THE UNIVERSITY OF KENT

INFORMATION SERVICES COMMITTEE

Minutes of the Meeting held on 11 June 2012

PRESENT: Professor Alex Hughes (in the Chair), Mark Ellis, Dr Ellie Lee, Dr Simon Kirchin, Professor Michael Fischer, Jon Pink, John Sotillo, Gill Woodhams, Dr Keith Lampard.

APOLOGIES: Professor David Chadwick, Lauren Crowley, Trudy Turner, Sam Thornton.

21/11-12 MINUTES

The Minutes of the meeting held on 19 March 2012, Paper ISC 18/11-12, were approved subject to an amendment to Minute 18/11-12 (B2) to read as follows: “It is proposed that Medway will be brought into the top slice for the Departmental Materials Fund.”

22/11-12 MATTERS ARISING

(a) Digital Communications (Minute 14/11-12 refers)
The Committee noted that Miles Banbery and Michael Wilcox had been identifying members for a Digital Communications Working Group to consider developments in digital communications and report to Information Services Committee.

(b) Talis Reading List System (Minutes 16b/11-12 and 18/11-12 (A5) refer)
John Sotillo circulated statistics on reading list take up by Faculty and School.

The Committee requested that the figures be checked and then the Paper, including any revisions, forwarded to Dr Ellie Lee for circulation to the Library Users’ Panel.

The Committee noted:
(i) the following interim targets for modules to have reading lists on Talis Aspire by September: Humanities 100%, Sciences 80%, Social Sciences 50%;
(ii) that Schools in Social Sciences were planning to engage additional administrative resource to help with inputting over the summer;
(iii) the development of a second phase of the project to assure alignment with the needs of users, a developed training and engagement strategy, an implementation plan for each Faculty and a framework of best practice and quality assurance in list creation.

(c) Moodle 2 (Minute 18/11-12 (B7) refers)
John Sotillo reported that Moodle 2 had become available for editing from 7 June and that it would be the default system in September 2012. The current Moodle will be available as an archived version over the summer and taken down later in the calendar year for an upgrade.
The Committee’s proposals to improve the interface between Moodle and SDS in relation to timetable and coursework deadline information had been considered by the e-learning group and included in plans for future development. It would not be possible to implement the enhancements for the start of the academic year in September 2012.

23/11-12  IT USERS PANEL

The Committee considered the minutes of the meeting held on 23 May 2012, Paper ISC 19/11-12.

a)  **Membership**

Mark Ellis reported that membership lists had been brought up to date and that attendance should improve in the Autumn Term 2012.

b)  **Wireless Network**

Mark Ellis reported that representatives from several schools were strongly recommending Wireless network provision for visitors. The current provision through Eduroam is not available to overseas or non-academic visitors.

John Sotillo reported on current plans to extend the provision of Eduroam to study bedrooms and more generally across campus.

The Committee recommended that further consideration be given to providing short-term access to visitors. Such access should require a registration process providing some identification and agreement to abide by University regulations. This could be through a web interface.

**ACTION:** Director of Information Services

24/11-12  LIBRARY USER PANEL

The Committee considered the minutes of the meeting held on 16 May 2012, Paper ISC 12/11-12.

a)  **Revision Space During the Examination Term**

The Committee considered the issue raised by the student representatives concerning the lack of available study space during the examination period and noted that the following actions were being taken to address the matter in the short term: new furniture provided to increase occupancy levels; the development of the reserve collection to release space; plans to move staff offices.

The Committee noted that the proposed extension and refurbishment of the Library in 2014 would be likely to cause serious disruption and temporary space would be required elsewhere.

The Committee agreed:

(i)  that a communication strategy (including revision classes) should be developed to raise awareness of alternative study spaces available around campus;
(ii) that further consideration be given to the development of the University Web App for finding a seminar room so that it might be adapted for finding study space during revision time;

(iii) that Information Services liaise with the Academic Division to consider the scheduling of seminar rooms in the Summer Term for private study.

**ACTION:** Director of Information Services

b) **Library User Panel: Attendance and Communications**

Dr Ellie Lee reported on the development of pre-meetings of Library representatives organised by the Deans that had helped to promote the role of faculty representatives and a better dialogue. Attendance and the effectiveness of the User Panel had improved.

c) **Reading Lists: Talis**

See Minute 22b/11-12 above.

**25/11-12 DRILL HALL LIBRARY USER GROUP**

The Committee considered the minutes of the meeting held on 9 May 2012, Paper ISC 21/11-12.

a) **Management of Data**

The Committee noted that the project to improve the integration of the library catalogues at Medway had been approved in principle.

b) **PC Usage**

The Committee noted the concerns raised regarding the use of PCs for non-academic purposes, such as social networking, and agreed that Information Services should continue to work with staff to convey the message to students that PCs should be used for educational purposes and that students should be mindful of the needs of others.

The Committee considered the increased pressure on PC provision at Medway resulting from increased student numbers and a reduction in facilities on other parts of the campus but noted that current provision compared well with that at Canterbury and that consequently there was not a strong case for extending provision at present.

c) **Concessions for PC Breakdown**

The Committee noted that the University’s Credit Framework does not permit concessions for computer failure (Annex 9 of the Credit Framework [http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.html](http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.html))

**26/11-12 REPORT FROM THE DIRECTOR OF INFORMATION SERVICES**

The Committee considered the Director’s Report, Paper ISC 22/11-12, and Paper ISC 21/11-12 concerning the Departmental Materials Fund.

a) **Budget Bids (B1)**
The Committee noted bids recommended for approval at Finance and Resources Committee (15 June 2012) and that bids to upgrade the library management system and the research management system for Research Services had been unsuccessful.

b) Extension and Refurbishment of the Templeman Library (B2)
The Committee noted:

(i) that a recommendation to fund the Templeman Library extension (£18m) and provide for part of the refurbishment (£8.1m out of a total between £15m and £21m) would be considered by Finance and Resources Committee (15 June 2012);

(ii) that refurbishment would be phased to provide incremental improvements before the completion of the library extension;

(ii) that it would be necessary to mitigate the disruption to users. The following were agreed: a communications plan to raise awareness among stakeholders; good dialogue with Kent Union; enhancements in the availability of electronic resources; the Library Users’ Panel to raise awareness, promote the advanced planning of modules and encourage discussion at staff student liaison committees.

ACTION: Director of Information Services, Chair of Library Users’ Panel

c) Departmental Materials Fund (B3 and Paper ISC23/11-12)
The Committee noted:

(i) the position with regard to the formula for allocating the DMF, the top slice for the purchase of journals and the intention to implement the top slice for Medway schools in 2013/2014;

(ii) the development of a student driven acquisition pilot that will enable students to purchase content for the collection directly with no barriers of approval;

(iii) the commitment to a research support agenda which champions open access.

d) Lecture Capture and Retrieval (B8)
The Committee noted that a pilot project for lecture capture and retrieval would run for a full academic year from October 2012.

e) Admissions System (B13)
The Committee noted that the Admissions Project was progressing to tender for a commercial admissions system with a view that a commercial student data system may follow.

f) Turnstile Access (B18)
The Committee noted that consideration was being given to the re-establishment of turnstile access to the Templeman Library to collect better usage data to inform the development of the library; to improve security and
control public access to the building; and to improve the management of user behaviour.

27/11-12 REPORT TO SENATE

The Committee noted that a report had been submitted to Senate noting the routine items considered by the Committee and the report of the Director of Information Services.

28/11-12 DATE OF NEXT MEETING

Indicative dates of the meetings for 2012-13 subject to confirmation

Monday 10 December at 11.00am
Monday 18 March at 2.00pm
Thursday 13 June at 11.00am

KJL/HAP
18.06.2012