Higher Education Information Directors in Scotland (HEIDS)

Approved Minutes

Friday, 4 February 2011
University of St Andrews

Present:

Chair

Alun Hughes	UHI Millennium Institute	AH

Secretary

Fraser Muir	Queen Margaret University, Edinburgh	FM
Paul Dean	Edinburgh Napier University	PD
Gerry Dougan	SFEU	GD
Heidi Fraser-Krauss	St Andrews University	HFK
Brian Gilmore	University of Edinburgh	BG
Frazer Greig	University of Abertay	FG
John Maher	UHI Millennium Institute	JM
Ronnie McIntyre	SAC	RM
Catherine McMillan	University of Strathclyde	CM
Graham Miller	University of Stirling	GM
Tom Mortimer	University of Dundee	TM
Brian Mullins	University of the West of Scotland	BM
Frances Neilson	JANET UK	FN
Walter Patterson	SERO	WP
Brian Robertson	University of Aberdeen	BR
Colin Watson	Glasgow School of Art	CW

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

Darren Gibb	APUC
Moriamo Oduyemi	Abertay University
Peter Glennie	The Robert Gordon University, Aberdeen
Kathy McCabe	University of Stirling
Sandy MacDonald	University of Glasgow
Mark Toole	University of Stirling
Andrew McCreath	The Robert Gordon University, Aberdeen
Dean Phillips	University of Aberdeen
Sean McDonald	Heriot-Watt University
Caroline Cochrane	RSAMD
Simon Marsden	University of Edinburgh

The chair welcomed new members to the group and to their first meeting of HEIDS.

2.   Minutes of the previous meeting: Action
The minutes of the meeting held at University of Aberdeen on September 9th 2010 were approved with minor amendments to the attendance.

3.   Matters arising:
There was no report of members engagement with the NCF raised at the Strathclyde meeting.
Members discussed the groups relationship with APUC. It was agreed to have an update from APUC at the next meeting.

4.   Shared Services project update
AH introduced progress on the SFC-funded HEIDS project and Walter Patterson from SERO consultants.
WP set out the project brief as agreed by the steering group and the progress so far, the international evidence and the roadmap for shared services options. He set out the steering group and the consultancy team.

Walter then introduces the tabled paper setting out the work packages for the   All
project with the emphasis on finance, colleges and other senior managers. WP also invited members to submit directly to him or through the steering group and studies that they were aware of. Action: All. WP then described the survey tool and it's timing.

FG asked about the engagement with the FE sector. GD then set out the position of Scotland's Colleges and AH described the steering group reasoning and his own experience in working with colleges as part of the UHI.

PD stated that Finance Directors are no always the best placed in some universities - Secretaries group may be a good group to have engagement with. TM then described the potential impact in non-IT areas, for example Finance and HR and the impact on and of business processes.

WP then stated the desire that all IT Directors to be the focus for the project but to be asking relevant senior managers within the institution that they felt was best placed to also participate - as many as necessary.

The group then discussed the need to include business functions in addition to the systems, as well as discussing some of the drivers for making it happen.

5.   JANET update
FM set out the rationale for the agenda items.

FN updated the group on progress with consultation with final presentation due Feb 14. Network service is deemed critical; residences, diverse and resilient connectivity. Shred services will heavily rely and be dependent on resilient networks to deliver them. Traditional campus no longer exists, e.g. 9-5 operation. There will also be further developments for linking campuses and universities via VPN for example to enable VOIP.

The group agreed to review the final published report from JANET UK and consider a response at that time.

6&7   HEFCE review of JISC and McClelland review of ICT in the Scottish Public Sector
AH reported that there was nothing to consider at this time but that the report(s) would be considered at a future date.

8.   Reports

8.1   SFC (DB)
DB not present and nothing received to report to the group

8.2   Universities Scotland (DT)
US representative not present and nothing received to report to the group

8.3   JISC (AH/MT)
The HEFCE review was the main item being discussed but that there was little that could be reported formally at this time

8.4   JCN/JANET UK (AH/MT)
This was handled elsewhere in the meeting

8.5   RSCs (CC)
FM conveyed report from CC received earlier: Glasgow University has been appointed by JISC advance to provide the RSC Scotland wide service, and that 3 years of annual funding for Round 4 would start in August 2011. Also, David Beards and Caroline Cochrane have been appointed to the RSC UK Steering group.

8.6   SCURL/SCONUL (FM/MT)
FM reported on Walk In Access project undertaken by SCURL and potential impact on services provided by members

8.7   UCISA CISG
HFK reported the CISG annual systems survey was completed and analysis will include trends, e.g. WebCT to Moodle. The conference was well attended and HFK reported that the 2011 event would have a mobile theme as covering the topical subject of mergers and systems. There would also be two further events on SharePoint and on Cloud impact on CIS services.

8.8   UCISA Executive
TM reported discussions within the UCISA exec covering primarily the financial situation and impact on members and what can UCISA do; less technology, more advice on delivering services. TM also reported discussions on benchmarking and lean processes. The group then discussed benchmarking across the sector, the future of HEITS and benefits and pitfalls of using this information.

9   Round table
Members updated the group on current topics of interest in their respective institutions

10   AOCB
PD informed the group that this would be his last meeting of HEIDS and that the new Director of Information Services or delegate would attend the next meeting. The chair thanked Paul for all his work for HEIDS over the years.

11   AGM
AH was confirmed as Chair.
FM was confirmed as Secretary.

There were no changes to the constitution.

12   Venue and Agenda for the next meeting
The next meeting would be held in the University of the Highlands and Islands in late May, early June.

Agenda items would be carried over from previous meetings and would include; benchmarking, business intelligence, APUC and shared helpdesks.

Presentation
Colleagues from the University of St Andrews presented their Online Module Management system

Fraser Muir
04/04/2011