THE UNIVERSITY of EDINBURGH

KNOWLEDGE STRATEGY COMMITTEE

2 June 2017

Minute

Present:	Ms Doreen Davidson (Convener)
	Ms Alison Grant
	Ms Angi Lamb
	Dr Claire Phillips
	Mr Ritchie Walker
	Senior Vice-Principal Professor Charlie Jeffery
	Assistant Principal Ms Melissa Highton
	Assistant Principal Professor Siân Bayne
	Assistant Principal Professor Tina Harrison
	Mr Gavin McLachlan, Chief Information Officer and Librarian to the University
In attendance:	Ms Tracey Slaven, Deputy Secretary, Strategic Planning
	Mr Tom Ward, Director of Academic Services
	Dr Lewis Allan, Head of Court Services
	Mrs Victoria Dishon, College of Science & Engineering (for Professor Hugh McCann)
	Mr Jeremy Upton, Director of Library & University Collections (for Items 5 and 6)
	Professor Dragan Gasevic, Chair in Learning Analytics and Informatics (for Item 7)
	Ms Jenni Houston, Head of Digital Skills and Training Section, Learning Teaching and Web (for Item 8)
Apologies:	Assistant Principal Professor Jeremy Bradshaw
	Assistant Principal Professor Alan Murray
	Mr Patrick Garratt, EUSA Vice-President Academic Affairs
	Mr Hugh Edmiston, Director of Corporate Services
	Mr Phil McNaull, Director of Finance
	Ms Jo Craiglee, Head of Knowledge Management & Planning
	Dr Catherine Elliot, College Registrar, CMVM
	Professor James Loxley, CAHSS
	Professor Hugh McCann, CSE

1   Minute   Paper A

The Minute of the meeting held on 24 March was approved.

2   Matters Arising

The Chief Information Officer provided updates on:
i) improvements to the University's firewall scheduled for the summer
period;

ii) the establishment of a rapid review group led by the incoming Head of College of Science & Engineering to investigate a graduation email sent in error. The Committee requested an update on the outcome of the review in due course.

SUBSTANTIVE ITEMS

3   Information Services Capital Envelope   Paper B

The updated Information Services Capital Forecast for the ten year period 2016/17 to 2025/26 was reviewed.

4   Core Systems Strategy   Paper C

Following the initial introduction paper considered at the 20 January 2017 meeting, the Chief Information Officer and Librarian to the University presented a systems roadmap, technical strategies, vendor approach and procurement method for the University's proposed new core enterprise business systems. The following points were raised in discussion:

- Security implications of a single sign-on system and whether a password safe/locker system would be of use – with industry advice suggesting that a single password, updated regularly, is more secure than requiring multiple passwords for multiple systems and the Chief Information Security Officer currently reviewing password safe/locker systems;
- Avoiding the current proliferation of local systems by encouraging staff 'buy-in' to the new system rather than relying on University policies to proscribe new local systems – integration with the Service Excellence Programme may aid staff buy-in as the Core Systems Strategy will not be viewed solely as an IT project;
- The opportunity for Information Services staff to spend increasing time collaborating with academic staff rather than maintaining a patchwork of ageing systems as at present;
- Environmental effects of 'cloud' computing systems – currently being considered with the assistance of the Social Responsibility and Sustainability department, initial indications are that large vendors have more efficient systems with lower environmental impact than local systems;
- Careful management of the implementation period to ensure that sufficient time for staff training is planned.

The strategy and the move to the first phase of procurement (competitive dialogue) was endorsed and recommended to Policy & Resources Committee for approval. A formal request for funding approval will follow.

5   Main Library Occupancy Review   Paper D

The Director, Library and University Collections, presented the recommendations of the Main Library Study conducted by Shepley

Bulfinch Architects between November 2016 and April 2017. This followed the Main Library Redevelopment Project which helped to increase user footfall from 1 million visits per year in 2004-05 to over 2 million visits in 2015-16 but has greatly increased pressure on the building (e.g. lifts, ventilation, study space available). The Study's findings were discussed and noted. The approval by Estates Committee on 24 May of £500k funding to commence a procurement process and appoint a design team to progress the design for the short to medium term development opportunities identified in the Study was welcomed.

| 6 | **Revision to Library Committee Governance** | **Paper E** |

Proposals to modify the Library Committee's governance structure and Convener were reviewed. It was noted that the remit, activity and membership of the Committee is controlled by University Ordinances no. 64 (Custody and Management of Libraries, created in 1895) and no. 182 (Composition of the Library Committee, created in 1978), which are outdated but difficult to change, with any revisions requiring the approval of Her Majesty in Council. However, changes to other University Ordinances required by the Higher Education Governance (Scotland) Act 2016 provide an opportunity to replace the Library Committee Ordinances with a single University Resolution – ensuring an high level of consultation and oversight from Court and Senate remain in place but without requiring Scottish Government and Privy Council approval to change the membership of the Library Committee over time.

The Committee endorsed the proposal and recommended that Court approve in principle the revocation of Ordinances no. 64 and no. 182 and their replacement by a University Resolution.

The Committee approved the appointment of Professor Dorothy Miell as the Convener of Library Committee with effect from 1 August 2017.

| 7 | **Learning Analytics Policy** | **Paper F** |

The Chair of Learning Analytics provided an update on the progress of the task group established to develop a Learning Analytics Policy and a set of Principles and Purposes for Learning Analytics approved by the Senate Learning and Teaching Committee. Noting that the Principles and Purposes are a precursor to a more detailed Policy document to be developed covering areas such as data governance, consent and security, the Committee approved the Principles and Purposes subject to minor textual amendment.

| 8 | **Digital Skills and Lecture Recording Training Update** | **Paper G** |

The Head of Digital Skills & Training presented activities and plans for delivering Digital Skills training to staff and students across the University in support of the University's aspiration that all educators become digital educators and all students become digital students. It was suggested that

a linked aspiration could be for all Court members to become digital Court members. It was noted that all lecture recording training will be available online over the summer period for academic staff prior to implementation in the new academic year. The Committee welcomed the presentation and the increasing range of Digital Skills training available within the University.

ITEMS FOR NOTING OR FORMAL APPROVAL

9   Information Security Update   **Paper H**

The Information Security update was noted.

10   Revision to University Computing Regulations   **Paper I**

Proposed revisions to the 21st Edition of the University Computing Regulations were endorsed and recommended to Court for approval.

11   IT Committee Convener   **Paper J**

The proposed change of IT Committee Convener from the Chief Information Officer to a senior member of academic staff from 1 August 2017 was approved.

12   Date Stewards Progress Report   **Paper K**

Progress towards defining the Data Steward role and establishing a catalogue of golden copy data sets was noted.

13   UK Scholarly Communications Licence   **Paper L**

The benefits of adopting the UK Scholarly Communications Licence, which provides a new licencing model between the University and publishers for research papers, were noted.

14   Projects and Ongoing Activities Update   **Paper M**

The Projects and Ongoing Activities Update was noted.

15   Senate Committee Projects Update   **Paper N**

The Senate Committee Projects Update was noted.

16   Committee Reports
- Library Committee Report   **Paper O1**
- IT Committee Report   **Paper O2**

The Library Committee and IT Committee reports were noted.

17 Any Other Business

On behalf of the Committee, the Convener thanked Angi Lamb for her service and invaluable advice to the Committee over her term of office.

18 Date of next meeting

Friday, 13 October 2017 at 10am.