Higher Education Information Directors in Scotland (HEIDS)

Approved Minutes

Thursday 18th January 2007
Heriot-Watt University

Present:

Chair

Andrew McCreath	Robert Gordon University	AM

Temporary Minute Secretary

Catherine McMillan	Napier University	CM
Malcolm Bain	University of St Andrews	MB
David Beards	Scottish Funding Council	DB
Caroline Cochrane	RSAMD	CC
Louise Garden	Glasgow Caledonian University	LG
Brian Gilmore	University of Edinburgh	BG
Alun Hughes	UHI Millennium Institute	AH
Peter Kemp	University of Stirling	PK
Simon Marsden	University of Edinburgh	SM
Sandy Macdonald	University of Glasgow	SMcD
Sean McDonald	Heriot-Watt University	SeMcD
Stuart McFarlane	Edinburgh College of Art	SMcF
Fraser Muir	Queen Margaret University	FM
Brian Mullins	University of Paisley	BM
Moriamo Oduyemi	University of Abertay Dundee	MO
Brian Robertson	University of Aberdeen	BR
David Rundell	Heriot-Watt University	DR

1. **Apologies were received from the following:**

Stuart Brough	University of Strathclyde	SB
Paul Dean	Napier University	PD
Heidi Fraser-Krauss	University of St Andrews	HFK
Frazer Greig	University of Abertay Dundee	FG
Paul Haley	University of Aberdeen	PH
Bill Harvey	Scottish Funding Council	BH
Garry Main	UHI Millennium Institute	GM
Kathy McCabe (Secretary)	University of Stirling	KMcC
Robert McGregor	Scottish Funding Council	RMcG
Tom Mortimer	University of Dundee	TM
Bruce Rodger	University of Strathclyde	BRO
Colin Watson	Glasgow School of Art	CW

AM welcomed Sandy Macdonald to his first meeting.

2.   Minutes of the previous meeting:
The minutes of the meeting held at University of Stirling were approved.

3.   Matters arising:
Forensic Investigation Procedures
Work on this is continuing. PK reported that Stirling's current procedures were working well. LG reported that Strathclyde Police take a particularly robust approach regarding the confiscation of materials.   It was agreed to leave this on the agenda.

<div align="right">AM/LG</div>

Oracle licences
SM reported that the Oracle Steering Group will meet on the 23rd of January 2007. Eduserve has also had a preliminary meeting with ORACLE regarding licensing. It has been noted that all decisions on this matter will have to go to ORACLE US for a decision. SM shared the Steering Group's "wish list" for an agreement with ORACLE (given below).

- Transparent terms and conditions
- Consistent terms and conditions
- Simple metric for calculating pricing
- Consistency over contents of bundles
- More Stability with ORACLE sales staff and lines of escalation
- HE wide pricing structure
- Licences that cover all available platforms for a product
- Review of numbers to fall in line with financial year
- Core product bundle and menu of optional products
- No loss of benefits of existing investment in perpetual licences under any new agreement.

PK also reported that he had discussed the matter with John McLelland (author of Review of Public Procurement in Scotland).

<div align="right">SM/PK</div>

HEIDS website
The logo remained work in progress.
The slides from the last meeting are available on the Web Site.

<div align="right">TM</div>

JISC Strategy Consultation
AH is going to present a paper to JISC.
Discussion took place round the relationship between JISC and the Scottish Funding Council regarding the funding of capital projects. It was again noted that neither the Scottish Funding Council nor Universities Scotland want funding top sliced for these projects as in England.

AH will continue liaison with the Scottish Funding Council, however the action has been completed.

UKERNA consultation with MANS for RPAN3
A group has been put together consisting of Jason Bain, Ed Carter, Paul Kentish and Tim Robinson to review RPAN3. It will next meet in March 2007. UKERNA will look at improving coordination between the Scottish

MANS rather than merger. However, it is recognised that at this early stage the detail of any contracts has yet to be developed.

Other actions from previous meeting
Al other actions had been done.

4	**Presentation on Systems Integration (University of Paisley)**	
	BM gave a presentation on Systems Integration at the University of Paisley and a useful discussion took place round the issues.	BM/KMcC
	The slides will be made available on the HEIDS Web Site and BM will report back on progress at future meetings	
	BM was thanked by the group.	
5	**Stress Survey**	
	It was agreed that this item should be held over until the next meeting in light of TM being unavailable.	TM
6	**Framework Agreement**	
	A useful discussion took place round the experiences of the various institutions.	
	There was a wide variety between institutions with regard to the point in the process that had been reached. Some institutions had completed the exercise and were going through appeals, others were about to release outcomes and others were still in the process of role evaluation.	
	Two institutions reported substantial (20 – 25%) red circling. Another institution reported no red circling.	
	The opinion was expressed that overall very little had been changed by the exercise.	
	No one reported a staff retention problem as of yet. However many institutions reported poor motivation, lack of staff morale and ongoing recruitment problems.	
	It was agreed to keep this on the agenda and continue to share experience.	All
7	**Sustainability**	
	DB presented a paper on IT issues relating to sustainability.	
	A wide ranging discussion took place. Two Universities reported substantial (> £100K) savings in electricity with switching to thin client. It was generally believed that the cost of powering both desk top and server room computers was of the same order of magnitude to heating and lighting. It was recognised that there is always trade off when purchasing new equipment between upfront costs and environmental factors.	
	It was agreed that DB and AM would discuss getting a survey done to assess energy costs and set up benchmarks for energy use.	AM/DB

It was agreed to add an agenda item on the disposal of equipment to a future meeting. DB would also investigate whether the Scottish Funding Council would fund a study into the disposal of equipment.

PK
DB

All

All members are to get back to DB on the following points:
- Is your institution a member of EAUC (Environmental Association of Universities and Colleges)? Currently chaired by Charlie Morrison of Napier University.
- Do you have a policy on energy use by students?
- Any points that should be fed back to the Scottish Executive.

8   E Procurement

The bid to the Efficient Government Reform Fund has been successful. This has provided £11.4M to implement Collaborative Procurement and Electronic purchasing. For HE and FE, a Centre of Expertise is being established based at Napier University. When operational, subscribing institutions will use this Centre of Expertise for all new purchases of IT hardware and major software purchases.

It was also noted that the OSIAF (Open Scotland Information Age Framework) is now effectively compulsory. More information at http://www.scotland.gov.uk/Topics/Government/Open-scotland/19913/21663. This framework specifically allows the creation of a Community Specific Interoperability Groups. It was thought that it might be appropriate for HEIDS to set up such a group. AM and PK will investigate.

AM/PK

In addition, owing to the short timescales involved, it was thought appropriate that a direct contact with Brian Baverstock (Deputy Director of Governance and Management Appraisal and Policy at the Scottish Funding Council and believed Chief Executive of the new Centre of Expertise) is made. AM, PK and SM to pursue.

AM/PK/SM

Discussion took place round the potential tensions between UK wide HE arrangements and Scottish Public Sector arrangements.

Several people reporting having been made the OSIAF contact for their University.

9   AGM
9.1 Election of Chair and Election of Secretary
9.2

A discussion took place round the current arrangements for annual appointment of the Chair and Secretary. It was widely agreed that appointing the office bearers for a period of a year makes it difficult to achieve continuity.

It was agreed that in future office bearers (while being subject to annual elections) would normally be expected to serve for a period of three years.

No one else wished to stand for the chair or secretary post and both AM and KMcC had expressed that they were willing to remain in post for a further two years. They were therefore both confirmed in post. Thanks was offered from the chair to KMcC for all her work during the year.

It was pointed out that if at some point in the future both office bearers were retiring at the same time and neither were remaining as an office bearer it may be necessary to review the three year arrangement to ensure continuity could be achieved.

It was agreed that it was not necessary to appoint deputies as if either office bearer was unavailable for a particular meeting someone could be appointed on the day.

9.3 **Review of Constitution**
Four minor amendments were agreed.
- References to FE should be changed to Scotland's Colleges
- The qualification for full membership should be changed to say Higher Education Institutions funded by SFC
- References to "Director of Computing" should be changed to "Director of IT"
- The area relating to the appointment of office bearers should be amended in line with the agreement under 9.1/9.2.

AM and KMcC to redraft the constitution and republish the constitution.   AM/KMcC

10. Reports

10.1 RSC (CC)
Routine funding has changed its focus to strategic needs. Training responsibility being successfully transferred to the institutions.
Move towards eAssessment.

10.2 Universities Scotland (PK)
Response to comprehensive spending review being prepared.
Comments on draft due by the 22nd of January prior to final publishing on the 30th.
PK will be pointing out the need for a consideration of the support and maintenance for new facilities/services rather than only considering capital costs.

10.3 JISC
No significant update.
DB requested that anyone who is a member of a JISC committee   All
suggests they start to use video conferencing.

10.4 SFC (DB)
A benchmarking pilot for eLearning is being produced. This will allow benchmarking of how mature and embedded eLearning is in any institution. A slimmed down model will be prepared for Scotland's Colleges.

10.5 UKERNA (AM)
AM had been unable to attend the last meeting although he had the papers and minutes from this meeting available. There had been discussion on RPAN3 and institutions' internal networks. There was a policy document on Managed Bandwidth although it was not known if this had been accepted.

10.6 SCURL/SCONUL (PK)
SCURL is reviewing its constitution. A legal change owing to the Cultural Bill means it cannot remain as a sub-committee of the Board of Trustees of the National Library.
Work is also ongoing on Open Access Repositories and Collaborative Academic Store.

10.7 UCISA CISG (CM)

In the absence of HFK, CM reported she had now joined this group. It had met on the 17th of January 2007. There was nothing of significance needing raised at HEIDS.

10.8 UCISA Executive
No Update

11 AOCB
None

12 Date and agenda for next meeting
The next meeting would take place during the second half of April at Glasgow University. KMcC would circulate some possible dates.

The topics put forward for the future meetings were:

Stress survey. TM agreed to share the experiences of this exercise at University of Dundee. Continued from this meeting.   TM

Disposal of Equipment PK agreed to lead this.
                                                                              PK
Authentication. BG agreed to give a perspective of the options at a previous meeting.   BG

Janet Roaming Service. It was not agreed who would lead this item.

It was agreed that early in the academic year 2007/8 a HEIDS meeting would take place in Queen Margaret University's new campus.

AM thanked the Heriot Watt University for hosting the event, for lunch and for the facilities.

13 Tour of facilities
HEIDS attendees were offered a visit and demo of the Institute of Petroleum Engineering "Visualisation Suite".

C McMillan 19th January 2007