

Information Committee
Minutes of Meeting held on 27 June 2011

Present: Dawn Cartwright, James Chong, Stephanie Hazel-Gant;
Ian Jennings (Chair), Michael Marshall, Paul Waites

Action

11/01 Apologies for absence and committee membership

Julie Lord, Christine O'Dea

11/02 Minutes of meeting held 8 November 2010

The minutes were accepted.

11/03 Alfresco Information Management System

Alfresco is an open source enterprise content management system for documents, web, records, images, and collaborative content development. MM and IJ gave a demonstration of the Alfresco system. (See Appendix 1 for presentation bullet points).

MM and IJ have worked with the Undergraduate, Postgraduate and Infrastructure groups within the Department to develop the system. Demonstrations have also been given to several groups in the University including the Information Directorate Strategy Group, Health Sciences, the Research Grants & Contracts Office and Purchasing and Supplies. All have expressed interest in the project and would find it useful.

The next step is to investigate how it might be used within a research group and JC has volunteered to help with this. Other research groups would be approached in due course.

Funding support for the project is still an issue and JC suggested that the Strategic Information Projects Implementation Group (SIPIG) should be approached.

11/04 Matters arising from minutes of meeting on 8 November 2011

i *10/12iii Recording of lectures*

Currently waiting for SIPIG to make a decision on further funding – the University is keen for rooms to be upgraded in order to carry out further recording. Currently Christine O'Dea is manually marrying up sound and vision for the VLE but this is a time-consuming job and further funds and assistance are needed if the work is to be completed before her contract runs out next year. The SIPIG project leader needs to be contacted to confirm situation. **PW**

ii *10/13 FOIA co-ordinator*

No further update.

iii *10/15 Research Data Archive*

Ongoing – this is one example where Alfresco could be useful.

11/05 CMS & VLE

James Chong met with Joan Concannon who agreed that Christine O'Dea will spend some time in the web office to build working relationships and develop a further understanding of their work processes.

CMS due to be updated so that it will be easier to edit content.

VLE also due to be updated.

11/06 Google, printing and Windows 7

Google email and W7 - As yet, there is no specific timeframe for when new systems will be implemented. There are still issues around where data will be stored and the resilience of the University's link to the internet. Google does not archive the emails but a third party company will offer this service but there is then a cost implication.

Printing – benefits of the system are currently being assessed. Research groups continue to use soft money to purchase printers but for the rest of the department, IJ will send out a briefing note on the current situation. **IJ**

11/07 Reports from University Committees (SIPIG/UCC/UIF)

A student portal is being launched in September. Students will have access to a calendar, eVision, and sign-up services.

Digital signage is still planned with TVs around campus providing information

eVision has a server issue that will be resolved in due course.

VLE also has some outstanding issues. More servers were made available but little benefit was gained and so it is likely to be an infrastructure rather than server issue.

Staff ID cards are still ongoing.

11/08 Any other business

Internal Communications – awaiting feedback results from Staff survey before any actions are taken.

Dawn Cartwright received funding on behalf of Christine O'Dea to create a biology home page that can be view on mobile phones.

11/09 Date of next meeting:

To be confirmed. **IJ**

Information Management Using Alfresco

- Searching
 - Full text searches
 - Keyword search
 - Document classification hierarchy
- Automated data processing
 - Workflow
 - Data transform
 - Metadata extraction
- Structured Data
 - Framework
 - Templates
- Compliance
 - DPA / FOIA / EIR
 - Embedded policies
 - Retention / publication / disposal
- Familiar user interface
 - Windows Explorer
 - Multi-browser
 - Multi-platform
- What – Who - When
 - Permissions
 - Versioning
 - Audit trail