KNOWLEDGE STRATEGY COMMITTEE

13 October 2017

Minute

Present:	Ms Doreen Davidson (Convener)
	Dr Claire Phillips
	Mr Ritchie Walker
	Senior Vice-Principal Professor Charlie Jeffery
	Assistant Principal Professor Siân Bayne
	Assistant Principal Professor Tina Harrison
	Mr Gavin McLachlan, Chief Information Officer and Librarian to the University
	Ms Bobi Archer, EUSA Vice-President Education
In attendance:	Ms Tracey Slaven, Deputy Secretary, Strategic Planning
	Ms Jo Craiglee, Head of Knowledge Management & Planning
	Mr Phil McNaull, Director of Finance
	Dr Catherine Elliot, College Registrar, CMVM
	Professor James Loxley, CAHSS
	Mrs Victoria Dishon, College of Science & Engineering (for Professor Hugh McCann)
	Mr Tom Ward, Director of Academic Services
	Dr Lewis Allan, Head of Court Services
	Ms Jennifer Milne, Deputy Chief Information Officer and Director of Applications Development and Operations (for Item 3)
	Mr Dave McClelland, Information Security Division (for Item 6)
	Ms Libby McCue, Senior Management Accountant (for Items 7 and 8)
	Mr Tony Weir, Director of IT Infrastructure (for Item 8)
	Mr Andrew Howe, Director of User Services (as an observer)
Apologies:	Ms Alison Grant
	Assistant Principal Ms Melissa Highton
	Assistant Principal Professor Jeremy Bradshaw
	Assistant Principal Professor Alan Murray
	Mr Hugh Edmiston, Director of Corporate Services
	Professor Hugh McCann, CSE

1   Minute   **Paper A**

The Convener welcomed the EUSA Vice-President Education to the Committee. The Minute of the meeting held on 2 June 2017 was approved.

2   Matters Arising

The Chief Information Officer provided a progress update on the University-wide lecture capture system, with 114 rooms equipped to date.

Members welcomed the successful implementation to date and discussed the recording of lectures using chalk-based blackboards, longer term pedagogical effects and monitoring any effect on student attendance levels.

SUBSTANTIVE ITEMS

3   Digital Transformation   **Verbal**

The Deputy Chief Information Officer delivered a presentation on the University's digital transformation activities – the application of digital technology in all aspects of the University. Updates on underpinning digital transformation projects were noted and student focused projects and communications to Schools and Colleges discussed.

4   Distance Learning at Scale   **Paper B**

The Senior Vice-Principal presented an update on the current status of the Distance Learning at Scale project, with 13 potential pilot courses identified and business cases in development. The Committee noted the partial drawdown of funds from those assigned to Distance Learning at Scale in the planning round for 2017/18. The following points were discussed:
- Courses will be research-led and distinctive to the University of Edinburgh;
- 'Unbundling' – opportunities for students to progress at varying rates according to their own preference without the constraint of the standard academic year model;
- Providing appropriate student support tailored to large-scale distance learning courses.

5   Bulk Email Investigation   **Paper C**

The Deputy Secretary, Strategic Planning presented a report on the investigation into a graduation email error in June 2017. Future actions and lessons learned were noted, including a review of email templates, the timing of potentially sensitive emails and considering which emails require human review before issuing. Members discussed avoiding issuing emails on Fridays and examples at other organisations such as secondary education exam boards.

6   Information Security Policy & Framework   **Paper D**

A revised Information Security Policy and a proposed Information Security Framework with supporting standards and procedures were reviewed. Improving communication to staff and students, mandatory awareness training for all staff and replacing an existing code of practice were discussed. The revised Information Security Policy was endorsed, with

approval of underlying standards for the Information Security Framework delegated to IT Committee.

7	**Information Services Capital Envelope**	**Paper E**

The updated Information Services Capital Forecast for the ten year period 2016/17 to 2025/26 was reviewed. A deliberate underspend in 2016/17 relating to the lecture capture project was noted, with expenditure re-profiled as per capital rules.

8	**Digital Research Services**	**Paper F**

The Director of IT Infrastructure presented the proposed 2017/18 Digital Research Services project programme. The programme's intention to develop and maintain a comprehensive and integrated suite of digital services for University researchers was noted and avoiding duplication of long term research data storage was discussed. The programme of work and expenditure was approved as set out in the paper.

ITEMS FOR NOTING OR FORMAL APPROVAL

9	**Learning Analytics Update**	**Paper G**

Linkages between the development of a new learning analytics policy with the new General Data Protection Regulation and distance learning at scale programme were considered. It was agreed to delay developing a detailed learning analytics policy until later in 2017-18 and to introduce interim governance arrangements as proposed in the paper with immediate effect. Developing case studies or examples to assist Schools with interpretation of a new policy was requested.

10	**Core Systems Strategy – Information Security Risk Considerations**	**Paper H**

Following a request at an earlier meeting, an update on potential information security risks to be addressed within the development of the Core Systems Strategy was reviewed. Liaising with other universities, learning from commercial examples and contractual requirements for third party data processors was discussed.

11	**Data Stewards**	**Paper I**

The Committee endorsed the:
- Catalogue of golden copy data sources, including data steward appointments for the core golden copy data sources;
- Formal definition of the data steward role;
- Proposal that Heads of Colleges and Support Groups should be accountable for appointing Data Stewards in their locales, in line with their overall accountability for information security.

12   Information Security Update   **Paper J**

The Information Security update was noted.

13   Projects and Ongoing Activities Update   **Paper K**

The Projects and Ongoing Activities update was noted.

14   Senate Committees Projects Update   **Paper L**

The Senate Committee Projects update was noted.

15   Committee Reports
- Library Committee Report   **Paper M1**
- University Collections Advisory Committee Report   **Paper M2**

The Library Committee and University Collections Advisory Committee reports were noted.

16   Any Other Business

The appointment of the Assistant Principal Data Technology as the new academic chair of IT Committee was welcomed.

17   Any Other Business

There was no other business.

18   Date of next meeting

Friday, 19 January 2018 at 10am.