

Matters arising from the minutes of ISSC meeting 8 November 2013

4. UEA INTRANET

Considered

Report on the UEA Intranet Project (A copy is filed in the Minute Book, ref. ISC13D016)

Action: Giles Whattam (Head of Marketing and Communications). Present to ISSC (Feb 2014) evidence and benchmarking of what others have done and where UEA is positioned. Demonstrate where we don't meet standards and where content is not fit for purpose. Provide a demonstration of the problem of UEA issues and what competitors are doing. Explain the impact on Schools and Departments.

Response: A paper has been included on the agenda discussing the UEA Intranet project and Portal.

Action: Giles Whattam (Head of Marketing and Communications). Send a copy of the Internal Communication review to panel members. Discuss content needed for demonstration with ISD and DMT (ISSC Feb 2014).

Response: The internal communications review was sent by email to ISSC members on 26 November 2013 by Johanna Hardy.

5. PROPOSED PROGRAMME OF WORK

Considered

Report on the ISD Programme of Work (A copy is filed in the Minute Book, ref. ISC13D001)

Action: Director of Information Services. Review options for student printing with discussion around mixture of solutions and provide a policy for applying this.

Response: A paper has been included on the agenda discussing options for student network printing.

Action: Director of Planning. Discuss student printing with Faculty Managers and collate data on what schools are providing and cost of implementation of an allowance. Report required for Feb ISSC for CUBS bids.

Response: A paper has been included on the agenda discussing options for student network printing. This includes options for free printing and current school-based provision.

6. ENTITLEMENTS

Considered

A report making recommendations for user entitlement levels, a revised policy and a summary entitlements matrix (A copy is filed in the Minute Book, ref. ISC13D002)

Action: Paul Hooper (Head of Programmes and Project Support). To make amendments to the Entitlements Recommendations paper and policy as noted above.

Response: The entitlements documents have been updated as requested. Before the documents can be published on the ISD web pages, there is one question to be resolved with LTS relating to the SPOT groups for placement users and external users.

Action: Helen Lewis (Director of University Services). Review Research policy to allow intercalating research student to have continued access.

Response: The PGR Service will recommend a change in policy/practice so that intercalating research students continue to have IT and Library access by default, as for taught programme students. However, access may need to be removed from intercalating research students on an individual basis, depending on the reasons for and length of the intercalation. This will be determined through the research student concessions process administered by the PGR Service.

8. RECORDS MANAGEMENT

Considered

A report on progress toward implementing records management at the University (A copy is filed in the Minute Book, ref. ISC13D005)

Action: Director of Information Services. Provide a confirmation report that the final records retention schedules for ARM and DOS have been completed.

Response: DOS and ARM have completed and published their RRSs. They can be viewed alongside all other departmental RRSs at <https://www.uea.ac.uk/is/strategies/infreqs/Records+management/RRS%3a+department+policies>.