



**KNOWLEDGE STRATEGY COMMITTEE**

**24 March 2017**

**Minute**

**Present:** Ms Doreen Davidson (Convener)  
Ms Alison Grant  
Ms Angi Lamb  
Dr Claire Phillips  
Mr Ritchie Walker  
Senior Vice-Principal Professor Charlie Jeffery  
Assistant Principal Ms Melissa Highton  
Assistant Principal Professor Jeremy Bradshaw  
Assistant Principal Professor Tina Harrison  
Assistant Principal Professor Alan Murray  
Mr Gavin McLachlan, Chief Information Officer and Librarian to the University

**In attendance:** Mr Phil McNaull, Director of Finance  
Ms Tracey Slaven, Deputy Secretary, Strategic Planning  
Ms Jo Craiglee, Head of Knowledge Management & Planning  
Dr Catherine Elliot, College Registrar, CMVM  
Professor James Loxley, CAHSS  
Dr Antonios Giannopoulos, CSE  
Mr Tom Ward, Director of Academic Services  
Dr Lewis Allan, Head of Court Services  
Mr Tony Weir, Director of IT Infrastructure (for Item 4)

**Apologies:** Assistant Principal Professor Siân Bayne  
Mr Patrick Garratt, EUSA Vice-President Academic Affairs  
Mr Hugh Edmiston, Director of Corporate Services  
Professor Hugh McCann, CSE

**1 Minute**

**Paper A**

The Minute of the meeting held on 20 January was approved.

**2 Matters Arising**

The Committee received updates on:

- i) staffing changes – the Directors of the Applications Division and the User Services Division have announced their intentions to retire, with the Chief Information Officer taking forward succession planning;
- ii) the submission of revised Library Committee Ordinances is now expected at the following KSC meeting.

## **SUBSTANTIVE ITEMS**

### **3 Initial Draft Information Services Group Plan 2017/20** **Paper B**

An overview of the initial draft Information Services Group plan for the period 2017/20 was reviewed. The context of the University planning round was discussed, with prioritisation of the additional Information Services funding requests important in ensuring overall affordability for the University. Members suggested that the distance learning at scale funding request should closely involve Colleges from an early stage, use the University's research quality as a differentiator to attract students and improve course delivery for both students and academics compared to existing smaller scale courses.

### **4 Network Replacement Programme** **Paper C**

The Director of the IT Infrastructure Division presented a summary of the outcome of the IT Infrastructure review project, with an additional £4M (£9.5M in total) of capital investment sought through the University's Planning Round given the larger than initially expected level of equipment replacement and need to restructure some areas of the network. The Planning Round submission was endorsed.

### **5 Information Services Capital Envelope** **Paper D**

The updated Information Services Capital Forecast for the ten year period 2016/17 to 2025/26, including the additional £4M funding request for the Network Replacement Programme, was noted.

## **ITEMS FOR NOTING OR FORMAL APPROVAL**

### **6 Digital Preservation Policy** **Paper E**

A Digital Preservation Policy to aid in managing and preserving digital records that the University aims to retain on a long term basis as a corporate memory and archive was approved. It was noted that no additional funding is requested to implement the policy.

### **7 Information Services Group Key Performance Indicators** **Paper F**

Key Performance Indicators (KPIs) for Information Services Group were reviewed, encompassing: quality, learning and teaching, staffing and space utilisation, public engagement, and national and international digital research services measures. It was noted that KPIs without targets set at present would have targets set shortly. The Committee discussed moving from KPIs that are measures of activity to more meaningful strategic performance measures and benchmarking the performance of the library with comparator institutions.

- 8-9 Joint item:** **Papers  
G-H**  
**i) Core Systems Strategy Programme – Terms of Reference**  
**ii) Digital Transformation Governance Board**

The proposed terms of reference for the Core Systems Strategy Programme Board and for the Digital Transformation Governance Board were noted. Improving academic representation on the boards was discussed, with the Chief Information Officer and Assistant Principal Online Learning to consider approaching suitable individuals.

- 10 Projects and Ongoing Activities Update** **Paper I**

The projects and ongoing activities update was noted, with a presentation on the Lynda.com online skills development service and the communications plan for the lecture recording programme requested for a future meeting.

- 11 Senate Committees Projects Update** **Paper J**

The Senate Committees project update was noted, with the themes arising from the initial consultation stage for a policy on learning analytics discussed.

- 12 Committee Reports**

- Library Committee Report
- IT Committee Report
- University Collections Advisory Committee Report

**Paper K1  
Paper K2  
Paper K3**

The Committee reports were noted.

- 13 Any Other Business**

There was no other business.

- 14 Date of next meeting & 2017/18 Meeting Dates**

The date of the next meeting is Friday 2 June 2017 at 10am.

The 2017/18 meeting dates were approved as:

Friday 13 October 2017, 10am  
Friday 19 January 2018, 10am  
Friday 23 March 2018, 10am  
Friday 25 May 2018, 10am.