### Meeting: Strategic IT Board (SIB)

**Date:** Thursday, 15th October 2015  
**Time:** 4.00 pm-6.00 pm  
**Venue:** FE139

<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/151015/13</td>
<td>Work with relevant stakeholders and create a platform for the policies that will be considered for revision.</td>
<td>NR</td>
<td>19th Nov</td>
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<tr>
<td>M/SIB/151015/18</td>
<td>Form the Web and mobile subgroup and recruit some more members.</td>
<td>JF, ME, CC, SB, NC, LF, NR, OW</td>
<td>19th Nov</td>
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<tr>
<td>M/SIB/151015/20</td>
<td>Present the list for other possible subgroups in the next SIB meeting.</td>
<td>SM</td>
<td>19th Nov</td>
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<tr>
<td>M/SIB/151015/23</td>
<td>Find a platform to publish the report in liaison with ME College wide.</td>
<td>NR</td>
<td>19th Nov</td>
</tr>
<tr>
<td>M/SIB/151015/24</td>
<td>Include the staff related information, and the status of RHUL in relation with other universities into the next report.</td>
<td>NR</td>
<td>19th Nov</td>
</tr>
<tr>
<td>M/SIB/151015/25</td>
<td>Find a platform to publish the SIB meeting agenda and notes in liaison with ME.</td>
<td>OW</td>
<td>ASAP</td>
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</tbody>
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Procedural

1. Apologies
   Shareen Holmer– Senior Faculty Administrator, Economics (in attendance Lisa Fell)
   James Bennett– Head of Department, Media Arts

   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
   Julie Carr (JC) – Management Account, Finance
   Dave Waltham (DW) – Professor, Earth Sciences
   Jose Fiadeiro (JF) – Head of Department, Computer Science
   Mike Johnson (MJ) – Director of Student Experience
   Anna Sendall (AS) – Deputy Director Academic Registrar
   Marie Ennis (ME) – Director of Communications
   Stewart Boogert (SB) – Professor, Department of Physics
   Christie Carson (CC) – Reader in English Department
   John Tuck (JT) – Director, Library Services
   Nayab Cheema (NC) – Sabbatical Officer/SU nominee

   In attendance
   Lisa Fell (LF) – Academic Administration Support Manager, Registry (on behalf of Shareen Holmer)
   Chad Ferguson (CF) – IT Strategic Change Manager
   Paul Woodgates (PW) – PA consultant
   Keenan Hamza (KH) – PA consultant

   Observer
   None

2. Welcome and Introduction
   BO’K opened the first meeting of the board. Members of the board introduced themselves.
3. **Background and Terms of Reference**

SM informed the committee about the purpose and the responsibilities of the board.

AGREED that SIB will meet if there is an agenda to be discussed.

AGREED that the board members will send a deputy if they cannot make it to the meeting to represent their organization.

4. **Strategic IT Review and Feedback**

PW reported on the importance of IT at the higher education industry.

KH reported on the findings of PA consulting in the summer of 2015 that was produced through cooperation with various stakeholders throughout the College.

5. **IT Strategy**

CF briefed on the roadmap in line with the PA findings, defining the strategic priorities in the IT Strategy report. He mentioned the implementation of the IT strategy has already commenced in line with the prioritisation model.

SM reiterated the importance of IT as an enabler for academic and professional services to achieve their goals, thus playing a key role in the achievement of College’s vision and delivery of its strategic objectives.

6. **Centrally funded academic IT equipment scheme**

BO’K addressed that this policy could not be located easily, and it is lacking some clarity, and he emphasized the need to update the policy.

JF commented on the exclusion of postgraduate students from the policy.

BO’K indicated that there are other policies similar to this one that needs amendment and Strategic IT Board (SIB) can be the sponsor of these policies.

NOTED that the IT policies will be available in a single location where staff and students can easily access.

ACTION: NR to work with relevant stakeholders and create a platform for the policies that will be considered for revision.

AGREED that SIB will sign off the policies as they are updated by SIB members.
7. **Provision on Information to Internal and External Audiences via Web based and Mobile Platforms**

ME proposed the establishment of a subgroup focusing on Web and mobile domain, to review and make recommendations on the provision of information to internal and external audiences via web and mobile platforms.

AGREED that this subgroup will be established, consisting of volunteering members of the SIB, and some other non-members who will be signed up through the SIB members.

NOTED that SIB will be the platform to evaluate the recommendations of this subgroup.

ACTION: JF, ME, CC, SB, NC, LF, NR, OW will form the subgroup and recruit some more members.

AGREED that similar subgroups need to be established for other subdomains such as: Research, Learning and Teaching, Student Administration.

ACTION: SM to present the list for other possible subgroups in the next SIB meeting on 19th November 2015.

8. **IT Services Monthly Report**

NR reported on the new services, service improvements, IT support in major events, and major incidents within IT.

AGREED that this report will be published monthly for the members of SIB.

ACTION: NR to find a platform to publish the report in liaison with ME College wide.

ACTION: NR to include the staff related information, and the status of RHUL in relation with other universities into the next report.

9. **Any other business**

ACTION: OW to find a platform to publish the SIB meeting agenda and notes in liaison with ME.

AGREED that an annual report will be published summarizing the IT services.

10. **Confirmation of next meeting: 19th November 4.00-6.00 pm**

International Building 029