

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 **Monday 6 February 2023** as an online meeting

PRESENT

Rob Aspin (Chair)	Atif Waraich	Steven Bradley
*James Davenport	*Haris Mouratidis	Mark Griffiths
*Nicky Danino	Paul Sant	Dhiya Al-Jumeily OBE
Austen Rainer	*Jonathan Wallace	*Rachel Lamb (EPSRC)

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)
**attended for part of meeting*

APOLOGIES

Keeley Crockett	Rebecca Strachan	Edmund Robinson
Amir Hussain (UKCRC)		

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2022/25)/ UPDATE ON ACTIONS

The minutes of the last meeting held on Wednesday 7 December 2022 were accepted as a true record.

7 December 2022

Matters arising, CPHC/UKCRC/BCS Academy collaborative activities (A): for the action for R Aspin and K Crockett to liaise offline on mentoring as part of joint CPHC/UKCRC/BCS activities, R Aspin informed members that K Crockett's commitments had increased, leaving insufficient time to devote to CPHC work. Therefore, this action will be revisited.

Matters arising, Strategic Plan document (6): for the action to provide further thoughts on imagery and website along with costings to the next meeting, N Danino informed members that she had obtained a quote from a contact to re-design CPHC logos, graphics, letter heads, social media images in different formats, which had been considered by CPHC Officers. The website re-refresh is becoming urgent and it would be good to announce any re-brand at Conference. D Al-Jumeily had been researching the option for members to create unique email addresses through the website, with tech support made available. There was some discussion about whether this service level was appropriate in the context of the CPHC strategic plan, it might be something to consider for the future rather than now. R Aspin, N Danino and D Al-Jumeily undertook to follow up on discussions on website, imagery/brand and email addresses.

ACTION: R Aspin/N Danino/D Al-Jumeily

Programme of Work, LDG (item 7.1): for the action for S Bradley to look at amending the [SPG application guidelines](#) to include impact of project outside of own HEI, S Bradley

reported that this has already been emphasised in the Conference workshop and in the Awards criteria. It will be important to emphasise this when sending out the reminder in advance of 31 March 2023.

ACTION: S Bradley

Programme of Work, CDG (item 7.3): for the action for R Aspin and K Crockett to liaise on setting up Career Development Group (CDG), given the situation described above, the Chair asked for volunteers to lead the Career Development Group workstream. A Waraich suggested that this activity might align with the recruitment and retention work, and could be folded into this. Members were asked to consider volunteering to lead Careers Development Group.

ACTION: Members

3. EPSRC Update (CPHC/2023/02)

R Lamb announced that she is moving to a new job within UKRI in the next 5-6 weeks. There will be a gap in EPSRC representation to this Committee, but a colleague will continue to write policy updates for the information of the Committee and wider membership. R Aspin asked about an EPSRC speaker for the CPHC Conference and R Lamb undertook to check this with Glenn Goodall and revert.

ACTION: R Lamb

The ED&I activity was very interesting and it would be important to ensure that the ED&I stream being led by A Waraich connects with EPSRC/UKRI to ensure that any activity is complementary. A Waraich undertook to pick up the research aspects of this workstream with the EPSRC contact. *[Post meeting note: action complete]*

Members thanked R Lamb for her engagement with and contributions to the work of the CPHC Committee and wished her luck.

4. UPDATES

4.1 Chair's Communications – R Aspin reported on some work that he was undertaking with BCS and other stakeholders on the BCS Rewards and Recognition review, including Distinguished Dissertations.

4.2 Treasurer's Update inc Trustees – J Davenport was still chasing for quotes from auditors to provide an independent accounts assessment for the 2022/23 financial year at a reasonable fee level. The setting of fees for 2023/24 is now urgent, in particular at either end of the fee spectrum. Long term planning and realistic surpluses are the key issues. There was concern following the poorly attended 2022 conference, that some HEIs are not allowing physical attendance at events if an online option is available. It was agreed that an online option only be made available for this year's AGM and not the whole Conference. N Danino proposed that the name of the event be changed from an 'annual conference' and members AGREED that this could be discussed and altered for the 2024 event and announced at the 2023 conference.

ACTION: Members

4.3 Secretary's Update [S Bradley] – nothing to report.

4.4 EDI Lead update – it was noted that A Waraich will be supported in the EDI work by R Strachan and N Danino. Work continues at LMJU on decolonising the curriculum and it would be good if an LJMU colleague working on this in another Department could run a workshop at the Conference. A Waraich undertook to contact this colleague to explore this possibility and S Bradley flagged the Special Project Grant awarded for a project in this area <https://cphc.ac.uk/special-projects-grant-scheme-september-2022-awards-made/>

ACTION: A Waraich

4.5 UKCRC Update [R Aspin] – there had been no Executive Committee meetings since the joint meeting on 25 October.

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

4.7 NI HoS [J Wallace/A Rainer] – J Wallace reported on the following activities:

BCS NI Computing Education Committee – there are two working groups which are

- **WG1** - Barriers To Uptake Of Computing In Schools seeking now for support of Department of Education to secure dissemination of the video via c2k network in schools. WG1 will also explore how the Computing at School resource and related established initiatives such as Digital Schoolhouse could be further promoted to NI teachers. It was noted that the Department for the Economy are open to discussion on resource needed to enhance any such promotion initiative.
- **WG2** – The Student Voice in Computing Education. The survey to investigate attitudes of post-primary pupils in Northern Ireland to computing education and careers is complete and currently with University Ethics Committee for approval ahead of circulation due to the fact that it will be targeting children.
- How best to distribute the survey was discussed. It was agreed that the invite email be distributed to schools with the assistance of Sentinus NI via their NI Careers Schools and Colleges Careers Association email list, with an initial one-month completion window for pupil responses. It was also agreed that the c2k message board facility be used to promote awareness of the survey to schoolteachers and to encourage completion.

NI Software Alliance – the official Launch of NI Software Alliance is taking place 7.30am on 2nd March in Merchant Hotel Belfast.

Ulster AIRC AI workshops – AI and Digital Twins for Built Environment
<https://computing.ulster.ac.uk/AIDTBE2023/>

AI for Health https://computing.ulster.ac.uk/AI_in_Health_2023/

NI STEM All-Party Group – after brief hiatus due to complications with NI Assembly the NI STEM APG will reconvene on Monday 20th February in Stormont.

4.8 Scottish HoS – representative TBC.

4.9 Updates from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC) – J Davenport reported that he had spoken to Rachid Hourizi and two issues being discussed were the bootcamp and bidding for the next round of studentships. R Aspin undertook to liaise with J Davenport in contacting Kai Cott at Coventry University about CPHC supporting a polar type activity with a workshop. **ACTION: R Aspin/J Davenport**

5. COMMITTEE ROLES (CPHC/2023/03)

Members discussed the vacant roles which are the Career Development Group (CDG) leader and representation from Scotland. S Bradley undertook to approach a contact at the University of Glasgow to see if he is interested. Although not a professor or head of department, this contact is a Director of Education at SICSA (the Scottish Informatics and Computer Science Alliance). This item will also be taken to the next CPHC Officers meeting.

ACTION: S Bradley/Officers

M Griffiths reminded members that his term of office as co-opted member representing Wales comes to an end at the AGM on 3 April. Members and M Griffiths undertook to seek expressions of interest for co-opting a replacement Wales representative.

ACTION: Members/M Griffiths

6. SUBSCRIPTIONS UPDATE (CPHC/2023/04)

RECEIVED and NOTED the report.

7. 2023 CONFERENCE including fees to set up on EVENTBRITE

Members discussed the following issues:

- Venue arranged for evening dinner on Day 1 (ND)
- Timing on agenda draft approved in principle (RA)
- Intense next couple of weeks for organisers to arrange speakers etc. NCF and Wonkhe confirmed (RA/ND)
- Talking to BCS about mentoring (RA)
- Committee members to arrive on the Sunday night and arrange a meal
- Importance of ensuring interactive sessions (not just lectures!) eg on ChatGPT (SB)
- Will try to source someone from industry (DA-J)
- Securing at least one speaker with EDI credentials (JHD)
- Budget for conference to determine delegate fees – ND to work out costings for sign off

The potential impact of UCU and rail strikes on CPHC Committee meetings and events will be gauged as and when required.

8. PROGRAMME of WORK

8.1 Learning and Development Group (LDG) and Special projects [S Bradley] – following the CEP workshop at Durham in January, there is a plan to launch the review of near complete/completed Special Project Grants for lessons learned and what can be extracted for longer term substantive projects, with outputs such as publications that measure impact. This could be added to the SPG page of the website, but as repeat visits to the page are unlikely, mailing lists such as JISCMail/ACM/SIGSCE could be used to disseminate summaries. It would be good to run an interactive workshop in this area at the Conference. The next Special Projects Grant deadline is 31 March.

8.2 Industry Development Group (IDG) [D Al-Jumeily] – an SPG proposal for a survey relating to this workstream had been circulated by D Al-Jumeily in advance of the meeting and it was agreed that this complements the work being undertaken on recruitment and retention by A Waraich and R Aspin, outputs could be shared for greater impact. D Al-Jumeily invited members to provide further feedback on the proposal.

ACTION: Members

R Aspin further undertook to put a callout for interested parties to contribute to a supergroup to talk about national level issues with the gap between education and industry. The Chair had been in contact with the NCF (National Cyber Force) and GCHQ, but it would be good to see the IDG Terms of Reference before committing.

ACTION: R Aspin

8.3 Career Development Group (CDG) – see matters arising (item 3 above).

8.4 Special Activities (Northern Ireland, Recruitment and Retention workshop, ..) – see items 2 and 8.2 above.

8.5 Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – P Sant volunteered to lead on running the New Heads workshop with the support of another member. R Aspin undertook to connect P Sant with Ian Allison (UCLan) to obtain materials for the workshop for conference.

ACTION: R Aspin

Members were asked to advise if interested in supporting P Sant in delivering New Heads workshop.

ACTION: Members

9. MEMBER COMMUNICATIONS

February – Conference agenda (R Aspin/N Danino) & Special Project Grants reminder of March deadline (S Bradley)

February/March – Industry Working Group (D Al-Jumeily)

March/April – Equality and Diversity statement (A Waraich)

May – EDI update following session at Conference

10. CONFIRMATION OF ACTIONS

See Outstanding Actions from Committee meetings below..

11. AOB

There were no items of AOB. The Chair thanked members and closed the meeting at 13:06.

FUTURE MEETINGS

All commencing at 11.00am, unless otherwise stated

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

**to be co-located with UKCRC Executive Committee meeting*

Outstanding Actions from Committee Meetings – 6 February 2023, 7 December 2022, 25 October 2022, 4 July 2022, 29 June 2021 & 1 February 2021

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2023				
ACTIONS 7 Dec 2022	2	Follow up on discussions on website, imagery/brand and email addresses	R Aspin/ N Danino/ D Al-Jumeily	On-going
STRATEGIC PLAN DOCUMENT (6)				
PROGRAMME OF WORK, LDG		Circulate reminder to members about Special Project Grants emphasising submission rules	S Bradley	On-going
CDG		Consider volunteering to lead the Careers Development Group (CDG)	Members	On-going
EPSRC Update	3	Check with G Goodall on possible EPSRC speaker for CPHC Conference	R Lamb	On-going
		Chase up EDI contact at EPSRC to ensure work is complementary	A Waraich	Complete
UPDATES Treasurer	4.2	Consider re-naming 'Conference' as a 'Networking' event for 2024	Members	On-going
EDI Lead	4.4	Contact 'Decolonising the curriculum' project lead at LJMU about leading a workshop for this workstream	A Waraich	On-going
	4.9	Contact Kai Cott at Coventry University Enterprises Ltd about CPHC supporting Polar activities	R Aspin/ J Davenport	On-going
COMMITTEE ROLES	5	Contact cphc@bcs.uk if interested in any vacant roles including CDG lead (see above)	Members	On-going

		Consider nomination for co-opting representative from Scotland	S Bradley/ Officers	On-going
		Seek expressions of interest for co-opting the representative from Wales as M Griffiths' term has come to an end	Members/ M Griffiths	On-going
PROGRAMME OF WORK, Industry DG	8.2	Provide feedback to D Al-Jumeily on SPG proposal on the IDG	Members	On-going
New Heads workshop	8.5	Callout for interested parties to contribute to a supergroup to talk about national level issues with the gap between education and industry	R Aspin	On-going
		Connect P Sant with Ian Allison (UCLan) to obtain materials for New Heads workshop for conference	R Aspin	On-going
		Advise if interested in supporting P Sant in delivering New Heads workshop	Members	On-going
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	R Aspin/TBC	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
STRATEGIC PLAN		Revise document in line with comments received earlier and re-circulate	R Aspin	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
PROGRAMME OF WORK Workshop Programme	7.5	Draft a proposal for 2023 workshops for consideration at next meeting	R Aspin	On-going
CPHC-UKCRC COLLABORATIVE WORKING – 25 OCTOBER 2022				
Collaborative activities	A	CPHC, UKCRC and BCS Academy Chairs to discuss collaboration on mentoring and how each party's work should be communicated to communities	R Aspin/ K Jones/ (A Irons)	On-going
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
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				
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 – 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 <i>[Updated 7 Dec 2022: discuss at Officers meeting on 15 Dec]</i>	M Leslie	On-going