Scottish College Information Leads (SCIL)

Draft minutes

Friday 18th of March 2016

Stirling Business Centre, Stirling

Present:

Eric Dunbar-	Dumfries and Galloway College	ED
Kris Getchell-	Dundee and Angus College	KG
Tom MacMaster-	Fife College	TMacM
Rob Gibson-	Scotland's Rural College	RG
David Black-	West College Scotland	DBl
Terry Trundley-	Edinburgh College	TT
Mike Burns-	Universities of the Highlands and Islands	MB
David Beards-	SFC	DBe
Jason Miles-Campbell-	Jisc	JMC
Michael McLaughlin-	APUC	MMcL
Pauline Robertson	UCSS	PR
Angus Warren	APUC/UCSS	AW
Owen Freel	UCSS- Note-taker	OF

Apologies

Linda Young-	South Lanarkshire College
Scott Matthew	North East College
Dave Swan-	Ayrshire College
Brad Johnstone-	Ayrshire College
Craig Green-	Glasgow Kelvin College
Andy Lazslo-	Glasgow Kelvin College
Martin Robinson-	Inverness College UHI
Ray Aitken-	Moray College UHI
Dawne Hodkinson-	Perth College UHI
John Maher-	Universities of the Highlands and Islands
Jane Ollerenshaw-	West Highland College

*(Introductory comment- This group was set up with the provisional name "**SCISL**", in the meeting detailed below the acronym "**SCIL**" was proposed and found favour. To minimise confusion the naming convention SCIL has been adopted throughout these notes.)*

1.   **Welcome and Apologies**

Angus Warren (AW) welcomed the group and introduced himself and his role at APUC and UCSS. AW described the strong desire to have a common platform for IS Leads at Colleges in Scotland- both from the IS Leads themselves and in various governmental and stakeholder bodies who look for an interface to the Sector. It had been requested that this would be distinct from the more focussed groups previously (and potentially still going to be run) by CDN. AW offered to chair this 1st meeting- the shaping and direction of the group itself would be discussed in the meeting, to allow IS Leads to shape this group which will be owned and

directed by the members.

2. Round table introduction of attendees

The attendees outlined what they were looking for the group to achieve.

Members' perspective on SCIL-

There was common agreement that networking and information sharing are important parts of the meeting but requires to be more than this to be worthwhile. Many noted that since the large merger work in previous years the landscape has changed, contacts have been lost and opportunity to learn from each other reduced. SCIL as a sounding board of peers will provide ability to learn from each other, identify solutions that worked, and lessons learned. Platform to identify common challenges and opportunities to collaborate (i.e. Vendor Management, Shared Services). SCIL should allow IS Leads ability to influence strategic decisions. The success of HEIDS in the above areas was noted, and provides an example of what a strong self-governing group can achieve. Common issues across sector that peer input could benefit institutions in the IS Realm- i.e. implications of ONS, engagement with local authorities etc

Other groups (i.e. SFC, Jisc, UCSS) perspective on SCIL-

Ability to use the SCIL Mailing list and meetings as a way to reach out to peers across the College Sector was highlighted as a benefit. A forum where the expertise of the IS Leads throughout Sector can be engaged for strategic input welcomed by all these groups. Noted that there are a number of success stories throughout the sector- SCIL an ideal forum to share these. A forum where common concerns and solutions can be shared with supporting groups.

3. Name of Group

All attendees were invited to offer thoughts on the name of the group (the ISSC had given the group the provisional name of SCISL in order to be able to set up mailing list and first meeting, it was always the intention that the group itself would decide upon the final name of the group at this meeting).

An interesting discussion regarding what the name should convey to the various stakeholders.

Suggested that a blanket invitation is given to the College Librarians Network Group should they wish to attend future meetings. (Within HE Library and IT is becoming more converged, in Colleges tend to remain separate though there are examples of IT and Library being converged in college sector.) The Terms of Reference will contribute to have libraries in the scope.

After workshopping many variations and on combining ideas from DBl and TT, the name "Scottish Colleges Information Leaders", abbreviated to "SCIL" was agreed upon as conveying well the scope of the group, and providing a useful acronym.

ACTION: PR and JMC will liaise to change the JISCMail name from SCISL to SCIL.

4.   Terms of Reference

The draft Terms of Reference, circulated before the meeting, was reviewed in detail.	**Action:**
DBl suggested that Community Planning Partnerships may be worthwhile to add to "other bodies" in Paragraph 3. Group agreed. **ACTION ISSC**	**ISSC**
TT raised the hot topic of workforce development and wider public sector interest in this. Group agreed that "Collaborating on workforce development" would be added to the ToR "Proposed Activities" section. **ACTION ISSC**	**ISSC**
Group agreed that ToR should have "Jisc" moved from point 5 to point 3 of Proposed Activities. **ACTION ISSC**	**ISSC**
AW explained that UCSS would offer to provide admin support to the group along the same lines as is currently offered to HEIDS, for recording of minutes. Group happy with UCSS offer to host a SCIL page on the UCSS website, with a banner making it clear that this is hosted on behalf of SCIL. Group agreed. **ACTION ISSC**	**ISSC**
It was suggested and agreed that the term of the Chair and Vice Chair should be elected every two years (**ACTION ISSC** change ToR from "annual" to "Every two years").	**ISSC**
AW as acting chair asked for volunteers from the members. Two volunteers came forward at the meeting. **Action ISSC** - poll the members not present to ask if other nominations or volunteers wished to come forward but pointing out that there are two people (DBl and TT) that have noted they are willing to take either the Chair or Vice-Chair roles. Should there be no further volunteers then the two present volunteers will become Chair and Vice Chair (with a coin toss determining which role each will initially assume).	**ISSC**
Terms of Reference will be updated and sent out to all SCIL members with a note regarding volunteers for Chair and Vice Chair. **ACTION ISSC**	**ISSC**

Group Membership

It was agreed that the Group Membership would be as laid out in the Terms of Reference but that every college in Scotland would be welcome to have people on the mailing list even if they could not make meetings or were happy for others to represent them at meetings.

MB stated that UHI level of involvement would be firmed up going forward as not yet clear if UHI colleges would be best represented individually, by UHI, or some other model.

5.   Procurement Update from APUC

MMcL took the group through the latest procurement news for IS in the Sector, after an introduction to the APUC team. The details of this are available in the slide-set that MMcL will make available.

Interest was expressed regarding the timing of the new tablet agreement due in the summer.

A discussion took place on the potential for a warranty and maintenance framework for legacy systems as it was felt that it is hard to find good value support. Suppliers of this legacy equipment were given as Dell, Lefthand, Net App and Clarion. Needs to be considered more and to be discussed at a future meeting

ACTION: SCIL members to investigate needs.

ACTION: MMcL took an action to clarify the scope of MS Campus agreement (migrated recently to SPUC).

6.   **Summary of New Shared Service Activities & ISSC**

PR and OF gave overview on the Operational Review Planning and Investment Planning Report and the IS Investment Plan / shared service needs report that followed from this.

Information was shared on the Shared Services currently being rolled out- InfoSec Shared Service, and Moodle Shared Service.

TT stated that there may be interest in a shared solution for the creation of teaching material/content that is currently not covered by existing Moodle Shared Service hosting agreement.

PR gave update on plan to create a Project Manager Shared Service. Question was asked if there would be separate offerings for Price2 and agile. PR stated that PM Shared Service would look to provide Project Management along the model that the institution was comfortable with- foreseen as being Price2 methodology, tailored to the institutions existing practices as majority of institutions who have expressed an interest use Prince2 at present.

7.   **Update from Jisc**

JMC gave an update on Jisc Scotland's activities.

Figures given for internet connections across the Sector. Noted that resilience was a hot topic in this area. Telephony and Wi-Fi has a lot of interest across the sector.

New builds- ensuring that they are designed with IT in mind a current initiative, this will support those looking at new builds in the future.

Web filtering offering from Jisc has been improved recently.

Recommended "Summer of Teaching and Innovation" event

Learning Analytics a popular area for discussion at present.

Jisc looking to create a College innovation award similar to the Herald HE Innovation Award. (FE institutions that are innovative in delivering HE work innovatively are welcome in the HE award category).

8.   **Update from CDN**

Unfortunately CDN were unavailable at the event to update- will look for CDN to cover this in the next SCIL meeting.

9.   **Update from SFC**

DBe gave overview of his role at SFC. Explained the SFC's and Jisc's respective roles in funding for colleges.

Offering in the Data Centre and single sign on areas were explained.

DBe mentioned opportunities to share should not only consider sharing between Colleges but across the public sector as a whole.

SWAN offering explained, though acknowledged that Janet offering popular with Colleges given attractive pricing.

DBe explained the Sector Oversight Board's remit and make-up.

Common applications platform for students across Scotland is being investigated. DBe and Jisc will be revisiting the MIS environment within College sector later in month. SCIL will be a useful forum for guidance on this topic.

10 year capital strategy is currently being drawn up. This ties in with Jisc work on designing new builds with digital in mind. This strategy will be made public soon, hope to provide transparency as to criteria for prioritising funding.

10.   Timing of future Meetings

The group agreed that quarterly meetings will be the frequency for future SCIL meetings. Stirling was agreed as being agreeable location going forward.

11.   AOB

AW updated the group to the Scottish Digital Portfolio Board. Last meeting of SDPB centred around "Named contact" changes (that will have some impact on Colleges) and Skills Development. In order to address the Skills Development work (which seeks to address the demographic gap in IS skills across the public sector) AW has been asked to contact principals at Colleges and Universities to understand how the sector can support this work, which covers HND, HNC, Degrees in IS, as well as upskilling people in IT who are already in work. (There may be additional funding available to address identified gaps).

12.   Next Meeting

Friday 17th of June, 10am (coffee at 9.30) to 12.30 with lunch, Stirling