

HEIDS

Higher Education Information Directors in Scotland

**Minutes of HEIDS Meeting
Held on Wednesday 26 November 2003
Robert Gordon University
[Unapproved]**

Present:

Chair		
Paul Dean	Napier University (NU)	PD
Secretary		
Gordon Hunt	RSAMD	GH
Malcolm Bain	University of St Andrews (UoStA)	MB
David Beards	SHEFC	DB
Peter Glennie	Robert Gordon University (RGU)	PG
Fraser Greig	University of Abertay (UoAy)	FG
Louis Lee	University of St Andrews (UoStA)	LL
Andrew McCreath	Robert Gordon University (RGU)	AM
Linda McCormick	University of Glasgow (UoG)	LM
Richard Murphy	University of Dundee (UoD)	RM
Tony Osborne	University of Stirling (UoSg)	TO
Brian Robertson	University of Aberdeen (UoAn)	BR
Tony Shaw	University of Paisley (UoP)	TS

1. Apologies

Stuart Brough	University of Strathclyde (UoSe)	SB
Jim Buchan	UKERNA	JB
Morag Carnall	Queen Margaret University College (QMUC)	MC
Brian Gilmore	University of Edinburgh (UoE)	BG
Louise Garden	Glasgow Caledonian University (GCU)	LG
Bill Harvey	SHEFC	BH
Peter Kemp	University of Stirling (UoSg)	PK
Alun Hughes	UHI Millennium Institute (UHI)	AH
Tom Mortimer	Glasgow School of Art (GSA)	TM
Graham Pryor	University of Aberdeen (UoAn)	GP
David Rundell	Heriot Watt University (HWU)	DR
Michael Turpie	FE Colleges ICT Managers' Group (FE)	MT

2. Minutes of previous meeting

Amended to show LM had attended.

In Section 4 "VLN" should read "VLE".

In Section 5 it was noted that BH had offered the services of the SFC's lawyers in reviewing the procedure.

With these amendments the minutes were accepted as a true record.

3. Matters arising not elsewhere on the agenda

Section 7d – The RSCs were happy for BG to represent Scottish FE and HE on JNUG.

Section 9 – PK's presentation on multi-service helpdesks had been held over until the February meeting.

Section 11 – It was noted that no-one had circulated information about virus-checking. Some institutional developments were reported and it was agreed that the issue needed to be understood at the highest level in institutions. The recommendations of auditors were helpful in this respect.

Section 12 – GH agreed to email the HEIDS list when presentations became available on the website.

4. HEIDS/J-LIS Inappropriate Use Investigation Process

TS presented the current iteration of the technical investigation process document which had been revised after discussions with J-LIS and their external advisers and Strathclyde Police.

PD and TS would be attending the FE ICT Managers' Group on 15 December to present the document.

It was agreed that the word "technical" should be added to the title of the document to emphasise the distinction between the technical investigation process and an institutional process to deal with the disciplinary action that might lead from the technical investigation. TS also undertook to incorporate some clarification for those institutions who might wish to undertake the detailed investigation process themselves.

TS reiterated that the document applies specifically to staff use of IT and to desktop machines. It was agreed that the document should be passed to the Universities Scotland Secretaries Group via PK with a recommendation that it should be adopted as policy by Scottish HEIs. It was further agreed that the document should be made available on the UCISA website. It was considered important that while other sectors were welcome to use the document and an enquiry had already been received from COSLA. HEIDS should be credited with the intellectual property rights. GH agreed to draft a copyright statement for TS to add to the document.

It was agreed that the next step should be the development of a similar process for inappropriate use relating to information stored on servers. AM agreed to take this forward in the new year.

The meeting recorded the thanks of HEIDS to TS for his work in developing the document.

Action: TS, GH (copyright), LM (UCISA website), AM

5. MAN Issues

PD had submitted the HEIDS response to the SJ5 resilience consultation to Rolly Trice. It was noted that it was unlikely that a second connection for institutions would be centrally funded.

It was agreed that regional networks should not be regarded as anything other than an integral part of the overall JANET infrastructure.

6. Learning Technology Issues

RM noted that a fledgling HE learning technologists' group had recently met in Dundee. The work of ALT was also noted and DB reported a growth in the number of learning technology units in institutions. SHEFC had been unable to fund the initial Scottish meeting. There would be an event in York in February looking at potential conflicts between academic requirements and technical provision for learning and teaching. It was agreed that HEIDS should offer support where possible and that a presentation by someone from the learning technology side at a future HEIDS meeting might be appropriate.

7. Reports from other groups

a. SHEFC

DB reported that a toolkit was being developed to support institutional decisions on ICT by a small working group including JISC InfoNet staff. It would cover areas such as costs of ownership, life cycle costing, value for money, e-learning and so on. The toolkit would be actively disseminated in the new year.

DB reported that a similar exercise to the IT training needs analysis for FE staff carried out by the RSCs would be undertaken in HE around Easter 2004 with the support of Universities Scotland. DB also noted that invitations might be invited from the institutional development fund for projects to look at re-engineering approaches to the sale of online courses overseas.

b. Universities Scotland

The draft model publication scheme for the Freedom of Information Act had been circulated to universities with comments invited by the 12th of December. The working group was about to meet with the Scottish Information Commissioner to raise issues of concern to HEIs. MANs that are limited companies would not need to register separately under the Act in Scotland since only spin-off companies wholly owned by one HEI will have to register. This had been confirmed by the Scottish Information Commissioner.

c. JISC

DB noted that the budget for SJ5 for HE had been internally secured by SHEFC. LM noted that the network charging model might be revisited.

d. JNUG

It was noted that a new Chair of JCN would shortly be appointed.

e. UKERNA

SMCG was co-ordinating the provision on draft spending profiles for the MANs for the next 8 years which had been requested by UKERNA. All the MANs had missed the deadline for submission which highlights the difficulty of the task.

SPARC had been renamed the Scottish Schools Digital Network (SSDN) after patenting problems with the original name. UKERNA expected that the last two links would be operational within a fortnight. More than half the connections were already in use and most of the remaining local authorities planned to switch over from their existing ISPs at an appropriate time. The OJEC notice for the sister SSDN Intranet project had been published.

8. Reports from meetings attended

The group was aware of an NCC meeting on the subject of forensic investigation. A member of staff from NU had attended and PD agreed to circulate comments.

9. Any Other Competent Business

a. Salaries Survey

RM asked for responses to an anonymised survey of senior IT salaries, remits and other information.

b. SCONUL Document on IT Support

A SCONUL document on IT support in libraries was now available. A link would be placed on the HEIDS website.

Action: GH/RM

c. UK Computers Plus

The final report of the UK Computers Plus project was discussed. The report suggested that the pilot had been a success although each participating institution had approached the provision of access in slightly different ways. LL noted that while initial expectations had been that email and web access would be the main user demands this had not proved to be the case and access to online content was the main requirement. LM suggested that institutions should be looking beyond access to distance learning students to more general access arrangements.

d. Oracle

There was a discussion of Oracle's imminent changes to the campus licence agreement. There was serious concern that institutions that

had made a strategic decision to follow the Oracle route would be badly affected. AM agreed to liaise with Peter Tinson of UCISA-MSG to propose a joint UCISA response to Oracle's plans.

Action: AM

10. RGU Presentation

AM gave a presentation on the development of IT services at RGU and plans for the future. It was agreed that the presentation would be mounted on the HEIDS website.

Action: AM/RM

11. Dates of future meetings

25 February 2004 University of St. Andrew's

2 June 2004 University of Paisley