## Minutes

### Meeting: Strategic IT Board (SIB)
Date: Thursday, 19th November 2015  
Time: 4.00 pm - 6.00 pm  
Venue: International Building (Room:029)

<table>
<thead>
<tr>
<th>Minute ref.</th>
<th>Action</th>
<th>Who by</th>
<th>By when</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/SIB/191115/02</td>
<td>Circulate the list of members for web and mobile subgroup across SIB.</td>
<td>OW/ME</td>
<td>13th Jan</td>
</tr>
<tr>
<td>M/SIB/191115/03</td>
<td>Find a platform to communicate the location of SIB minutes at the IT intranet, across the College.</td>
<td>OW/ME</td>
<td>13th Jan</td>
</tr>
<tr>
<td>M/SIB/191115/17</td>
<td>Circulate a clear version of the presentation document (strategy ppt), with explanation of the graph.</td>
<td>OW</td>
<td>ASAP</td>
</tr>
<tr>
<td>M/SIB/191115/18</td>
<td>Provide comments on the strategy document.</td>
<td>All</td>
<td>ASAP</td>
</tr>
<tr>
<td>M/SIB/191115/20</td>
<td>Share a list of major projects, add a new projects section to the services monthly report.</td>
<td>OW, NR</td>
<td>13th Jan</td>
</tr>
<tr>
<td>M/SIB/191115/24</td>
<td>Facilitate the production of the IT policies.</td>
<td>NR</td>
<td>ASAP</td>
</tr>
</tbody>
</table>
Minutes

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Procedural

1. Apologies
   James Bennett (JB) – Head of Department, Media Arts
   Stewart Boogert (SB) – Professor, Department of Physics
   Anna Sendall (AS) – Deputy Director Academic Registrar
   Julie Carr (JC) – Management Account, Finance
   John Tuck (JT) – Director, Library Services (in attendance Amy Warner)
   Christie Carson (CC) – Reader in English Department (in attendance Graham Smith)

   Attendees
   Bob O’Keefe (BO’K) – Chair
   Ozlem Williams (OW) – SIB Secretary
   Sammy Massiah (SM) – Director of IT Services
   Nigel Rata (NR) – IT Infrastructure Manager
   Dave Waltham (DW) – Professor, Earth Sciences
   Jose Fiadeiro (JF) – Head of Department, Computer Science
   Mike Johnson (MJ) – Director of Student Experience
   Marie Ennis (ME) – Director of Communications
   Nayab Cheema (NC) – Sabbatical Officer/SU nominee
   Shareen Holmer – Senior Faculty Administrator, Economics
   Lisa Fell (LF) – Academic Administration Support Manager, Registry

In attendance
   Chad Ferguson (CF) – IT Strategic Change Manager
   Graham Smith (GS) – Senior Lecturer in Social Science
   (on behalf of Christie Carson)
   Amy Warner (AW) – Associate Director, Library
   (on behalf of John Tuck)

Observer
   None

2. Introduction
   Members of the board introduced themselves.
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3. Minutes of the Last Meeting/Actions
   15th October 2015

   ACTION: OW/ME will be circulate the list of members for web and mobile subgroup.
   M/SIB/151015/18

   ACTION: OW/ME to find a platform to communicate the location of SIB minutes at the IT intranet, across the College.
   M/SIB/151015/25

Major Business
   For discussion and/or decision

4. Strategy Update

   SM announced updates to the draft IT strategy, based on updates to the RHUL College strategy.
   M/SIB/191115/04

   CF briefed on the SIB members about the initiatives, and underlined the expected delivery date for these initiatives as 2020.
   M/SIB/191115/05

5. Strategy Discussion

   CF explained the roadmap for Theme 1, “to improve how IT engages and communicates with departments and suppliers”.
   M/SIB/191115/06

   GS emphasized the importance of managing expectations through Service Level Agreements in achieving this goal for Theme1.
   M/SIB/191115/07

   CF defined Theme 2, “to improve how IT services are managed and supported”.
   M/SIB/191115/08

   AGREED that more subgroups are needed to achieve this goal, first being the web and mobile subgroup, which will bring continual service improvement across the IT services.
   M/SIB/191115/09

   CF demonstrated Theme 3, “RHUL needs an agile and responsive IT change and project capability”.
   M/SIB/191115/10

   SM explained the need for improving Systems Architecture across the College to ensure all systems, particularly those processing staff and student data, worked cohesively. One way of ensuring effective architecture would be to set up a Systems Design Authority.
   M/SIB/191115/11

   CF pointed out that the establishment of the Strategic IT Board was in keeping with Theme 4 of the draft strategy; “IT decisions should be collaborative, representative and transparent”.
   M/SIB/191115/12
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CF showed a graph of the systems used across the College in College life theme circles while explaining Theme 5, “Systems and technologies that deliver the College Strategy”. M/SIB/191115/13

JF pointed out the need to supply a college wide document management procedure with the help of IT. BO’K mentioned this project proposal to be discussed once the architectural issues are resolved. M/SIB/191115/14

AGREED that College should focus on the proposal of document management as a future project. M/SIB/191115/15

AGREED that the initiatives portrayed at the Strategy document were acknowledged by SIB members, and met all expectations. M/SIB/191115/16

ACTION: OW to circulate a clear version of the presentation document, with explanation of the graph. M/SIB/191115/17

ACTION: SIB members to provide their comments on the strategy document. M/SIB/191115/18

6. IT services monthly report

NR reported on the new services, service improvements, IT support in major events, and major incidents within IT. M/SIB/191115/19

ACTION: OW to share a list of major projects, NR to add a new projects section to this report. M/SIB/191115/20

7. IT Policy Governance

NR proposed two options to carry out policy governance work:
- Option A - Establish a working group to draft IT policies for approval by the IT Strategy Board.
- Option B - IT to draft policies in conjunction with co-opted stakeholders on an ad-hoc basis for approval by IT Strategy Board.

AGREED that Option B is the preferred option. M/SIB/191115/21

The prioritisation is given to these policies numbers in the following order:
13. Computer Account Password Policy
18. Centrally Funded Academic IT Equipment Scheme Policy
8. Third party access policy
12. Data Protection
6. Policy on connection of web and electronic mail servers to the campus data network

ACTION: NR will facilitate the production of the policies. M/SIB/191115/22

M/SIB/191115/23

M/SIB/191115/24
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8. Any other business
   NONE

9. Confirmation of next meeting: 13\textsuperscript{th} January 3.00-5.00 pm
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M/SIB/191115/25