### Minutes

#### Meeting Details
- **Meeting:** Strategic IT Board (SIB)
- **Date:** Thursday, 18th February 2016
- **Time:** 3.00 pm - 5.00 pm
- **Venue:** Large Boardroom

<table>
<thead>
<tr>
<th>Minute ref.</th>
<th>Action</th>
<th>Who by</th>
<th>By when</th>
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<tbody>
<tr>
<td>M/SIB/180216/05</td>
<td>Present the Strategy document in the next SIB meeting.</td>
<td>SM, CF</td>
<td>10 March</td>
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<tr>
<td>M/SIB/180216/14</td>
<td>Bring the proposal to set up a new subgroup called “Infrastructure and security subgroup” to look over the cyber security issues.</td>
<td>NR</td>
<td>10 March</td>
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Minutes

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Procedural

1. Apologies
   Christie Carson (CC) – Reader in English Department
   Anna Sendall (AS) – Deputy Director Academic Registrar
   James Bennett (JB) – Head of Department, Media Arts
   Jose Fiadeiro (JF) – Head of Department, Computer Science
   Shareen Holmer (SH) – Senior Faculty Administrator, Economics
   Mike Johnson (MJ) – Director of Student Experience
   Nayab Cheema (NC) – Sabbatical Officer/SU nominee

Attendees
Bob O’Keefe (BO’K) – Chair
Ozlem Williams (OW) – SIB Secretary
Sammy Massiah (SM) – Director of IT Services
Marie Ennis (ME) – Director of Communications
Stewart Boogert (SB) – Professor, Department of Physics
Dave Waltham (DW) – Professor, Earth Sciences
Julie Carr (JC) – Management Account, Finance
John Tuck (JT) – Director, Library Services
Nigel Rata (NR) – IT Infrastructure Manager
Lisa Fell (LF) – Academic Administration Support Manager, Registry

Observer
None
Minutes

2. Minutes of the Last Meeting/Actions
   13th January 2016

   NOTED that some actions are still remaining from the previous meeting to be completed.

Major Business

For discussion and/or decision

3. Strategy Update

   SM presented an update to the IT strategy, he mentioned that upon the request of PRC, the strategy was presented to LTQC and the Research Committee in January and a statement about risk appetite and key performance measures was included.

   NOTED that presenting the IT Strategy in various venues, does not create a risk of delays in the implementation of the strategy.

   ACTION: Strategy document will be presented in the next SIB meeting on 10 March 2016.

4. IT services monthly report

   NR summarised the IT services took effect from January 2016, until the second week of February 2016.

   NOTED that IT department is now working intensively with academic departments. Psychology department’s collaboration with IT was given as an example.

   NR presented the service improvements such as PC Lab refurbishment, Customer Service training for the IT staff, and the replacement of the cooling system at Computer Centre Data Centre.

   NOTED that National Student Survey and the Student Unions Housing Fair were the two College events supported by the IT department.

   NOTED that IT department successfully averted the threat of a DDoS attack on JANET network, where some UK and European academic network is affected.

   NR emphasized that directors of IT departments across the HE sector will be collaborating to avoid such attacks to security.
5. **IT Policy Governance**

NR presented his paper "Password Policy and Implementation Plan", which focused on the recommendations of Deloitte internal audit in 2014-15 entitled Data Protection and Security, which was advised by the Audit and Compliance Committee. Considering the recommendations of the above report, and also the input provided by the SIB members in January 2016, a new password policy was discussed during the meeting on the basis of “Password Policy and Implementation Plan”.

6. **Any other business**

NR stated that a Gateway document is drafted for implementing a single college ID card across the College systems which will go to SPC for approval on 2 March 2016.

NR proposed a new subgroup called “Infrastructure and security subgroup” to look over the cyber security issues for the college.

ACTION: NR to bring the proposal to the 10 March meeting.

AGREED that there will be other similar subgroups, one subgroup to be set up in collaboration with the Research Committee, and it will be called Research IT subgroup. Research committee will bring its recommendations to SIB for bilateral projects, and research IT subgroup will be addressing the Research committee issues concerning IT department.

7. **Confirmation of next meeting: 10th March 3.00-5.00 pm**

Large Boardroom