THE UNIVERSITY *of York*

DEPARTMENT OF BIOLOGY

Information Committee
Minutes of Meeting held on Tuesday 24 April 2007

Present: Dawn Cartwright, James Chong, Lorna Evans, Ian Jennings (Chair),
               Paul Waites
Apologies: Julie Lord

Action

07/01   **Minutes of meeting held 13 December 2006**
These were accepted.

07/02   **Matters arising from minutes of meeting on 13 December 2006**
06/22   Agresso update
Implementation has been delayed but should now take place by December 2007.

06/22   Bulletin revamp
PRW reported he has contacted Computing Service twice about a PHP-based bulletin but they have failed to respond so the proposed revamp looks unlikely to go ahead. Phil Roberts, with a new member of staff, is going to make it more eye-catching. It is unclear how many people view the Bulletin on a weekly basis so PRW will try to obtain figures.   **PRW**

06/22   New IT post (Information Systems Developer)
Biology's Human Resources Committee formally accepted IJ's proposal and the next step is to agree funding. DC is hoping it can be funded internally and should know if this is possible in the next month. If not possible, DC will approach the University for funding.   **DC**

06/22   Staff database
PRW has produced a single-table prototype which he will trial with interested parties. It is very simple and can be manipulated by users for their own needs.   **PRW**

07/03   **Information Management Sub-Group**
IMSG is now dormant. IJ carried forward some of the issues as Matters Arising to ICDB to keep them in mind, as follows:

03/07   FOIA reminder
Because we have not been inundated with FOI requests to the Department and because there are many new members of staff since the initial introduction of the Act, LE will send a reminder of the main points to all staff.   **LE**

04/07 (i) DPA training
JCP is considering ways to ensure this is achieved

04/07 (ii) Student marks
JAL will keep the matter under review.

04/07 (iv) Personnel files policy review
JCP is going to review the current Biology policy with regard to the files under the DPA.

07/04   **VLE**
The second round is about to finish and the deadline for bids to take part in the third and final phase is 10 May. Existing projects have been successfully delivered and will roll over to the next academic year. Feedback from staff and students has been positive and no real problems have arisen.

07/05   Web developments
All of the main sections have now been migrated with the exception of the Personnel pages. LE offered to do this as it will not take long, and will contact Glenda.   **LE**
The research groups will continue to look after their own sites and do not need to migrate to the new template as long as they follow the University guidelines.

07/06   Departmental survey of IT requirements
IJ wants to ensure that ICDB are aware of any IT problems within the Department. He will circulate a survey to allow staff to point out existing problems and suggest possible solutions for improvement.   **IJ**

07/07   Any other business
(i)   ICDB Minutes
PRW and LE will liaise in order to store all minutes in the most logical area.   **PRW/LE**

(ii)   Risk Register
DC reported that the Risk Register contents need to be reviewed by the end of May/start of June and the IT part will be circulated to ICDB members for comment. As this will be an annual event from now on, IJ will add it to the meeting agenda each year at this time.   **IJ**

07/08   Date of next meeting:
Tuesday 25 September 2007 at 11 am.

LE 27 April 07