

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Tuesday 12 June 2012, in Committee Room 2.

Tea, Coffee and Biscuits will be available in the room from 1.40pm

Duncan Westlake

6 June 2012

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 8th June 2012. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 3 February 2012. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 LIBRARY STRATEGY

To consider
UEA Library Draft Strategy ISC11D044 (Divider A)

A2 IT STRATEGY

To consider
the University of East Anglia IT Strategy Summary Report ISC11D045
(Divider B)

ISC11A003

A3 ISD PLANNED WORK

To consider

a report on work planned by ISD for summer 2012 ISC11D046 (Divider C)

A4 FINANCE SYSTEM

To consider

a business case for the replacement Finance System ISC11D047 (Divider D)

A5 DATA AND INFORMATION SECURITY POLICY

To consider

a revised policy on information classification and data management
ISC11D048 (Divider E)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Friday 8th June 2012.

B1 CONDITIONS of COMPUTER USE

To approve

Conditions of Computer Use, June 2012 ISC11D049 (Divider F)

B2 LIBRARY RULES

To approve

Updated library rules and charter ISC11D050 (Divider G)

B3 SUPPORT FOR MOBILE DEVICES

To receive

Future IT support service levels ISC11D051 (Divider H), **noting that the IT Forum has recommended a 12 month trial of this approach**

B4 SECURITY POLICIES

To receive

UEA Mobile Device Policy – amendment ISC11D052 (Divider I)

B5 SERVICE DECOMMISSIONING

To receive

reports on three services that the IT Forum has agreed to be decommissioned:

ISC11A003

- A report on the removal of the dial-up access service ISC11D053 (Divider J)
- A report on the removal of the UEA wireless SSID ISC11D054 (Divider J)
- A report on the removal of the Checkpoint VPN ISC11D055 (Divider J)

B6 DATA PROTECTION ACT

To approve
the Data Protection Act policy ISC11D056 (Divider K)

B7 E-THESES MANDATE.

To approve
a confidential report proposing that the University supports a mandate that in future only an electronic version of UEA doctoral theses will be accepted as the Library copy ISC11D057 (Divider L)

B8 CD MUSIC LIBRARY

To approve
a confidential proposal to cease to operate the CD Music Library (CDML) as a fees based subscription library from September 2012, and to align the collection more closely with academic needs. ISC11D058 (Divider M)

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 8th June 2012

These items can be found on the Information, Strategy and Services Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1112>

C1 PROGRAMME OF WORK

To receive
Report on ISD Programme of Work – Academic Year 2011/12 ISC11D059

C2 CUBS REQUESTS

To receive
a report on the outcome of the requests made by ISD to CUBS ISC11D060

C3 RESEARCH DATA MANAGEMENT POLICY

To receive
Research data policy framework roadmap ISC11D061

ISC11A003

C4 COMMENTS AND SUGGESTIONS

To receive
a report on comments and suggestions from users of ISD services 2011/12
ISC11D062

C5 IT FORUM

Papers and draft minutes from the IT Forum 21st May 2012 will be available from:
<https://intranet.uea.ac.uk/is/committees#ITCF>

C6 LIBRARY FORUM

Papers and draft minutes from the Library Forum 25th May 2012 will be available from:
<https://intranet.uea.ac.uk/is/committees#LLRF>

C7 RESEARCH BOARD

Papers and draft minutes (to follow once approved by Chair) from the Research Board 16th May 2012 will be available from:
<https://intranet.uea.ac.uk/is/committees#researchboard>

C8 EDUCATION BOARD

Papers and draft minutes (to follow once approved by Chair) from the Education Board 23rd May 2012 will be available from:
<https://intranet.uea.ac.uk/is/committees#educationboard>

C9 DATES OF MEETINGS

To report
that the meetings of the Committee 2012-13 have been scheduled for 2pm on the following dates:

Tuesday, 18 September, 2012 (extra date as requested by the committee 3/2/12)

Thursday 8th November 2012
February 1st February 2013
Tuesday 11th June 2013

SECTION D: RESERVED AGENDA

D1 LIBRARY 24/7 OPENING

To consider
a confidential and reserved report on Library 24 hour opening and business case for continuation ISC11D063 (Divider N)