

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

**ACADEMIC BOARD/COUNCIL**

**INFORMATION MANAGEMENT AND SYSTEMS COMMITTEE**  
**Minutes of the meeting held on 27 February 2013**

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

**Apologies:** Mr Conrad Grant

**OPEN BUSINESS**

**1 MINUTES**

**Resolved:**

that the Minutes of the meeting held on 31 October 2012 be approved.

At the last meeting issues of concern had been raised regarding the move to Microsoft Office 365, and it was suggested that the disruption involved was not sufficiently reflected in the Minutes. It was noted that the experience would provide useful lessons for future comparable projects.

**2 MATTERS ARISING FROM THE MINUTES**

**(i) Terms of reference of the Committee (*Minute 6 refers*)**

It was noted that, following consultation with the Committee by email, Academic Board and Council had been asked, as part of their annual consideration of proposed committee terms of reference updates at their Spring term meetings, to amend the terms of reference of the Committee to incorporate explicit reference to College activities, including in particular teaching.

**(ii) Records Management Policy (*Minute 8(i) refers*)**

It was noted that the amendments proposed at the last meeting had been approved by Academic Board, and then by the Chair on behalf of Council, and were now in force.

**(iii) Research and public access** (*Minute 8 refers*)

It was noted that no comments or "examples" had been received from members of the Committee as previously envisaged, relating to the relevance of external requirements to Goldsmiths research projects.

Meanwhile the Government response to the Justice Committee's post-legislative scrutiny of the Freedom of Information Act (late November 2012) had supported the introduction of an amendment to the Freedom of Information Act to introduce a specific research exemption.

**3 RECORDINGS AND OFFICIAL RECORDINGS POLICY**

*(31 October 2012, Minute 9 refers)*

**Received:**

a paper outlining proposed solutions to issues raised at the previous meeting concerning both Official and private recordings (13-90).

**(i) Official Recordings**

**Resolved:**

that the Official Recordings Policy required under the 2012-13 General Regulations be approved, as set out in Appendix A to paper 13-90.

The Committee noted that the element of implementation relating to compulsory recordings needed to be monitored, to avoid any programme having compulsory recordings in so many of its optional courses that the programme structure accidentally made recording compulsory without proper advance notification to students. However for the time being this was unlikely to be difficult to manage, given in particular that the existing Podcasting Service recorded the lecturer only (usually at their request, and always with their consent).

**(ii) Private recordings**

The Committee approved in principle the approach proposed in paper 13-90. It was noted that this would (in terms of General Regulations amendment) be subject to approval by Academic Board and Council. It was further noted that consultation with the JNCC (ie with campus trades unions) would also be necessary, and that the Human Resources Department was currently considering the employment law implications of the proposal. If the approach proposed in paper 13-90 were adopted, the implementation phase would need to include advice for students about the benefits to them of recordings for private study purposes.

#### **4 PODCASTING SERVICE**

**Received:**

a report on the Podcasting Service for information (13-91).

Members of the Committee noted the launch of the Podcasting Service a few days before, and were impressed by the design of the entry screen demonstrated to them.

#### **5 CLOUD COMPUTING IN TEACHING**

**Received:**

an update on the proposed risk-based typology of cloud computing usage in teaching and learning, which had been recommended for approval after discussion by Learning, Teaching and Quality Committee (13-66R).

It was noted that the proposed approach involved an amendment to the way in which the Offsite Processing Policy was applied, and was therefore for approval by Information Management and Systems Committee. The Typology had been developed following analysis of the outcomes of the survey of academic departments' practices undertaken in 2011, with external legal advice, and enabled a significant deregulation of the arrangements for implementing cloud computing in teaching.

**Resolved:**

to approve, on the recommendation of Learning, Teaching and Quality Committee, the proposed Risk Typology relating to cloud computing usage in teaching, as set out in Appendix A to paper 13-66R.

#### **6 REPORT ON EXTERNAL DEVELOPMENTS (INCLUDING NEW PUBLICATION SCHEME REQUIREMENTS)**

**Received:**

an overview report from the Head of Corporate Governance and Information on terminological issues relating to the framework of external obligations, and specific new developments including revised Publication Scheme requirements (13-92).

**Noted:**

that a more detailed report on the requirements of the revised Publication Scheme was available within the Committee Archive (13-93).

## **7 INFORMATION COMMISSIONER'S CODE OF PRACTICE ON ANONYMISATION**

### **Received:**

a report from the Head of Corporate Governance and Information Management on the ICO Code of Practice on Anonymisation (13-94).

It was noted that the extent to which this document was important for the university sector generally was unclear, although it seemed likely that any major implications would be in the context of certain research projects. The existence of the Code had been made known to academic departments at an earlier stage with no response, but it was noted that this might have been due to the extreme length of the document, rather than, necessarily, lack of relevance.

Both the the Head of the Research Office and the Head of Corporate Governance and Information Management were due to attend upcoming external meetings at which the Code would be discussed. It was agreed to return to the issue when there had been sufficient opportunity to scope approaches being adopted elsewhere in the higher education sector. Meanwhile the Code would also be for discussion at Research Ethics Sub-Committee.

## **8 OFFSITE PROCESSING PROPOSALS**

### **Received:**

proposals from the Library and the Development & Alumni Office under the Offsite Processing Policy, together with the report from the Head of Corporate Governance and Information Management, as detailed below.

### **(i) Library online chat services (Springware "Libchat") (13-95)**

#### **Resolved:**

that the proposal from the Library to use the Library online chat service provided by Springshare be approved.

### **(ii) Alumni Datacleansing Services (Experian/Tracesmart) (13-96)**

#### **Resolved:**

to approve the proposals to use Tracesmart and Experian for datacleansing services, on the understanding that only Name, Address and Date of Birth would be transferred by Goldsmiths to the providers, and to clarification of residual issues set out in paper 13-96, which were in process of being addressed.

## **9 UPDATE ON IT CAPITAL PROJECTS AND WORK PROGRAMME**

### **Received:**

a report from the Director of Information Technology (I; 13-97).

The Committee noted that plans to bring Raiser's Edge (the alumni database), currently outsourced outside Europe, inhouse had been omitted from the table as there was as yet no clear plan. The possibility of the current provider moving to a European-based storage option, as well as future plans internal to the Development Office, would need to be considered.

It was further noted that the College would need to dispose of some of its Apple MAC computers which would become obsolete in the context of the new arrangements for the network and operating system (see below - item 11). They would be sold to students, given away to charity or recycled.

## **10 MINUTES OF THE IT USER GROUP**

### **Received:**

the minutes of the meeting held on 31 January 2013 (13-98).

## **11 DEMONSTRATION OF VIRTUAL DESKTOP**

### **Received:**

a demonstration by members of the IT Services Department.

The Committee noted that the planned Virtual Desktop environment was PC-based, but could be run on Apple MAC machines, as well as on PCs running on either Windows XP or Windows 7. (Legal problems were an impediment to creating a comparable service directly for MACs.)

The plan brought very considerable advantages in terms of reducing software licensing costs. A few specialist applications not in general use could not be virtualised in the immediately foreseeable future, and alternative means of access would need to be arranged.

Points raised in discussion included the following:

- (i) Important policy issues remained to be considered - such as encryption, and arrangements for blocking remote access to highly confidential files where necessary for security reasons.
- (ii) Resilience in the event of power outage at the College's datacentre was a matter of concern to the Committee and had been provided for by means of an independent backup power source for the datacentre as well as a failover backup system in

another data centre.

- (iii) A facility for printing documents at home was important, and could be arranged.
- (iv) Licensing for software used in teaching sessions would need to cover the required number of simultaneous users; it was confirmed that this had already been included in IT Services' plans.
- (v) Departments would need advice on the impact the planned changes would have on their hardware purchasing.
- (vi) It was suggested that wider use ought to be made of open source software, but IT Services colleagues explained that the demands of managing a large set of integrated sub-systems, in particular those required for corporate management information, made a package of solutions including mainly licensed software preferable to mainly open source provision.

## **12 FORTHCOMING MEETINGS**

### **Noted:**

that the last meeting of the current academic year would be held on:

23 May 2013

RMH  
February 2013