Minutes

Meeting: Strategic IT Board (SIB)
Date: Wednesday, 13th January 2016
Time: 3.00 pm - 5.00 pm
Venue: East 1 Meeting Room (FE139)

<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/130116/08</td>
<td>Include the costs of projects into the next services newsletter.</td>
<td>OW</td>
<td>18 Feb</td>
</tr>
<tr>
<td>M/SIB/130116/13</td>
<td>Develop “Password Policy” document with policy and the implementation in the next meeting.</td>
<td>NR</td>
<td>18 Feb</td>
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<tr>
<td>M/SIB/130116/20</td>
<td>Explore an easily accessible online location to publish the minutes.</td>
<td>OW</td>
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</table>
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Procedural

1. Apologies
   Nigel Rata (NR) – IT Infrastructure Manager
   Nayab Cheema (NC) – Sabbatical Officer/SU nominee
   Jose Fiadeiro (JF) – Head of Department, Computer Science
   Shareen Holmer (SH) – Senior Faculty Administrator, Economics
   Lisa Fell (LF) – Academic Administration Support Manager, Registry

Attendees
   Bob O'Keefe (BO'K) – Chair
   Ozlem Williams (OW) – SIB Secretary
   Sammy Massiah (SM) – Director of IT Services
   Dave Waltham (DW) – Professor, Earth Sciences
   Mike Johnson (MJ) – Director of Student Experience
   Marie Ennis (ME) – Director of Communications
   Stewart Boogert (SB) – Professor, Department of Physics
   Julie Carr (JC) – Management Account, Finance
   John Tuck (JT) – Director, Library Services
   James Bennett (JB) – Head of Department, Media Arts
   Anna Sendall (AS) – Deputy Director Academic Registrar
   Christie Carson (CC) – Reader in English Department

In attendance
   Chad Ferguson (CF) – IT Strategic Change Manager

Observer
   None
Minutes

2. Minutes of the Last Meeting/Actions
   19th November 2015

   NOTED that all actions remaining from the previous meeting are completed. M/SIB/130116/00

Major Business
   For discussion and/or decision

3. Strategy Update

   CF presented an update to the IT strategy. PRC has requested the strategy be presented to LTQC and the Research Committee in January and to include a statement about risk appetite and key performance measures. M/SIB/130116/01

   NOTED that presenting the IT Strategy in various venues, does not create a risk of delays in the implementation of the strategy. M/SIB/130116/02

4. IT services monthly report

   SM summarised the IT services took effect from November 2015 until the first week of January 2016. M/SIB/130116/03

   SM emphasized that IT is now working intensively with academic departments. Psychology department’s collaboration with IT was given as an example. M/SIB/130116/04

   SM briefed the members about the new services, service improvements, the role of IT in supporting major College events. All raised positive remarks on hearing; IT successfully averted the threat of a DDoS attack on JANET network, where UK and European academic network is affected. M/SIB/130116/05

   SM explained the new section of the newsletter, where the activities for major projects for the College are covered. M/SIB/130116/06

   AGREED that the costs of projects should be added to the projects section of the newsletter, once they reach Gateway 3. M/SIB/130116/07

   ACTION: OW to include the costs of projects into the next services newsletter. M/SIB/130116/08

5. IT Policy Governance

   SM summarised the “Password Policy” elements. In response to a question how to follow these policies, SM mentioned that the College has the software and technical capabilities for policies. SM stated that the policy paper was not about implementation, and this needs to be discussed by members. M/SIB/130116/09
JB indicated the risk over the roles and responsibilities. Though there might be role changes, individuals might still have super user access to sensitive information.

B'OK illustrated how Identity Access Management project would be looking into this issue.

AGREED that these policies should be ensured, and scrutinised.

ACTION: Members to discuss the methods to implement the “Password Policy” in the next meeting.

6. **Project Paper Review: “Website review and optimisation”**

ME presented the proposed project of “Website review and optimisation”, in reference to ongoing Admissions projects where there is some dependency concerning the “Course Finder”.

NOTED that the last time the College website redesigned was in 2010, until recently the student and staff intranets went live with a modern design.

ME mentioned the project will look at CMS options, to choose the most suitable option/s for the RHUL needs.

B'OK underlined the importance of student involvement for such a project.

ME explained that workshops will be scheduled with SU for student engagement.

7. **Confirmation of next meeting: 18th February 3.00-5.00 pm**

Large Boardroom