KNOWLEDGE STRATEGY COMMITTEE

19 January 2018

Minute

Present:	Ms Doreen Davidson (Convener)
	Dr Claire Phillips
	Mr Ritchie Walker
	Assistant Principal Ms Melissa Highton
	Assistant Principal Professor Jeremy Bradshaw
	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:	Mr Hugh Edmiston, Director of Corporate Services
	Ms Tracey Slaven, Deputy Secretary, Strategic Planning
	Ms Jo Craiglee, Head of Knowledge Management & Planning
	Mr Phil McNaull, Director of Finance
	Dr Lewis Allan, Head of Court Services
	Ms Libby McCue, Senior Management Accountant (for Item 4)
	Ms Jennifer Milne, Deputy Chief Information Officer (for Item 5)
	Mr Richard Battersby, Head of Library Academic Support (for Item 7)
	Ms Janet Roberts, Director of EDINA (as an observer)
Apologies:	Ms Alison Grant
	Senior Vice-Principal Professor Charlie Jeffery
	Assistant Principal Professor Siân Bayne
	Assistant Principal Professor Alan Murray
	Dr Catherine Elliot, College Registrar, CMVM
	Professor James Loxley, CAHSS
	Professor Hugh McCann, CSE
	Mr Tom Ward, Director of Academic Services

1	**Minute**	**Paper A1**
		Paper A2

The minute of the meeting held on 13 October 2017 and the minute of the electronic meeting concluded on 11 December were approved.

2 Matters Arising

The Convener congratulated Assistant Principal Professor Jeremy Bradshaw on his appointment as Pro Vice-Chancellor (International & Doctoral) at the University of Bath from February 2018 and thanked him for his service to the Committee and to the University more broadly.

The Chief Information Officer noted that the proposed DiRAC High Performance Computer System purchase previously endorsed by the

Committee had since been approved by Exception Committee and the procurement taken forward.

SUBSTANTIVE ITEMS

3	**Information Services Planning: Strategic Programmes**	**Paper B**

The Chief Information Officer presented the emerging key components for the Information Services Group's annual planning round submission. The proposed strategic programmes are: Learning, Teaching and Student Experience; Digital Research Services; Core Systems Strategy; Digital Transformation; Information Security; and, Library: National and International Leadership. The following points were raised in discussion:

- Important to prioritise while recognising challenges in doing so;
- Assess the appropriate level of information security standards required for different areas of the University;
- Sub-divide the student experience programme into projects intended to benefit current students and future students;
- A project planning unit is assessing likely staffing requirements to deliver the programmes;
- Moving towards an integrated model for planning and improving references to the University's strategic objectives in the submission.

4	**Information Services Capital Envelope**	**Paper C**

A review of the capital expenditure for 2016/17 and a forecast of capital expenditure for the period 2017/18 to 2025/26 was reviewed. It was noted that new equipment for automated library lending may be required, with the Committee to be kept updated.

5	**Core Systems Strategy – Procurement Update**	**Paper D**

Stages for the Core Systems (Phase 1) procurement project and associated governance engagement plan and timeline were reviewed. Approval for the procurement award will be sought from Court, with delegated authority requested for the detailed competitive dialogue phase prior to the issue of the Invitation to Submit Final Tender.

The Committee noted the procurement timeline summary, approved the procurement governance engagement plan and timeline and noted the intention to seek delegated authority for budget approval.

6	**Lecture Capture Consultation**	**Paper E**

The Assistant Principal Online Learning summarised the draft Lecture Recording Policy, currently the subject of an open consultation. Noting the intent for the new policy to come into effect for the 2018/19 session, coinciding with an integration of the lecture recording service with the timetabling system and an expansion of the service provision to cover nearly 300 rooms, members made the following points:

- The proposed move from an 'opt-in' to an 'opt-out' system, with Head of School agreement required for an 'opt-out' was welcomed;
- Lecture recording can reduce the likelihood of lectures over-running, assisting students who have successive lectures scheduled;
- Longer term, lecture recording could assist in improving lecture quality;
- The proposed policy and large-scale implementation can place the University as a leader in the field.

7   Library Materials   Paper F

The Head of Library Academic Support outlined a business case for an uplift to the Library materials budget to be considered within the annual planning round. Members discussed the above inflation price increases set by publishers offering journals on a 'bundled' basis, increasing student demand for library materials, taking a University-wide approach to the Library budget including managing currency fluctuations, incorporating philanthropic support into the business case and setting the business case in the context of the University's Strategic Plan.

ITEMS FOR NOTING OR FORMAL APPROVAL

8   Library Committee Governance   Paper G

Following Court's agreement in principle in June 2017 to revoke two outdated Ordinances governing the Library Committee and their replacement by a new Resolution, a new draft Resolution and Terms of Reference for the Library Committee were considered. Noting the intent for the draft Resolution to contain general principles and for the Terms of Reference to contain specific details on the operation of the Library Committee, the draft Resolution was endorsed and the Terms of Reference approved.

9   Distance Learning at Scale   Paper H

An update on the Distance Learning at Scale programme was reviewed. The Committee discussed work underway to develop governance and quality assurance structures, the size and scope of existing distance learning courses, and the use of student support services by distance learning students compared with on-campus students.

10   Information Security Update   Paper I

The update on current information security activity across the University was noted.

11   Projects and Ongoing Activities Update   Paper J

The Projects and Ongoing Activities update was noted.

12   Senate Committees Projects Update   **Paper K**

The Senate Committee Projects update was noted.

13   Committee Reports
- University Collections Advisory Committee Report   **Paper L1**
- Library Committee Report   **Paper L2**

The Committee reports were noted and success of the renovated St Cecilia's Hall in attracting a wide variety of cultural events welcomed. Members discussed access to other University buildings of public interest, including McEwan Hall.

14   Any Other Business

There was no other business.

15   Date of next meeting

Friday 23 March 2018 at 10am.