



draft:	6 May 05
confirmed by chair:	12 May 05
confirmed by committee	18/11/2005
with/without amendments:	

Information Strategy Steering Group

minutes

date: 6 May 05
time: 9.30
location: Boardroom

05.13 Apologies

Apologies received are as shown on the attendance sheet

05.14 Chair's introduction

The Chair welcomed the Head of Marketing and Student Recruitment to his first meeting

05.15 Minutes of last meeting (11 February 2005)

The minutes were agreed to be a true record of the meeting

05.16 Matters arising

05.04 Enrolment: the Academic Registrar proposes to make this a "one stop" event for students where all necessary data will be input at one time and students can receive all relevant information on entitlements. Some operational issues still have to be finalised. This process is for only full-time undergraduates this year and will be rolled out for all others next year. Members commended everyone concerned for this welcome development.

05.04 Reporting: ongoing.
b)

05.17 Institutional Repositories

The Learning Resources Manager outlined the benefits of an Institutional Repository for scholarly communications. An Institutional Repository is a database of scholarly communications that can be accessed by anyone via the Internet. Several related projects have been JISC funded in the last few years. The benefits include: ideas are in the public domain faster than the final published version, and it facilitates easier tracking for RAE purposes. The SHERPA (Securing a Hybrid Environment for Research, Preservation and Access) project concluded that Institutional rather than subject repositories are preferable because most institutions have a permanent department looking after the necessary hardware and software.

Further investigation will be needed after the Learning Resources Manager has presented this paper to Research Degrees Committee.

Action: Learning Resources Manager

05.18 Technical Working Party

a) **Network Systems Integration:** The working party on Network Systems Integration has concluded that the institution will still need multiple systems in the future, but that all of these must be integrated to give a single point of authentication for the user. Two technologies are being explored: LDAP and Microsoft Identity Integration Server

(MIIS). LDAP is being trialled across the institution at present. MIIS solutions are to be investigated but this would require some expenditure that was not identified in this year's Capital bid (approximately £15000). It was agreed that Head of ICT should put together a proposal for capital for this.

The group estimates that it can work over the next 24 months to develop integrated systems and then a further 12 to 24 months to ensure they are bedded down before any move to the new campus.

Action: Head of ICT

05.19

MIS Systems Board

QLS Post project review The Head of MIS presented the Student Record System Post Project Review Report for information. He pointed out that the project was delivered successfully on time and under budget and now provides a fully integrated system for student records, finance and HR. Applications and enrolments were processed successfully and progressions and final assessments were delivered within the revised schedule.

Opportunities for developing new areas were identified during the project: some were developed in addition to the original plan and others are either planned or are on hold for when resources become available.

The External Member from De Montfort University congratulated the MIS team on the conclusion of the project.

The Head of MIS pointed out that many projects are coming forward and will need discussion. The Chair welcomed discussion of the University College's main information management needs at a future meeting of this committee.

The Dean of Design emphasised that continuity for students from partner colleges was needed within the system.

05.20

Blackboard User Group

- a) **BCUC Policy on the use of Blackboard:** Head of LIS introduced the policy, which has now been discussed by Senate, Planning Board, and the Blackboard User Group. Some concern was raised regarding the intention of the policy and members agreed that aspects concerning teaching and learning should be separated out from those concerning infrastructure. The Financial Controller pointed out that the statistics were a useful indicator. The Chair emphasised that Senate will decide the minimum expectation and requested further work be done on this in line with comments from Senate and this group.

Action: Heads of LIS and SCPE

- b) **Blackboard usage statistics for lecturers:** Members discussed the pie chart showing the percentage of active modules being used in each faculty. Further work was requested to show the number of modules and academic staff active each faculty.

Action: User Services Manager

05.21

WEB User Group

The minutes of the meeting were noted.

05.22

Record Management Group

EDMS Project: The Head of LIS presented an overview of the project background, objectives, scope and project plan. Some concerns were raised regarding the ambitious nature of the project. The Chair emphasised that the Steering Group

should ensure line managers are aware of the implications of the project.

Action: Head of LIS

05.23 Audits of IT Strategy and Data Protection and Freedom of Information

The FC outlined the audits that had been conducted this year. In both cases, the auditors found that our processes were adequate and effective. It was agreed that this was important information and all future reports should be brought to this committee.

05.24 Student Union Issues

Use of BCUC email accounts: The User Services Manger presented her report, indicating that students should be encouraged to use their BCUC email accounts or set up forwarding to their own email accounts and that this should be emphasised to students at their induction. This would then be the main means of communication with students.

Several members pointed out that Blackboard could be used for group communications, rather than email.

The Chair put forward the view that we were looking at the issue from the wrong perspective and that a group was needed to identify what needed to be sent, and when to students, and then the appropriate method could be chosen. The External member from De Montfort University suggested a focus group to indicate what is expected from students.

Action: The User Services Manager to head a group to include members from Registry, Campus Services, Student services and Student Union as well as Faculties

05.25 Dates of next meetings:

18 Nov 2005

10 Feb 2006

5 May 2006

prepared by: LIS Administrator
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