

INFORMATION STRATEGY AND SERVICES COMMITTEE



Minutes of the meeting held on 9 June 2015

Present: Pro-Vice-Chancellor Research (Professor D. Petley) (in the Chair), Pro-Vice-Chancellor Academic (Professor N. Ward), Executive Dean of Faculty or nominated representative (Dr M. Sillence (HUM), Professor J. Collier (SSF)), Director of Information Services (Mr J. Colam-French) (ISD), Director of Finance (Mr S. Donaldson), Convenor of ICT Forum (Professor D. Stevens), Chair of ISD Education Board (Mrs H. Gillespie), Chair of Library Forum (Dr S. Connolly), Academic Director of Taught Programmes (Dr A. Longcroft), Directors of University Services (Dr A. Blanchflower, Ms H. Lewis) and Undergraduate Education Officer of the UUEAS (Mr C. Rand).

In Attendance: Ms Justine Mann (ISD), Mr David Messling (UUEAS), Mr Giles Whattam (ARM)

With: Mr R. Scott (Secretary)

Apologies: Executive Dean of Faculty (Professor Y. Tasker (HUM), Prof J. Gazzard (FMH), Dr B Milner (SCI)), Director of University Services (Mrs A. Bingley), Chair of Web Steering Group (Professor I. Harvey (FMH))

29. MINUTES

Confirmed

the Minutes of the meeting held on 16 February 2015.

Min 27(5) mentions security concerns around the use of personal web sites providing a back door onto central filestore. It was noted that this point is in fact not the case.

30. MATTERS ARISING FROM THE MINUTES

Received

an update on actions from the meeting held on 16 February 2015. (A copy is filed in the Minute Book, ref. ISC14D022)

31. STATEMENTS BY THE CHAIR

There were no statements from the chair.

32. LIBRARY ARCHIVES

Received

a presentation on Library archives

a report on the British Archive for Contemporary Writing (A copy is filed in the Minute Book, ref. ISC14D023)

- 1) Justine Mann from the Library recently appointed as Project Archivist gave a presentation on the British Centre for Contemporary Writing and the creation of literary archives at UEA.
- 2) The project is calling on existing expertise in archiving at UEA such as skills in digitising video recordings from EAFA. There is expertise on the Archives Group.
- 3) Contracts, rights and responsibilities are being looked at by the Archives Group. This includes use of approved legal documents.
- 4) The archive is partly funded by HUM. The project board will be considering proposals for sustainable funding at their next meeting on 23 June 2015.
- 5) It was noted that there is a need for an external funding stream.
- 6) The sustainability of the archive relates to the broader question about what sort of University UEA wishes to be in 2030. Research institutions require a meaningful archive to be taken seriously.
- 7) The archive is publically accessible, and so may be used by any student. Support for students is also available in determining how they can use the archive in their work.
- 8) UEA will be partnering with the Writers' Centre Norwich (WCN) for exhibitions. There will be a public event in September, and plans for other forms of public engagement are being developed.
- 9) HUM is looking at building PG studentships around the collections.
- 10) There is to be a separate discussion around the storage space needs for the archive. To make some room, e-theses will be moved out of their current location in the Library.
- 11) Other Universities such as Essex and Kent have digital humanities postdoc research opportunities.
- 12) The Project Archivist is working with the Alumni Office and Development Office on building relationships with alumni and exploring opportunities for fundraising.
- 13) The committee *endorsed* the work planned for the next two years.

33. PC PROCUREMENT TENDER

Received

a report on the tender for the supply of PCs, laptops and tablets (A copy is filed in the Minute Book, ref. ISC14D024)

- 1) UEA has signed a contract with DTP for a managed service supplying desktop PCs and laptops. Systems should cost 13% cheaper than the previous supplier. As part of the managed service, systems will be delivered to the desk and include the transfer of data from old systems.
- 2) Deliveries will be fulfilled within 5 days.

- 3) DTP offered to work with Careers Central on graduate employment opportunities.
- 4) The managed service will release some technician time. ISD is currently looking at revising IT support structures and this will be taken account of in the new structure.
- 5) At the end of the PC life cycle, devices will be securely wiped to acceptable standards to ensure no data is lost in recycling.
- 6) The committee *approved* the changes to PC supply contract.

34. READING ONLINE

Received

a report on reading online(A copy is filed in the Minute Book, ref. ISC14D025)

- 1) Reading Online is already up and running, and is going through the process of acquiring reading lists. Until the end of the financial year, temporary staff are inputting the lists.
- 2) The committee was requested to help the Library with the collection of reading lists to ensure all subjects are covered. Colleagues were asked to raise awareness of the system within their departments and to pass reading lists to the Library in a timely manner.
- 3) It was noted that SCI only received notification of the request for reading lists on 2 June 2015, so their numbers may appear low.
- 4) In HUM there will be a need to turn around a long-established way of working, and this will need a change of culture.
- 5) ISD staff are considered key to helping schools. They know their subject areas and are effective communicators. They should attend teaching committees.
- 6) It was noted that students are concerned about access to teaching materials, and this new approach has the potential to address this effectively.
- 7) The new system could potentially have a big impact on the student experience.

35. VCRS IN TEACHING SPACES

Received

a proposal for the removal of VCRs from teaching spaces(A copy is filed in the Minute Book, ref. ISC14D028)

This report was requested to be discussed within Section A.

- 1) As technology has moved on, ISD is no longer able to source the purchase of VCRs and so is removing them from teaching spaces. They have put in place a service to digitise material that is still required for teaching.

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- 2) ISD is not resourced to convert fully a teaching material collection, and so is focused on those materials for which there is a demand.
- 3) In HUM, any academic with material on VHS video tape will need to plan to have the material converted.
- 4) Communications will be sent out to make staff aware of the need to plan the preparation of their video teaching materials.
- 5) In particular, special attention should be given to AMA.
- 6) It was noted that as well as issues with old equipment, there may also be issues with old tapes wearing out.

Action: Before September, Director of Information Services to contact AMA to ensure they are aware of the change and the need to arrange for the conversion of their materials.

36. COLLECTION DEVELOPMENT POLICY

Received

an update on consultation for the collection development policy. (A copy is filed in the Minute Book, ref. ISC14D030).

This report was requested to be discussed within Section A.

- 1) A thorough consultation process is in progress for the policy calling upon input from a wide variety of stakeholders.
- 2) The student representative noted that the consultation is very thorough.

Action: Director of Information Services to undertake a full and wide-ranging consultation on changes to the collection development policy.

37. CONDITIONS OF COMPUTER USE

Received

annual review of the Conditions of Computer Use (A copy is filed in the Minute Book, ref. ISC14D026)

This report was requested to be discussed within Section A.

- 1) The Conditions of Computer Use (COCU) is reviewed annually. This year it was due to have a major review, and resulting from the research into acceptable use policies, a more succinct document was developed. This version will be offered to ISSC next year following wider discussion with ITF and other relevant parties.
- 2) Para 3.3(c) discouraging the use of UEA email accounts for personal business was deleted as it is duplicated by 3.11(c). It was noted that this particular condition is not monitored or enforced.

- 3) Section 3.12 on Internet Publishing was revised to include references to social media guidance available elsewhere at the University. While it was noted that the section does not include guidance on the use of social media in teaching and learning, it was *agreed* that this is not an ISD (and therefore ISSC) concern, but is something to be presented to LTC. COCU would then reference this guidance.

Action: Chair of IEB to develop guidance for social media use in L&T via LTC. Director of Information Services to add a link to this guidance to next revision of COCU.

38. LIBRARY RULES

Received

annual review of the Library Rules (A copy is filed in the Minute Book, ref. ISC14D027)

39. ISD PROGRAMME OF WORK 14/15

Received

a progress report on ISD POW 2014/15. (A copy is filed in the Minute Book, ref. ISC14D029)

40. REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum 6 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees#ITCF>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum 15 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/lr-forum>
- The Research Board did not meet in May. Papers from previous meetings are available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board 12 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Corporate Information Services Board 5 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

41. DATES OF MEETINGS

To report

that the meetings of the Committee for 2015-16 have been scheduled for:

20 October 2015 (2pm)

9 February 2016 (2pm)

14 June 2016 (2pm)

*42. IT SECURITY PROJECT (PCI)

This minute is confidential and is attached as a separate sheet.