

THE UNIVERSITY *of York*
DEPARTMENT OF BIOLOGY

Information Committee
Minutes of Meeting held on Friday 11 April 2008

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

Action

08/01 Minutes of meeting held 1 November 2007

The minutes were accepted.

08/02 Matters arising from minutes of meeting on 1 November 2007

i *07/10 Staff database*

PRW reported that the database is nearly ready to be used properly. One concern is to ensure the information is kept up-to-date and as a solution staff will be sent an email every year to ask them to check their own entry. Anyone who is a member of the Department with a University account will be included in the database which includes PhD students who are off-campus in their writing-up stage.

ii *07/10 ICDB Minutes*

These are now all on the web site.

iii *07/10 FOIA/DPA and minute taking procedures*

This issue is now resolved.

iv *07/12 Software Audit*

The audit is an ongoing process which appears to be working successfully.

v *07/13 Departmental IT Survey*

The results of the survey have been published on the web.

ii Email

The IT help pages will be updated to explain good practice on how to define the distribution list when emails are sent to undisclosed recipients.

v Software

The issue with Photoshop licensing has been resolved and the licence concurrency is working well.

vi University Search Facility

The search facility is going to be changed.

08/03 Departmental Bulletin

It was agreed that the Undergraduate Office is not an appropriate place to produce the Bulletin and there are two alternatives. One is to move to an interactive blog type where a number of people could add content and the other is to find a new editor to take on the existing version. JAL estimates the workload at approximately 15 minutes a day. DC will speak to the Reception staff to see if they feel they can fit it into their existing job.

DC

08/04 Information Needs of a World Class University

SIPIG (Strategic Information Projects Implementation Group) will report back in May with the results of the survey and have said that there will be some funding available for certain issues raised. It was agreed to see how SIPIG proceeds before deciding on any action.

Action

08/05 IT Business Continuity

IJ produced a document highlighting the primary factors in reducing the risk to loss of IT systems by preventing theft, fire, flood and loss of mains services by exposing potential weaknesses and balancing them against actual risk. It is difficult to suggest how to avoid flooding problems as they are generally unpredictable. For example, a recent leaking problem was caused by faulty over-tightened nuts in the chilled water system,.

The largest recovery time would probably arise as the result of a major fire in one of the wiring centres.

In the event of a local power loss, it was hoped that a cable could be laid manually from one area of the department to another in order to maintain the network.

IJ would like to maintain the server in K1 but have another server and filestore in a separate suitable location. Being clustered they would support each other and enhance performance. The main issue would be where to house the new machine.

The portable backup air conditioning unit in the K1 server room is not very reliable and could do with being replaced. These are not very expensive.

DC will add the document to the main Biology Risk Assessment and would like it to go to Departmental Strategy Group as an item.

DC

08/06 Strategic Information Projects Implementation Group (SIPIG)

JPJC sits on SIPIG. He reported that the University is implementing an online payment system for items such as photocopying credits, concert tickets etc, and it appears to be working well. The system will be of most benefit to the TF.

The University have got new room auditing software to check usage of rooms that are not centrally bookable. As Biology has its own room booking system, we can easily show that our rooms are well-used.

Car park barriers will be implemented on campus. The software has been bought but is not working yet.

The web Content Management System has been purchased and will be given to a few departments as a pilot, then there will be a gradual roll-out. Biology is not one of the pilot departments.

08/07 IT Budget 2008/09

DR has asked for a 5 year projection. The major item for 2008/9 is new PCs for the classrooms in summer 09. If the budget is not approved in full then the PC screens could be left until 2010. However, as the budget has not changed from a previously made projection, it is likely to be approved in full. DC suggested that IJ increases his budget request next year.

08/08 IT Projects Progress Report

IJ is hopeful that a solution has been found for Calendar synchronisation with PDAs and he will set it up for trial use.

IJ

**08/09 Any other business
Seminars on the web**

Each group has control of their own section on the seminar web site and as a result there is no uniformity in how they are organised. Some groups bring up old 2005 seminars first in the list whereas the most recent ones should be appearing at the top. PRW will review the site so that all groups are the same. He will archive out the old seminars.

PRW

08/10 Date of next meeting:

IJ will circulate suggestions for dates in the beginning of September 2008.

IJ

LE 16 April 08