Darwin College Information Services Committee – Minutes

Meeting date: Wednesday 15 January 2020

Present: Alexandra Brintrup (Fellow) [AB1], Russell Cowburn (Council Rep) [RC], Ronald Haynes (UIS Liaison) [RH], Espen Koht (IT Manager) [EK], Andrew Pitts (Fellow, Chair) [AP], Michael Schneider (DCSA Comms Officer) [MS], Denise Wilkins (Microsoft Research Fellow), Jake Zipfel (Student Librarian) [JZ]

No declarations of interest were recorded

Apologies: Giles Greenfield (Head of Domestic Operations) [GG]

Minutes of the last meeting were approved.

Matters arising from the minutes: none.

810. Website working group
GG sent a report in his absence that the developers have scheduled a web site final training and handover session with the Development Office for 16 January; “go live” will occur once all content has been checked and updated. EK said that in order to avoid any disruption to the smooth running of this term’s Darwin Lectures, it has been agreed to delay going live until the end of term.

811. Computing facilities
EK reported that the College has officially switched from version 7 to version 10 of Microsoft Windows. Phasing out the “Darwin Wireless” wifi network in favour of eduroam plus “Darwin Visitors” (see minute 806) has been delayed but should happen during this term.

EK also reported that a new firewall has been installed between College and external networked systems. GG sent a report that the on-line StarREz portal (www.darwin.cam.ac.uk/portal) is now being used to receive applications for student accommodation with an automated integration of student register information from CamSIS and financial exports/billing into the Accounts Department. EK explained that this is an example of cloud-based software-as-a-service. In this case our portal is hosted on a virtual machine that is shared with St Edmonds College and the system appears to be working very well.

AB asked about College policy concerning the “Internet of Things”. EK said that the policy is to be very conservative about College members being allowed to connect their own network-enabled devices to our systems. The committee will carry out its annual review of IT strategy at the next meeting. Action: EK+AP will circulate a draft strategy document with other committee papers in good time for the next meeting.

812. DCSA
MS (who was re-elected DCSA Comms Officer for this year) reported that a design for the new DCSA web site has been agreed and a prototype is running. The new site will be populated with content over the next month or so, before going live. MS also reported that the DCSA has decided on a policy of having a separate Google calendar for each College Society, all hosted in a single gmail account. (Information from several calendars can of course be integrated into a single view.)

813. University Information Services
RH reported that the UIS strategic email review has still not produced its report and the date for that is currently unknown. There was some discussion of the fact that email scams and phishing attacks are very widespread in University departments and Colleges. RH said that UIS is aiming for compliance with the government sponsored “Cyber Essentials” scheme. Action: RH to circulate a link to the UIS cyber security strategy document.

RH also reported that the Colleges Committee has agreed a collective approach to a computer systems penetration testing service to be provided by UIS. The charging mechanism has yet to be agreed and while there are costs, they will be less than contracting an external company to carry out penetration testing. The test takes place over an agreed 5-day period and the College receives a report. EK said that for budgetary reasons, Darwin will not undergo this test until next year.
RH reported that a UIS Collaboration Tools review has now produced its report. The focus is on Microsoft’s Teams product and collaborations within the university.

814. AOB
JZ reported that the College library is moving towards changing from using the open source Koha library management software to using the Alma unified library services platform. Alma is used by the University Library and many Colleges and its use will greatly increase our library’s ability to integrate catalogue and borrowing information with the rest of the University. It is hoped to get this working next summer when it is a bit quieter.

Date of next meeting: Wednesday 22 April 2020

Andrew Pitts
23 January 2020