

## Darwin College Information Services Committee – Minutes

Meeting date: Wednesday 16 January 2019

Present: Alan Blackwell (ABl - chair), Andrzej Bugajski (Abu - IT Assistant), Russell Cowburn (RC), Giles Greenfield (GG - Head of Domestic Operations), Ronald Haynes (UIS liaison), Katja Kevic (KK), Espen Koht (EK – IT Manager), Michael Schneider (MS - DCSA comms officer), Charlotte Tumescheit (CC – Council Rep)

*No declarations of interest were recorded*

Apologies: None

### Minutes of the last meeting. Actions as follows:

ABl: Transfer of Darwin College Research Reports to Apollo repository – confirmed, waiting for action

EK: Update IT strategy document – done, will circulate

RH: problem sending email from college role addresses – fix under way, to be reviewed next week

RH: report on CamSIS Postgraduate Student Feedback project – now has academic representation, chair of the Graduate Union was involved, and a small group of supervisors with students have been testing

### 797. Website update update

GG received a range of quotes, from simple technical upgrade to site review and replace. Development Office is a key stakeholder, and broader focus groups of college members were also convened. Two shortlisted agencies have been selected from original list of 10, have presented proposals, and final scope and contract negotiation now under way. Plan is for 5-year lifetime of this site update.

### 798. DCSA

DCSA is aware of the website update, has been making input to review process. Consensus is that DCSA site should continue to be independent, consistently branded, with navigation links to and from College site.

Newly arrived students are not yet added to WhatsUp list, but can be done at DCSA request. EK suggests that this could be done earlier for Lent term entries.

### 799. College computing facilities

Accounts department has had upgrade, CCTV system upgraded

Upgrade of all Eduroam certificates was notified by email and porters lodge signs

Some construction delay on Old Granary, but network connection is in place ready for next stage of build

### 800. University information systems

Students report recent Camsis update has usability issue – text entry limit without a feedback count

Review of charging structure is still under review, with new policy subcommittee established

UIS strategy reorganization around five portfolios: research, teaching, business, infrastructure ...

St John's is a pilot College user of institutional storage, RH will report in future

Proposal for Colleges' input to scheduling of "at risk" weekends for upgrade work during the year

New Colleges' IT committee has been established, replacing previous Bursars' IT sub-committee

### Date of next meeting:

Wednesday 24 April 2019

Alan Blackwell  
16 January 2019