

# THE UNIVERSITY *of York*

## DEPARTMENT OF BIOLOGY

### Information Committee Minutes of Meeting held on 02 July 2012

Present: Dawn Cartwright, Ian Jennings (chair), Christine O'Dea, Paul Waites, Sarah Dwyer (sec), Julie Lord, Richard Waites, James Moir, James Chong

#### Action

#### 12/01 Apologies for absence and committee membership

IJ welcomed RW and JM to their first meeting and introduced SD who is the new secretary replacing Stephanie Hazel Gant

#### 12/02 Minutes of meeting held 27 Jun 2011

The minutes were accepted

#### 12/03 Matters Arising

##### *i. Recording of lectures[11/04i]*

PW reported that the Centre has agreed to centrally record lectures, so from 2012 Autumn Term all 1st year lectures will be automatically recorded. PW noted that students will need to be registered to access the recorded lectures and that there may be a small amount of work for PW to help the Academics attach microphones. It is unclear at this stage whether the Masters lectures are going to be recorded in the near future.

- a. PW also noted that lecture theatre K018 is now set up to record lectures, staff should give him 24 hours notice so he can set up the recording facilities. PW will provide further information on the VLE as and when he receives updates. **PW**

##### *ii. FOIA co-ordinator [10/13]*

It was noted that Stephanie Hazel Gant is the current FOIA Co-ordinator but she is leaving the Department soon. It was noted that there are only 1 or 2 FOIA requests per year and that this is not part of the Timetabling role; IJ agreed to speak to Nina Pirozek to find a replacement **IJ**

- a. It was also discussed that someone in Teaching Administration could act as a backup to the FOIA Coordinator, IJ and JL to speak further on this **IJ/JL**

##### *iii. Research Data Archive[11/04ii]*

IJ reported that he had discussed the retention of Post Project Data with Neil Bruce; the Committee believes that data should be held for 10 years after a project is finished. IJ understands that the University has been asked to create a policy for data retention. IJ agreed to investigate this matter further **IJ**

IJ noted that he is concerned the Department is holding data for academics that left over 5 years ago, and that the data is unstructured.

##### *iv. Printing [11/06]*

IJ noted that the new YPP printing system is being implemented in the Biology classrooms this summer; it will be rolled out to F0, K1 and C0 corridors as well. DC noted that it won't be rolled out on to K2 as yet because the system cannot be programmed to deal with more than one work order per person; once this has been sorted out the system will be rolled out further. PW raised concerns about queues of students waiting to print documents during or shortly before classes; it was suggested that lecturers be pre-warned of this **IJ**

It was noted that if there was a breakdown there is the potential for the C0 machine to be temporarily enabled for students to use, in principal JL agreed to this on the understanding that C0 will retain a

“normal” printer as a backup for them to use in such an instance.

- a. IJ noted that Windows 7 is being rolled out to the teaching classrooms from this week.

**12/04 Web page owners (e.g. committees pages)**

PW noted that many of the Departmental Committees haven't been moved on to the CMS; CO and PW agreed to work with Belinda Wade to see which committees should be on the CMS **PW/CS**

**12/05 Departmental recommendations for using Google**

- i. Staff using emails – IJ noted that recently Central admissions accidentally emailed confidential information to students; there was a discussion about emailing confidential information and documents. It was agreed that the Department needs to make users aware of the risks of emailing sensitive information and that these risks should be highlighted during the induction process **IJ**
  - a. JL agreed to talk to the Exams office about creating an exam folder in Google Drive as an alternative to academics emailing exam questions **JL**
- ii. Google Sites – PW noted that staff and students can create their own website in Google Sites; however the University Web Office doesn't want to put the york.ac.uk trail on any of these sites and generally discourages the use of Sites for external use. However, the Committee agreed that until the CMS meets the needs of the Department (ability for staff to edit their own pages), it would not discourage staff from using Sites for their research pages. It was noted that some Google sites have been linked to the official Biology research pages.

**12/06 Automating routine data tasks**

- a. JL suggested that Information Management systems should be enhanced as the current systems have limited functionality and not integrated; it was noted that this was raised at the last SIPIG meeting. It was believed that Computer Science has been working on integrating various systems such as EVision and SITS. JL and IJ agreed to discuss what the Departmental systems require and then develop a strategy to move forward **IJ**
- b. JL, JM and IJ agreed to meet with Computer Science to view their integrated system **JL**
- c. DC suggested that it may need to be raised at the MTP meetings **DC**
- d. JC to raise the issue at the next SIPIG brain storming meeting **JC**

**12/07 Reports from University committees (\*SIPIG/UCC//UIF)**

- i. JC reported that Pure (Research database) is now supposed to be live
- ii. IJ reported that the last UCC meeting was postponed – the only issue coming from the meeting that affects the Department is switching to VoIP which will be funded centrally. The expected completion date is 2016.

**12/08 Any other business**

There was no other business

**12/09 Date of next meeting**