Minutes of the meeting held 30th May 2006 *Present*: James Chong, Paul Waites, Julie Lord, Richard Firn (Chair), Dawn Cartwright, Ian Jennings, Lorna Evans. *Cake*: Carrot release 6.02. Apologies for absence. None

ICDB 06/10   Minutes of the previous meeting

These were accepted.

ICDB 06/11   Matters arising from previous minutes

Software Audit (ICDB 06/02, 03/22 and 02/21). It was agreed that 10 PCs would be audited at random every 4 months. The user/PI would be given a list of any non-centrally licensed software found and would have to certify that such software was licensed locally or had been removed.

A note would be sent to PIs informing them of the policy to help people to prepare for compliance..

Agresso and e-procurement. (ICDB 06/02) After the trials that had been conducted by many biology users, the financial constraints of the University seemed to be holding up further progress. DC agreed to determine when further progress would be made.

Bulletin revamp. (ICDB 06/06). PW demonstrated the template he had devised and the Chair apologised for not having co-ordinated further progress. A selected group of users will trial the new bulletin. It is expected that the Department will evolve to a PHP version when that becomes available on the Computing Service server.

ICDB 06/12   Budget for coming year

The budget prepared by IJ was agreed. No major new expenditure headings were identified.

ICDB 06/13   Update of UG teaching classroom software.

It was agreed to update the OS to Windows XP, assuming no unforeseen problems were encountered. The PCs will be configured to automatically switch off out-of-hours if unused to save energy.

ICDB 06/14   Classroom PC facilities

A group chaired by John Pillmoor, which includes DC and IJ, are looking at issues related to the TF and the Wentworth classroom PCs and are taking an overview of all the Biology managed classrooms. It was agreed that in terms of IT management it would be undesirable to mix MRes and UG users in A004 and that the UG classroom should be reserved for UG use. If a suite was required for PG use, the conversion of the area in the labs (A032) should be considered but resources would be needed for such conversion and management. The group were asked to report their conclusions to ICDB at the next meeting.

ICDB 06/15   Authoritative staff database

The committee reaffirmed its previous position that the department should be working towards having a single database of staff information with appropriate controls to ensure compliance with the DPA.

IJ and PW to produce a short document for the next meeting as to the best way to achieve those objectives.

ICDB 06/16   Publishing minutes on the web

Staff will be informed of their responsibility to ensure that minutes are produced in a from that can easily be placed on the web and which comply with the DPA and FOIA. Those responsible for minutes who cannot place them on the web themselves will be asked to send them to LE. It is expected that by the end of summer all the 2005/6 minutes will be available and then all new minutes will be added as a matter of routine. Chair and LE to produce a reminder of policy.

ICDB 06/17   New IT post

This post will be advertised soon.

ICDB 06/18   Risk Management and IT

DC is co-ordinating a response on IT risk management for the department. Although the ICDB and IJ had given consideration to this issue previously (and IJ constantly took the issues into consideration) it was agreed that it would be useful to revisit the issue. IJ, DC and RDF to reconsider the risks as related to IT and report back to the next meeting.

ICDB 06/19   Web updating/content management/resources

PW and JC informed the committee that the university had delayed procurement of a content management system by 12 months due to financial constraints. Despite this, the University had decided to undertake an extensive revamping of its web pages and had volunteered Biology to be part of a pilot to adopt a new template for all Biology web pages. An initial deadline of 1 month was identified as impractical, but the HoD had agreed to JC's request to make available resources to achieve a revamp of the Biology pages within 3 months.

ICDB were concerned that the decision to complete this work had been taken:

(i) without adequately defining what the aims of the exercise were from a departmental point of view

(ii) without properly identifying the resource implications for the staff, especially the IT support staff who might have to offer considerable software support (including updating skills in the new Dreamweaver version needed)

(iii) without adequately involving the ICDB and the IT staff before a commitment was given

(iv) without a clear assurance that there was a path to migrate the web content to any content management system.

Given the uncertainties, it was agreed that the commitment to revise all the Biology pages within 3 months should not be regarded as binding. It was agreed that the revision work should be prioritised as follows:

(a) content of all pages

(b) style/format of top level pages likely to be viewed by non-York users

(c) style/format second level pages possibly of interest to non-York users

JC would work with the main content managers within the department, and with the IT support staff, over the next few weeks to judge what can realistically be achieved and what extra resources might be needed. He will report back at the next meeting.

ICDB 06/20   VLE policy

Because of the way in which content is managed centrally on the VLE (where a version becomes fixed and cannot be updated easily by users), JL predicted that many staff would still provide crucial information in other forms to students with the risk of significant inconsistencies developing. There was also a problem in maintaining both VLE and Biology web based versions of information for students. In order to ensure that JL and other Ug and PG staff can manage their information correctly on behalf of the staff, it was agreed that the sensible strategy would be to maintain the Biology UG and PG web pages as the definitive source of information for students and to use links on VLE pages to these definitive sources.

This policy needs to be presented to the BoS for approval and also communicated to the VLE managers.

ICDB 06/21   Biology Alumni Pages

LE reported that these had been launched and a mail shot to 4000 people was planned. The

University is investing in a central IT based system and when that is operational, Biology's pages would be reviewed.

Richard Firn

12/11/07