

Computing Strategy Group Minutes

13th December 2018, 10:00 am, Room 5.42

Present: Ian Simpson (Chair), Alastair Scobie (AS), Martin Wright, Tim Colles, Stuart Anderson, Angela Sturniolo (ASt)

Apologies: Jane Hillston, Nigel Topham

	Summary	ACTION
1.	<p>PREVIOUS MEETING</p> <p>Approval of previous minutes and matters arising Actions completed from previous meeting where discussed and agreed. Actions still pending from previous meeting:</p> <ul style="list-style-type: none"> • Strategy for improving transition to use of VLE (and other tools) working group still pending. TC to make sure that Nigel Goddard and Alex Burford agree to join the working group. IS pointed out that the main working group priority should be to focus on the compulsory courses and also noted that many system functionalities don't work well. • Strategy for supporting possible on-line 2 years MSc still pending – Stuart to produce a detailed proposal and circulate to CSG. • GDPR update – this is a carry forward item • School access to self-managed compute resources – this is a carry forward item. • Computing plan is developed but not completed. This will be finished soon. 	<p>SOA AS AS AS</p>
2.	<p>Discussion on Computing Strategy group remit, frequency and structure of meetings It was agreed that two meetings per year, respectively chaired by DoT and DoR are insufficient to cover the work of the group. IS proposed that the bulk of CSG's business be carried out by working groups. These groups will report to CSG who will discuss and approve or pass to Strategy Group as appropriate. This proposal was accepted.</p> <p>It was proposed and agreed that, until we have a variety of working groups in place, CSG will meet once a quarter. Thereafter CSG will meet once per semester.</p>	
3.	<p>Updates from working groups</p> <p>Action – AS in consultation with IS and SOA to confirm sponsors for working groups</p> <ul style="list-style-type: none"> • Teaching Admin working group TC reported that the first meeting of the Teaching Admin working group took place in August. The plan is to simplify Theon by splitting into individual databases with read-only feeds between them. It isn't appropriate for every need to be addressed by Theon – O365 shared spreadsheets are appropriate for some use cases. SOA asked whether O365 supports locked cells – TC believes that it does. SOA raised his concern over the lack of functionality of central systems and that a lot of Euclid code has reputedly not been eye-balled since 2011. • Compute & Data Strategy AS reported that compute and data strategy working group met in October. Several of the actions discussed there have already been dealt with. One particular issue that arose was GPU provision requirements for taught students. MW suggested that the projected 	<p>AS</p>

	<p>student numbers are available from Neil Heatley. IS noted that the College Strategy document should be ready in January, this should address many of the issues arising within the School. School plans should be complementary to those developed at College level. The next CDS meeting will decide parts the School will need to develop and those that are best developed in co-ordination with College.</p>	
4.	<p>Computing Strategy</p> <ul style="list-style-type: none"> • School Computing Strategy 2018-2021 • College IT Strategic Plan 2018-2021 • College IT Strategic Plan Template • School Input to the CITC Strategic Plan <p>AS reported that there are two documents that we need to produce. The first is our internal annual Computing Plan. This is used to give direction, particularly to service development, for the School’s computing staff. The second is the School IT Strategic Plan which is required of us by the College IT Committee and which is used to produce the College’s IT Strategic Plan. The IT Strategic Plan is required by January 2019.</p> <p>AS tabled a draft of the IT Strategic Plan. The Committee discussed the various sections of this plan in some depth identifying a number of items to be amended or added.</p> <p>Action - AS will incorporate these changes and circulate a draft update prior to submission to College IT Committee.</p> <p>The Committee discussed how best to prepare the School IT Strategic Plan, and the internal Computing Plan, in future. It was agreed that a working party should be formed around October of each year to produce both documents. It is unfortunate that the timing does not allow for both plans to be produced once the School’s plan has been produced.</p> <p>Action - AS will form a working party in October 2019.</p> <p>MW emphasised that much of the work should be done by working groups so that CSG can focus on making strategic decisions based on information provided and then be responsible for disseminating that strategic information to the relevant stakeholders.</p> <p>During the discussion it was noted that:</p> <ul style="list-style-type: none"> • Data storage of REF outputs should be included in the plan, this will need to be included in data guidance for researchers, including costings of grants. • We should use case study examples to help users understand and connect with issues. For example, create an exemplar DMP for an EPSRC funded project, using DMP online. • Kasia Kokowska should be involved to help with the communication part of the plan. <p>Action – IS and SOA to support AS to complete the Strategy plan by beginning of October</p>	<p>AS</p> <p>AS</p> <p>IS/SA/AS</p> <p>IS/SA/AS</p>
5.	<p>AOB</p> <ul style="list-style-type: none"> • <u>An update on the procurement of the PGR cluster</u> A plan for procuring a PGR cluster has been produced and agreed with Strategy Committee. A condition of the funding is that the procurement should be completed within the 18/19 financial year. To achieve this, we will need to engage with Procurement by the beginning of February. 	

	<ul style="list-style-type: none"> • <u>Possible purchase of Qualtrics survey software licence</u> A number of postgraduates had proposed that we purchase a School wide licence for the Qualtrics survey software. A survey of staff and research postgraduates had shown considerable support for this proposal. MW agreed that the School will fund this licence. AS will arrange for the licence to be procured. • <u>Computing staff placeholders in School Plan</u> AS reported on two placeholders for additional computing staff to be included in the School Plan. The first post will be to improve support for the Office 365 suite, particularly SharePoint, as we expect that the use of these tools will become more pervasive in the School. The expectation is that we would hire an individual who has existing strong knowledge of Office 365. The second post will be to provide succession cover for the support of the School’s computing network. • <u>Office 365 migration progress</u> AS reported that the remaining admin staff will be migrated to Office365 in January. He will identify a number of senior academics to migrate at the same time, to provide feedback to other academic staff prior to their migration (which is expected to take place after Easter 2019). MW remarked that it was important to put in place adequate support and training for Office365 prior to any future migrations – AS confirmed that Alison Downie is arranging for this. 	AS
6.	Date of next meeting: Mid-March – date will be confirmed according to group members availability	