

University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Thursday 7 March 2013 in the Syndicate Room, the Old Schools.

Present: Professor Oliver (in the Chair), Dr Alexander, Dr Blackwell, Mr Carter, Mr King, Mr du Quesnay, Mr Matheson, Mr Norman, Dr Smith, Dr Walker, Sir David Wallace and by standing invitation Professor Young (Pro-Vice Chancellor for Planning and Resources).

In attendance: Director, MISD; Director of Finance; University Librarian; Ms R Old; Dr Kearsley and Mr Wilson.

Apologies for absence were received from: Dr Carpenter, Dr Dörrzapf, and Mr Weldon.

The Chairman welcomed Mr Carter, attending his first meeting; Ms Old, attending for Mr Weldon; and Mr Kearsley attending for the Director, UCS.

There were no declarations of interest.

406. Minutes

The Minutes of the meeting of the ISSS held on 17 January 2013 were approved.

407. Matters arising and review of action points

Action points, including the annual cycle of business and the outline programme of work, were circulated as ISSS 383.

M379 Estate Management Systems: The Syndicate asked to be updated at the next meeting on the discussion of the points raised at the previous meeting.

TDF Reports: reports on funded projects were being finalised.

408. Business Committee minutes

The minutes of the Business Committee meeting held on 7 January were received as ISSS 384.

409. IT Review

The second report of the IT Review Group had been circulated to members on 13 February 2013. Professor Young reported that it had received the broad support of the General Board on 6 March and the Council would consider it on 18 March, with a view to publication on 20 March proposing the legislative changes necessary to effect the merger and replace the ISSS. A ballot would be called.

The responses to the first report would shortly be published on the web, in advance of the second report's publication, and the ballot.

410. Information Technology – Strategic Aims

The Strategic Aims had been published at <http://www.admin.cam.ac.uk/committee/iss/strategy/>

The ISWG, at the request of the Syndicate (M 395), had discussed the Strategic Aims implementation plan and identified an individual to lead each area (ISWG minute Item 3 in the minutes circulated as ISSS 394 referred). The Syndicate was pleased that progress continued to be made.

Wireless coverage by the Colleges was much more extensive than had been reported. Of the 31 Colleges, only four did not have Eduroam coverage and two of those planned to introduce it. The survey had not asked how much of each College was covered, or its availability in residences, but its spread was said to be rapid. Most departments provided Eduroam, although there were some key omissions.

411. Open Access

A paper by the University Librarian was circulated as ISSS 385, drawing attention to some of implications of the new RCUK policies on open access. These were not yet completely settled despite a start date of April 2013.

A project board had been established, with John Norman as project manager. £1.15m had been promised by RCUK to meet the cost of article processing charges (APCs), although the University's initial modelling forecast four times that cost and that the policy was significantly underfunded.

Various distribution models had been tried for allocating the grant to Departments. All resulted in around one third of Departments receiving only very small amounts. As a result, the project board decided instead to manage the funding centrally and RPC endorsed that decision. In the short term, RCUK transition funding would be used to staff a team offering individual advice to authors. This was felt necessary due to the still changing advice from RCUK and the lack of clarity in the position of some publishers. After the first year, the project anticipates a higher level of automation and a need for two FTE be employed in 'steady state' administration of the service within the Library.

The initial preference of the University policy framework was for the "green" approach (access from an online repository or from the journal's platform following a delay of 6-12 months, depending on discipline) but it was not expected that direction would be given about where to publish. There was no firm timetable but the project had noted HEFCE's pre-consultation letter suggesting that all publications in the next REF (expected in 2020) must be on open access at the time of publication. The planned service could support the likely HEFCE proposals.

The policy did not (yet) extend to monographs. The preference elsewhere for the "gold" approach (immediate access through the journal's own platform) was regretted because it was an even more expensive option and it was not certain that this was, in fact, the worldwide trend.

412. University - wide shared Virtual Learning Environment based upon the Moodle capability

The Syndicate was invited to:

- (a) Consider a paper (ISSS 386) submitted on behalf of the Teaching and Learning Services Steering Group (M5 of the TLSSG minutes circulated as ISSS 393 referred)
- (b) Approve an allocation from the Technology Development Fund (TDF), and
- (c) Request on-going operational support funding.

The Syndicate noted the need for a new platform to anticipate the eventual demise of CamTools, on the assumption that the development of Sakai, the underlying software, was running down. The three existing instances of Moodle at the Clinical School, Judge Business School, and the Institute of Continuing Education were externally facing and unique. They could not reasonably be incorporated in – or be expanded to encompass – the internally facing instance that was now proposed. New services would be developed on Moodle and gradual migration from CamTools was expected, with the implementation overseen by CARET. MISD staff would support CamTools during the transfer, including investigating options for automated transfer of site content and structure. It was noted that US institutions still had a three-year commitment to Sakai, so there was no immediate crisis but development of the alternative would take time and should not be deferred. At the same time, it was anticipated that, at least for this 3-year period, CamTools would continue to be used as an environment for cooperative working.

The Syndicate could approve development funding for one year from the TDF and could only recommend that recurrent funding for year two onwards be found from central university provision. That would be a matter for the next planning round.

The Syndicate was concerned that the configuration of Moodle that was finally adopted should be fit for the purposes of the users, particularly the needs of students. It was also aware that other institutions, such as UCL, had already gone down this route and might be able to offer

material advice. The solution was for the Syndicate to fund the development of a user-friendly system in close collaboration with potential users, and learning from the experience of other institutions. This should ensure a successful outcome that the Syndicate's successor, or other central university resource, would support for the longer term. The project should therefore be critically evaluated during the development phase to enable a recommendation about further commitments to be made in good time.

The Syndicate approved £263k funding from the TDF for first year development costs for the aims set out in Section 4 of the report, including £68k equipment and £20k for developments in ICE, on the understanding that – subject to satisfactory review - other budgets would carry the recurrent costs in 2014-15 onwards.

Action: Director, MISD

413. CUFS R12 Project.

A report on the R12 project was received as ISSS 387; the project was proceeding well.

414. X5 Update

A report on the X5 project was received as ISSS 388. Training and support was available now for a "go live" in April for new grants. There was no intention at present to migrate existing grants to the new system. The last new pFact grants would be created in the period April – June and no new grants would be created on pFact after June 2013.

415. Planning Round 2012: IT summaries

Paper ISSS 389 contained the set of extracts from institutions' planning returns considered by the ISWG at their last meeting and referred by them to the Syndicate (Item 5 in the ISWG minutes circulated as ISSS 394 referred).

The mentions in the planning returns were the response to a general question in the planning guidance. They were not intended to be a comprehensive statement of all current activity, but were an opportunity to bring matters to the attention of the Syndicate. In particular, work being done by the UCS, which is reported elsewhere, was not included.

The Syndicate discerned a lack of co-ordinated support across non-School institutions of the sort available within Schools, though it was reported that the museums were now working together. Some initiatives, notably that in the Clinical School, had developed to the extent that they were being contracted to provide IT support to departments in other Schools or to non-School institutions. Concern was expressed that this might run counter to the policy implied by the proposed merger of the UCS and MISD.

The UAS plan reported that a unified organisation would have consequences for the UAS's finances and that an exercise would need to be conducted in 2013 to establish the budget for IT support for the UAS. The ISSS considered that the needs of the UAS would be met by the unified service and did not expect this to result in an addition to total funding.

It was clear that the question had drawn more useful information than in the past and revealed a bottom-up approach to individual strategies. The guidance for the next planning round should draw attention to the Strategic Aims and ask what was being done in support of them. Nevertheless, this was a step forward for ISSS (and its successor) in gathering information about what was going on across the University as an essential precursor to coordinating and developing an appropriate strategy.

Action: Secretary

416. Capital Projects Process: Voyager Replacement - registration

The Syndicate noted that the PRC at their next meeting would be invited to register the project to replace Voyager under the Capital Projects Process (ISSS 390). The Librarian confirmed that the project would be inclusive – Colleges and departments were encouraged to participate and had been invited to nominate to the strategy group.

417. IT Systems Transition Project Board

The minutes of the first meeting of the Project Board had been circulated for information as ISSS 391. The Project Board would meet fortnightly and the project was on target so far.

Dr Kearsey informed the Syndicate that JANET had agreed to use the data hub in the Arup building (Option C) and a project manager had been engaged to manage the relocation of the equipment to the new location in the basement. The ISSS noted that, in the flash-storms in Autumn 2012, water had penetrated the basement and the plan was to raise the equipment sufficiently to keep it from harm in any recurrence. Other possible risks had been carefully assessed and weighed.

The risks of the various relocations, including the two-stage translocation to the Data Centre and the deep basement location for the hub, were all being actively managed.

418. Work-streams

The Syndicate noted on its current work-streams:

Document management: progress was being made.

Records management: work was in hand with the University Library.

A joint University Library and Registry's Office post had been created to assist with a review of records management and retention policies - including how long retained records should be retained.

Pooling of information on JISC bids: the value of the funding now made this irrelevant and the work-stream would cease.

419. Communications

Dr Blackwell reported that he had been asked by the School of the Physical Sciences IT Committee to inform the Syndicate that they were looking into how they can improve their communication with central IT bodies and that a paper may be presented to a future meeting.

420. Annual Reports

(1) The 2011-12 Annual Report for the UCS was at:

<http://www.ucs.cam.ac.uk/about-us/annual-report/ucs-annual-report-11-12.pdf>

(2) A report on Information Compliance was circulated as ISSS 392

421. Committee minutes

Minutes of the 12 February 2013 meeting of the Teaching and Learning Services Steering Group were circulated as ISSS 393.

The minutes of the meeting of the ISWG held on 18 December 2012 were circulated as ISSS 394. The ISWG website was:

<http://www.admin.cam.ac.uk/committee/iss/subcommittees/iswg/>

Minutes of the 15 January 2013 meeting of the Joint Network Management Committee were circulated as ISSS 395. The JNMC website was:

<http://www.admin.cam.ac.uk/cam-only/committee/jnmc/minutes/>

Minutes of the 25 October 2012 meeting of the Financial Systems Committee were at:

<http://ufs.admin.cam.ac.uk/keycont/FSC/> .

The HR Systems Committee website was:

<http://www.admin.cam.ac.uk/cam-only/committee/hr/system/> . The last set of minutes was for 21 June 2012; meetings had also been held on 17 October, a special meeting on 26 October and on 28 February 2013.

Student Information Systems Committee papers were available at:

http://www.camsis.cam.ac.uk/cam-only/boards_groups_and_sigs/sisc/. Unconfirmed Minutes of the meeting on 8 November 2012 were available. The next meeting was on 5 March 2013.

422. Meeting dates

Noted: dates for meetings in 2012-13 and 2013-14 (changes in **bold**):

| | | | |
|------|-----------------------|----------|---------------------------------|
| BC | Tuesday 30 April 2013 | 12.00 pm | Old Schools Meeting Room |
| ISSS | Thursday 16 May 2013 | 2.15 pm | Syndicate Room |
| BC | Tuesday 18 June 2013 | 12.00 pm | Old Schools Meeting Room |
| ISSS | Thursday 27 June 2013 | 2.15 pm | Syndicate Room |

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| BC | Monday 30 September 2013 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 10 October 2013 | 2.15pm | Syndicate Room |
| BC | Tuesday 5 November 2013 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 14 November 2013 | 2.15pm | Syndicate Room |
| BC | Tuesday 7 January 2014 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 16 January 2014 | 2.15pm | Syndicate Room |
| BC | Tuesday 25 February 2014 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 6 March 2014 | 2.15pm | Syndicate Room |
| BC | Tuesday 29 April 2014 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 8 May 2014 | 2.15pm | Syndicate Room |
| BC | Tuesday 17 June 2014 | 12.00pm | Treasurer's Room |
| ISSS | Thursday 26 June 2014 | 2.15pm | Council Room |

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*PRAO,
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