



## UNIVERSITY OF CAMBRIDGE

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### SCHOOL OF BIOLOGICAL SCIENCES IT COMMITTEE

Confirmed Minutes of the Meeting held on Thursday 29<sup>th</sup> September 2016

<b>Present:</b>	Nabeel Affara (Chair/Pathology)	Marko Hyvonen (Biochemistry)
	Jenny Barna (SBS/UIS)	Henrik Jönsson (Sainsbury Laboratory)
	Phil Brereton (Pathology)	Graham Ladds (Pharmacology)
	Tracey Brown (Minutes)	Gabriella Rustici (Genetics)
	Ian Clark (Genetics)	Christof Schwiening (PDN)
	Alistair Downie (Gurdon Institute)	Paul Sumption (SCBS)
	Richard Farndale (Biochemistry)	Andrew Welchman (Psychology)
	Richard Fieldsend (Psychology)	

#### 1. Apologies

Apologies were received from, Christopher Gilligan (Plant Sciences), Alwyn Scally (Genetics), Andy Judd (UIS/Vet School), Mark Holmes (Vet School), Richard Bartlet (CSCS) and Wentao Song (PDN).

The meeting welcomed Graham Ladds from the Department Pharmacology; we now have two representatives from Pharmacology.

#### 2. Declaration of Interests

No declarations of interest were received.

#### 3. Minutes of the meeting held on Thursday 16<sup>th</sup> June 2016

The minutes of the meeting were accepted.

#### 4. Matters arising

##### 4.1. Structure of UIS

We still seek to obtain the membership lists of the sub-committees of the ISC. The Chair reported that this has not moved forward since the last meeting; the matter was going to be taken forward to the School Liaison Committee meeting. Jenny Barna has also drawn this to the attention to Martin Bellamy of the Joint Network Committee and he asked the secretary of the meeting to note this. The Chair suggested following this up at the next meeting.

**ACTION**

##### 4.2. Review Sub-group IT in Teaching and Administration

Christof Schwiening reported that he had a conversation with Abbi Fowden on the issue of IT in teaching and administration. Christof felt that it was for the SBS IT Committee to decide as to what initiatives it wished to join or drive forward given that University subcommittee was working very much in response mode rather than being proactive in leading; more supporting ideas and incentives and in response mode to the Digital Champions. Jenny Barna added that Graham Virgo the Pro Vice Chancellor is trying to

drive an agenda on this issue. The Chair suggested having a meeting with him and inviting him to talk to this committee.

**ACTION**

#### 4.3. Network Upgrade

Jenny Barna contacted Felicity Webster after the last meeting, it was confirmed to all involved that £13,000 is available for each group. However, Brexit has impacted on the price of hardware and suppliers are increasing their prices and there is concern with respect to honoring quotes. We await revised costs. Paul Sumption added that on the 10GB upgrade there is a new Firewall that can be self managed (if departments purchase the equipment - £5,000 -£6,000) or managed by UIS. Costs for UIS management have not yet been announced. Jenny Barna reported that a managed Firewall service is part of the Information Management Improvement Project. The Chair asked if this was an extra cost, which Paul Sumption confirmed. Paul Sumption suggested inviting John Holgate to the next meeting.

#### 5. **General UIS update**

Jenny Barna gave an update on selected highlighted UIS activities:

*Managed Web Service 3* - Jenny Barna has been helping people with the migration to MWS3.

*IT Community Development Programme* - A new website has all the papers and news papers for their meetings. Jenny Barna reported that it is progressing well.

*Information Management Programme* - Paul Sumption discussed firewall and agreed to send correspondence to co-ordinate questions to John Holgate of University Information Services (UIS). Jenny Barna explained that there are many strands and Maggie Taylor has created a map of the University and is currently writing a report. Common themes such as items not being backed-up and Departments holding their own databases have been identified. Jenny Barna agreed to investigate managed firewall and report back at the next meeting.

**ACTION: Jenny Barna**

*DropBox Business* – Students have requested to have the same level of DropBox as staff. Jenny Barna confirmed the cost to staff as £55 with a purchase order and £66 if you pay with your own credit card. Jenny Barna agreed to check if there would be any changes in pricing.

**ACTION: Jenny Barna**

*Other storage services* – These are being rolled out and draft prices can be obtained from Jenny Barna.

*Virtual Server Service* – If you are interested you should contact HPC directly. ([support@hpc.cam.ac.uk](mailto:support@hpc.cam.ac.uk)).

*HPC* – The new service is now available but pricing has not been announced. Jenny Barna believes it will not be higher than the Darwin price (1.2p/core hour). Gabriella Rustici made a request for training on use of the HPC as it was felt there was a specific need.

*Virtual BioCloud in 2014* - The Chair is keen to make Paul Sumption our point person to help us make this more available to other departments. Jenny Barna reported long delays

between pilot and delivery. Jenny Barna, Paul Sumption, Gabriella Rustici to work together to develop appropriate training to facilitate its use.

**ACTION: Jenny Barna, Paul Sumption, Gabriella Rustici**

*Room booking* – There is a project website, which might not be up-to-date ([www.roombooking.admin.cam.ac.uk](http://www.roombooking.admin.cam.ac.uk)) but it contains contact details. Certain departments are still piloting the system. Chris Thornhall is the Project Manager; he is the person to contact if you would like to join the pilot or find out how the project is progressing.

*Lecture capture* – Richard Farndale reported that Pt IB lectures in Biochemistry are being captured digitally and have been well received. At this stage, the position of other departments with respect to using this technology is not clear.

*Computer-based exams* – Jenny Barna reported that Richard Bartlett has a strong interest in this area. It was felt that feedback on trials is needed, and there is a need to work at a unified School level to make progress. Christof Schwiening thought that it would be good to start with the PtII exams. Gabriella Rustici to take this to David Good and the Teaching Committee.

*Moodle integration* – it was reported that work is progressing.

*ISC* - The June papers are now available to view at [www.admin.cam.ac.uk/committee/is/meetings](http://www.admin.cam.ac.uk/committee/is/meetings). Jenny Barna, the Chair and Karen Douglas receive a copy if anyone would like to see them.

## 6. Zoology/Joint Schools Project update

Unfortunately Derek Smith was not in attendance to provide the meeting with an update. The project is not on schedule and there is a shortfall in funding. The January date for a proposal has now slipped to April due to a resourcing issue. Richard Bartlett should be in a position to give an update at the next meeting.

## 7. Any other business

Marko Hyvonen has noted a lack of communication across the school about what is happening. After discussion the Chair suggested that Jenny Barna compile a monthly SBS IT Newsletter (to be circulated to everyone on this Committee) detailing the latest developments and what is in the pipeline with an estimate of delivery date.

**ACTION: Jenny Barna**

Paul Sumption reported to the meeting that he is moving to UIS, and will not be with SPS anymore. It was felt it would be helpful for him to stay on the Committee. This means that a new representative from Stem Cell will be required.

Richard Farndale reported that he is on sabbatical for the Michaelmas and Lent Terms and that Marko Hyvonen will be present.

Graham Ladds forwarded his apologies for the next meeting.

## 8. Date of next meetings

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