



UNIVERSITY OF CAMBRIDGE

SCHOOL OF BIOLOGICAL SCIENCES IT COMMITTEE

Confirmed Minutes of the Meeting held on Thursday 16th June 2015

Present:	Nabeel Affara (Chair/Pathology)	Marko Hyvonen (Biochemistry)
	Jenny Barna (SBS/UIS)	Henrik Jönsson (Sainsbury Laboratory)
	Phil Brereton (Pathology)	Andy Judd (UIS/Vet School)
	Tracey Brown (Minutes)	Aylwyn Scally (Genetics)
	Richard Bartlett (CSCS)	Christoph Schwiening (PDN)
	Ian Clark (Genetics)	Derek Smith (Zoology)
	Alistair Downing (Gurdon Institute)	Wentao Song (PDN)
	Richard Fieldsend (Psychology)	Andrew Welchman (Psychology)
	Mark Holmes (Vet School)	

1. Apologies

Apologies were received from Richard Farndale (Biochemistry), Christopher Gilligan (Plant Sciences), Gabriella Rustici (Genetics), Paul Browne (Systems Biology), Paul Sumption (SCBS) and Martin Bellamy (UIS).

2. Declaration of Interests

No declarations of interest were received.

3. Minutes of the meeting held on Thursday 3rd March 2016

The Minutes were accepted.

4. Matters arising

4.1. Position Statements

The Chair outlined that no further statements have been received.

4.2. Structure of UIS

The action from the last minutes were to obtain the structure of the UIS from Martin Bellamy, particularly of the sub committees of the ISC so we could see which ones would be of particular interest to this committee to ensure representation on these committees. The Chair tabled an organogram and discussed the diagram with the committee; the Chair felt that those that would be important to this committee were the User Needs Committee, HPCS Strategy Group, Digital Teaching & Learning Sub-committee and the Student Information Systems Committee and opened this up for comment. Jenny Barna commented that the minutes asked for a list of committee membership and that the current structure was not available on the UIS website. The Chair confirmed that a membership list had been requested; it was felt it would be useful to see a list of names as this will confirm whether we have representation. The Chair asked Jenny Barna on how we could push this forward; it was suggested taking it to the Schools UIS meeting. **ACTION**

Following on from this discussion it was suggested that those present introduce themselves to the new enlarged committee.

4.3. Revised Terms of reference

The Chair reported that this document had been revised to reflect the various discussions of the last meeting and circulated. Jenny Barna reported that we do not have representation from Pharmacology (Academic or Computer Officer).

4.4. Review Sub-group IT in Teaching and Administration

The Chair confirmed that a request for a refinement of what the SBS Council are looking for has been submitted; to date nothing had been received. The Chair has sent follow-up emails to try and move this forward. Jenny Barna suggested contacting the Head of the School of Biological Sciences. Christoph Schwiening agreed to take this item forward.

ACTION

5. Proposal for use of SBS network funds

Jenny Barna reported that after a Joint Networks Management Committee meeting there has been the go ahead with the reworked prices. In May a rough price structure, which is fairer for smaller groups, was approved and Jenny is hopeful that the price structure is now quite stable. In late 2016 the UIS will be asking what PoP upgrades departments require but this will mean that funds will have been sitting dormant for another year. Jenny has requested that funds be given to departments before these are allocated elsewhere. The paper outlines what Jenny understands each department requires from recent dialogue. Jenny has spoken to Felicity Webster of the Finance Division and will speak to her again to confirm that funds can be distributed to the departments. It is possible that Felicity might ask for a list of potential expenditure; if this is the case then Jenny will contact each department. During a well-attended Techlink Seminar for the IT Community at UIS a few weeks ago the whole upgrade process was discussed; for further technical information please visit <http://www.uis.cam.ac.uk/features/cudn-update>. The Chair asked if the £5.8k link maintenance fee per year is a disincentive to departments; for some departments this could be quite a burden on recurrent costs. Jenny explained that this is the cost for science and moving big data around. Derek Smith questioned whether 10Gb is fast enough; data sets are getting bigger. Jenny agreed and outlined that departments can have a private fibre with 40Gb at either end and the price has now come online; this is why upgrading the backbone of the CUDN will mean everybody will potentially be able to use the higher speeds. The Chair felt that this is an issue and whether it should be taken to the UIS/Schools Liaison Group to consider a faster upgrade along the lines of the Oxford model. Jenny suggested taking what is being offered this year and noted the concerns.

ACTION: JB

6. General UIS update

Jenny Barna gave an update on selected highlighted UIS activities:

Managed Web Service 3 is coming out with a nice web interface. It will cost the same as Falcon at £100 per year.

There is an improved exam service for students with special needs but there is a growing worry with examiners that it is becoming unfair for those who do not use computers to return essay questions. There was general agreement that students sitting exams in college using computers were at an advantage. Behind the scenes there is a project to do a pilot with computerized examination scripts and Christoph Schwiening has further

information on this project being run by the Faculty of Law. This is very much at an early stage and is a long way off from general implementation. Christoph outlined some of the requirements and problems associated with a computer based examination system before it could be implemented. The chair asked if there was scope to push this forward if departments come together. Examiners and Course Organisers would have to develop a common approach and strategy. It was concluded that a clear definition of the requirements and technical problems is required before taking any proposal for pilot trials to the Council of Schools or Faculty Board. Christoph Schwiening will take it to the NVST Committee to see if we can get some joint action. **ACTION**

Bright Ideas Campaign. Jenny reported that Alistair Downie's mentoring/shadowing idea is to be taken forward to the IT Community Development Programme; details have been emailed to departments and IT staff should have received an invitation to attend a series of workshops. The programme should run for about a year and hopefully will become embedded rather than being a project.

Heads of Department have been sent an email regarding the Information/Cyber Security Management Programme. Karen Douglas thought it would be sensible to call a meeting with Computer Officers on the 6th July. The programme is to look at security issues. The ICS has approved the work on the University Wide Service Catalogue to improve the interface and incorporate offerings from all the schools; this will be a huge task and will take some time.

Further to the Microsoft Office package agreement, there is a plan to deploy Microsoft Exchange Email and there will be ongoing engagement with IT Staff.

7. **Any other business**

Jenny Barna was pleased to report that DropBox for Business will be available on 1st August (next financial year); £11 per year for students for 15GB and £48 for staff plus VAT for minimum of 5TB. OneDrive remains free and will continue to provide a second option. CAIC is to pilot the BioCloud/Storage Strategy in July with the hope to deploy this more widely with clear indications of cost over the summer. Jenny will email details as soon as they are available.

Derek Smith asked what was happening with Camgrid, Jenny explained that use was dramatically declining, but it does still exist.

8. **Date of next meetings**

Michaelmas Term 2016:	Sept 29 th and Dec 8 th
Lent Term 2017:	Mar 23 rd
Easter Term 2017:	Jun 22 nd
Michaelmas Term 2017:	Sept 28 th