

**GOLDSMITHS
University of London**

ACADEMIC BOARD/COUNCIL

INFORMATION MANAGEMENT AND SYSTEMS COMMITTEE

Minutes of the meeting held on 31 October 2012

Present: Mrs Liz Bromley (in the Chair), Ms Lynda Agili, Dr Mark Bishop, Mr Richard Bolley, Dr Jacqueline Cooke, Mr Conrad Grant, Dr Basem El-Haddadeh, Mr Peter Roberts, Dr Juliet Sprake, Mr Michael Waller, Miss Rosemary Harrison (Secretary).

Apologies: Professor Sarah Kember, Dr Vivienne Richmond.

OPEN BUSINESS

1 MEMBERSHIP

The Chair welcomed new members to the meeting: the new student representative Mr Conrad Grant, and Ms Lynda Agili and Mr Peter Roberts occupying the new places on the Committee this year. It was noted that the new academic staff member Dr Vivienne Richmond (the representative of Learning and Teaching Quality Committee) was unable to be present but would join from the Spring term.

2 MINUTES

Resolved:

that the Minutes of the meeting held on 23 May 2012 be approved.

3 MATTERS ARISING FROM THE MINUTES

(i) Podcasting Service
(Minute 4 refers)

Noted:

that the new Service would be launched shortly, with a more official and public launch at a later stage.

(ii) Data subject access to CCTV recordings
(Minute 7 refers)

Noted:

that, further to the report to the last meeting, the Information Commissioner had found

the College in breach of the requirements of the Data Protection Act, but having considered Goldsmiths' own report on its investigation of the incident, had decided to take no further action for the time being.

(iii) Video recordings of presentation ceremonies: anonymisation of graduands
(Minute 8 refers)

Noted:

that no requests for anonymisation had been received at the September 2012 ceremonies, but that the pilot would continue to be available at ceremonies for the time being.

(iv) Compliance with the Privacy and Electronic Communications Regulations (PECR)
(Minute 10 refers)

Noted:

that an update of the current position was contained in the draft Annual Report of the Committee (item 13 below refers), and that the College's *Statement on the Use of Cookies* now appeared at the foot of every webpage.

4 STANDING ORDERS

Noted:

the revised Standing Orders in force for all Goldsmiths Committees from 1 September 2011 (12-299).

5 CONFLICT OF INTERESTS POLICY

Noted:

the College's Conflict of Interests Policy, and its potential implications for the obligations of members of the Committee (11-300).

6 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP OF THE COMMITTEE

Noted:

the terms of reference, composition and membership of the Committee for the academic year 2012-13 (12-396), including the new term of reference relating to the capital programme, which arose from a review last year by the Internal Auditors.

Resolved:

that a draft revision to the terms of reference be considered at the next meeting, in the light of comments from members about the need to make more prominent the importance of the Committee's work for the academic activities of the College.

7 ACTION TAKEN BY THE CHAIR: MICROSOFT OFFICE 365 CONTRACT

(Minute 5, 23 May 2012, refers)

Resolved:

that during the Summer vacation 2012, the former Chair had taken action on behalf of the Committee to approve an offsite processing application as follows:

Microsoft 365 contract

8 RESEARCH DATA MANAGEMENT AND PUBLIC ACCESS

(i) Records Management Policy: proposed amendment

Received:

a joint paper by the Librarian and the Head of Corporate Governance and Information Management, proposing an amendment to the Records Management Policy and outlining recent developments in the context of research data management (12-397¹).

Recommended:

that the amendments to the Records Management Policy (2009) be approved as set out in Appendix A to paper 12-399) with effect from 1 January 2013, and that Council delegate to Academic Board approval of further amendments to the Policy relating exclusively to research records.

Noted:

- (a) that the proposal would also be considered by Research and Enterprise Committee on 21 November 2012, before Academic Board, and that if acceptance at Academic Board were then straightforward, the Chair of Council would be asked to approve the recommendation on behalf of Council (without waiting for the following meeting of Council in March 2013).
- (b) that the structure proposed related to the need for a College-wide system for keeping track of research materials and making key outputs available proactively to the public, but that this still allowed for flexibility (to be articulated in research data management plans) in the actual storage locations.

(ii) Information Commissioner and JISC Guidance

Received:

new guidance by the Information Commissioner (ICO) on Freedom of Information and Research (12-398), and the short version of a previous publication by *JISC: Freedom of Information and Research data, Questions and Answers* (12-399).

¹ Secretary's Note: At the meeting it emerged that by an oversight Appendix B (containing background information regarding nation policy matters) had not been included in the hard copy circulation of papers to member; this was available immediately after the meeting and was included in the agenda of Research and Enterprise Committee.

It was noted that the new guidance from ICO did not provide a fundamentally new interpretation, but drew together material previously dispersed and less readily accessible to the non-specialist, as it integrated generic principles with research-specific examples (some of which had not previously been widely known). The Committee agreed to consider at the next meeting some examples from the Research Office and members of the Committee of issues raised by research projects at Goldsmiths in relation to the guidance, and to Research Councils' specific requirements for accessibility of research data.

9 RECORDINGS POLICY AND GUIDELINES

(i) Official Recordings Policy (under General Regulations)

Received:

a draft Official Recordings Policy (as prescribed by General Regulations from 1 September 2012) (12-400).

The Committee noted that IT Services proposed to deliver the storage facility for Official Recordings *via* the Podcasting Service. Doubts were raised about whether this would produce a sufficiently rapid service to support the need for recordings to be published within the VLE. In relation to VLE facilities generally it was noted that this was not currently under IT Services' responsibility, so was not covered by the arrangement within the General Regulation as currently worded.

The Committee felt that further attention needed to be given to the ways in which students were given advance warning of any recordings which were taken as part of compulsory courses, at the application stage (Minute 6, 1 March 2011, refers). It was agreed to return to the matter at the next meeting following further enquiries.

(ii) Guidelines on student work connected with video recordings

Received:

draft guidelines on student work connected with video recordings, arising from the work of the focus group convened in Spring 2012 (Minute 7, 23 May 2012, refers), and guidance from the Information Commissioner's Office received since the last meeting (12-401).

It was noted that the guidelines related to the full range of recordings made in the course of student work, and provided for access to CCTV footage in line with legal obligations and occasional specific academic need for CCTV rather than regular video recordings. However, it sought to limit as far as possible the use of CCTV for academic purposes to the minimum necessary for those purposes. It was noted that the approved guidelines would be disseminated to Heads of academic departments and that it had also been suggested that they be linked from the Virtual Learning Environment.

10 STUDENT RECORDS SYSTEM

(Minute 14, 29 February 2012 refers)

Received:

a joint paper from the Head of Corporate Governance and Information Management and the Interim Director of Student Services, concerning progress made in the delivery of fair processing notices to students in the light of problems identified in the Autumn term 2011, and more general progress issues concerning the project (12-402).

11 MYGOLDSMITHS (PORTALS AND INTRANET)

Received:

- (i) an outline plan for the proposed portal project (12-403), which would be used initially by intending and current students, but would in time also be available to staff and alumni to access an increasing range of Goldsmiths online facilities;
- (ii) a demonstration by the Director of Information Technology;
- (iii) a paper concerning the legal and information management context for the delivery of the facility (12-404).

Noted:

that the Senior Management Team (responsible for resource allocation and risk assessment) had considered the proposal on 23 October 2012, and had requested a further plan concerning the long-term costs, while indicating approval in principle.

Resolved:

- (i) that the project proposal be approved for further development;
- (ii) that members of the Committee be invited to submit specific comments to the Director of Information Technology.

12 UPDATE ON IT STRATEGY IMPLEMENTATION

Received:

a progress report on IT Strategy implementation (12-405).

It was noted that the IT Strategy still did not cover IT projects in the College comprehensively.

The Director of Information Technology gave a brief report on Office 365 email, from which it was noted that in the past week no queries had been received concerning difficulties with migration of individual staff accounts. Some problems remained with shared mailboxes and were progressively being resolved.

It was noted that some students had still not begun using 365 email, and that - even more seriously - some staff usage of non-College email for institutional purposes remained.

13 DRAFT ANNUAL REPORT

Received:

a draft report of the Committee to Council and Academic Board on the academic year 2011-12 (12-406).

Noted:

- (i) that this draft Annual Report was a pilot in the implementation of a recent recommendation from the Internal Auditors that annual reports from committees should have more specific information about legal compliance;
- (ii) that the outcomes of the consultation with the Internal Auditors, in line with the Committee's last consideration of the Information Risk Register, were reported at the beginning of the Annual report.

Resolved:

that the draft Annual Report (12-406) be approved for transmission to Academic Board and Council.

14 AGRESSO UPGRADE

Received:

a report on Agresso enhancements currently under way (12-407).

15 MINUTES OF THE IT USER GROUP

Received:

the minutes of the meeting held on 10 October 2012 (12-408).

16 INTERNAL AUDITORS' REPORT ON IT ASSURANCE

Received:

the IT Assurance report of the Internal Auditor for 2011-12 (12-418).

17 FORTHCOMING MEETINGS

Noted:

that meetings of the Committee for the rest of the academic year would be held on:

27 February 2012 at 2.00pm

23 May 2012 at 10.00am