3	Liaise on setting up Career Development Group (CDG)	K Crockett/ R Aspin	On-going
Workshop Programme	7.5	Draft a proposal for 2023 workshops for consideration at next meeting	R Aspin	On-going
Conference planning	7.6	Continue Conference planning	R Aspin/ N Danino	On-going
CPHC-UKCRC COLLABORATIVE WORKING – 25 OCTOBER 2022				
Collaborative activities	A	CPHC, UKCRC and BCS Academy Chairs to discuss collaboration on mentoring and	R Aspin/ K Jones/ (A Irons)	On-going

		how each party's work should be communicated to communities		
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 25 OCTOBER 2022				
REGULAR REPORTS IN BRIEF	4	Contact the University of Gibraltar to see if they would be interested in joining CPHC	N Danino	On-going
		Write to S Fincher and R Farmer to thank them for their service to CPHC	R Aspin	On-going
STRATEGIC PLAN DOCUMENT	6	Liaise on planning recruitment and retention workshop at Abertay Uni with A Irons, including budgetary requirements to be discussed with J Davenport *[Updated 7 Dec 2022: look at running this alongside conference instead of Abertay]*	R Aspin/ A Waraich	On-going
		Establish stable email addresses for LDG/CDG/IDG leaders	Secretariat (TBC)	On-going
		Remind R Aspin to set up Trello Board	M Leslie/ R Aspin	On-going
		Work together to restructure CPHC institutional applications for 2023/24	R Aspin/ J Davenport	Complete
AOB	8	Digital Divide: Liaise with the BCS Community team on adding the CPHC logo to the BCS Digital Divide specialist group planned communications	J Davenport/ M Leslie	On-going
		Consider inviting non-CPHC members to the Conference to participate in a membership benefits workshop	Conference WG/P Sant	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 JULY 2022				
Treasurer's report	5.2	Cashflow/fee WG to consider removing or reducing the lower fee cap *[NB: deferred until outcome of Strategic Plan WG]*	J Davenport/ A Waraich/ S Bradley/ R Aspin	On-going
LDG report	5.3	Include the provision of legal services in next CPHC/BCS contract negotiation	R Aspin/ M Leslie	On-going
COMMITTEE ROLES	6	Liaise with Alastair Irons (Abertay) for possible nominees to represent Scottish HoS on CPHC Committee	R Aspin	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 12 MAY 2022				
MATTERS ARISING 7 Feb 2022 Other organisations report (6.10)	3	Discuss the possibility of BCS providing admin support for the DisDis process with a small amount of CPHC funding	R Aspin/ M Leslie	On-going
8 Dec 2021 AOB (10.4)		Volunteer for CPHC Strategic Plan working group to be led by the Chair	Members	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 JUNE 2021				
ANY OTHER BUSINESS	11	Investigate how the Committee might set up a system to regularly nominate members of the community for UK Honours	R Aspin	On-going
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 *[Updated 7 Dec 2022: discuss at Officers meeting on 15 Dec]*	M Leslie	On-going