

**GOLDSMITHS**  
**University of London**

**ACADEMIC BOARD / FINANCE & RESOURCES COMMITTEE**

**INFORMATION MANAGEMENT AND SYSTEMS COMMITTEE**  
**Minutes of the meeting held on 29 January 2009**

**Present:** Mr Hugh Jones (in the Chair), Dr Virginia Brooke, Dr Stephen Cottrell, Dr Basem El-Haddadeh, Ms Vivienne Rose, Ms Juliet Sprake, Miss Rosemary Harrison (Secretary).

**Apologies for absence:** Dr Richard Grayson, Ms Mary Nixon.

**OPEN BUSINESS**

**12 MINUTES**

**Resolved:**

that the minutes of the meeting held on 15 October 2008 be approved.

**13 MATTERS ARISING FROM THE MINUTES**

**Noted:**

that the new Publication Scheme (Minute 5, 10 October 2008, refers) was now live on the College website.

**14 ACTION TAKEN BY THE CHAIR**

**Noted:**

the action taken by the Chair in disestablishing the Academic Computing Group and replacing it with the IT User Group with effect from 1 January 2008 (09-29).

**15 IT STRATEGY**

**Received:**

a draft revised IT Strategy (09-30).

The Committee noted the importance of recognising that this Strategy was an IT Strategy for the College, and not only for the IT Services Department, or for IT specialist staff. Its successful implementation would accordingly require substantial engagement from a wide range of individuals and areas of College activity. For example, the strategies of academic departments would need to be integrated with central developments. A number of these proposed central developments would imply the availability of resource not only within the IT Department but in other support departments - for example in the Secretariat to ensure that the Data Protection Policy kept pace with the new range of processing now intended and necessary, and in the Estates and Finance departments to manage enhancements in the process for disposal of equipment (including adjustments to the Asset Register).

It was noted that some of the activities in the proposed Strategy involved greater centralisation in various areas (eg managed desktop, procurement, records management), and that a tension might be perceived between this and the increasing tendency in other areas to develop ways of devolving management responsibilities. However, the Committee felt that the subsidiarity principle - by which control was exercised at the lowest possible effective level - could justify different approaches in different areas of institutional activity, and that departments would not necessarily see loss of autonomy negatively where there was no threat to their core activities and efficiency savings were evident.

The Committee noted that increased sharing of information using the institutional network had the potential to facilitate cultural change, and in particular to break down barriers between departments in the ownership of information.

It was suggested that the priority markers should be seen as relatively short-term, and that it was important to recognise that relative priorities would change over time. At present a high priority needed to be placed on WWW presence, due to its impact on the recruitment of international students.

**Recommended:**

**that the draft Strategy be approved.**

The Committee noted that the proposals would now be considered by SMT prior to their formal consideration by Academic Board and Finance and Resources Committee. In addition, the new IT Services User Group would have the opportunity to comment on it, thus ensuring comment from across the College. It was noted that the members of the new IT Services User Group would also have a wider role in liaison between departments and central IT Services. In the Summer term, the Learning and Teaching Quality Committee would receive the approved Strategy in order to consider its implications for their work.

The Committee felt that it would be desirable to undertake an annual review of the Strategy, with more major reviews about every five years.

## **16 INFORMATION ARCHITECTURE**

The Director of IT Services gave a presentation and oral report on Information Architecture and related concepts. The Committee noted the development of Information Architecture envisaged for Goldsmiths which emphasised improvements in integration between systems.

## **17 IDENTITY MANAGEMENT**

The Director of IT Services gave an oral report on identity management.

It was noted that there was a need for better information security which was achievable by the user in one step, without multiple logins to different systems. An improved system of identity management could also be linked to the management of access to buildings.

The Committee that although issues such as Identity Management would create interdependence between IT systems and building access, the Access and Security Policy under development by the Estates Department would be essentially separate from the Information Security Policy mentioned in the draft IT Strategy (Minute 15 above refers).

## **18 INFORMATION AUDIT AND DEVELOPMENT OF A RETENTION SCHEDULE**

Received:

a report from the Head of Secretariat on the project currently being carried out through external consultancy (09-31).

## **19 STUDENT RECORDS SYSTEM**

Received:

a report from the Project Manager, Student Records System (09-32) on progress with this project.

The Committee noted that the new system would be implemented progressively, and that functionality was expected to be implemented throughout session 2009-10. It was further noted that the provision of adequate internal resource for the delivery of the project would be important in order to avoid penalties imposed by the supplier for delays.

## **20 E-RECRUITMENT OF STAFF**

Received:

a report from the Director of Human Resources (09-33).

The Committee noted that technical aspects of the project were progressing satisfactorily; however the arrangements for notifying Data Subjects of the arrangements for processing and retaining personal data were understood to be still under development by the Human Resources Department.

The Data Protection Officer drew the attention of the Committee to the fact that as well as meeting minimum legal requirements, this system would be a significant point of entry of personal data into the College, and as such could have wider implications for the development of the College's Data Protection Policy. In the longer term systems of this kind had the potential to facilitate more robust systems for protecting the position of Data Subjects.

## **21 PROTOCOLS FOR RESTRICTED ACCESS WEBPAGES**

### **Resolved:**

To approve a proposal for a new section of the Web Publishing Policy from the Freedom of Information Officer/Head of Secretariat and the Head of Web Services (09-34), designed to ensure the application of consistent criteria for restricting public access to the webpages, and that no restrictions could be imposed on material already designated as part of the College's Publication Scheme.

## **22 JISC ELECTRONIC RECORDS MANAGEMENT SURVEY**

### **Received:**

a report from the Joint Information Systems Committee (JISC) on the development of records management systems, including Retention Schedules and Electronic Document Management Systems, in higher education and further education institutions (09-35).

It was noted that Goldsmiths' level of performance in this area appeared from this survey as in roughly the bottom quarter of institutions surveyed. Current planned initiatives could bring the College closer to the average level as indicated by the report, but in reality the relative position might well remain unchanged given that other institutions were also undertaking improvements. It was noted that the effect on the statistics of including further education institutions was unclear.

RMH  
January 2009