## Darwin College Information Services Committee – Minutes

[The meeting took place on-line using Microsoft Teams]

**Meeting date:** Wednesday 22 April 2020

**Attending:** Alan Blackwell (Fellow) [AB1], Alexandra Brinstrup (Fellow) [AB2], Andrzej Bugajski (IT Assistant) [AB3], Russell Cowburn (Council Rep) [RC], Giles Greenfield (Head of Domestic Operations) [GG], Ronald Haynes (UIS Liaison) [RH], Espen Koht (IT Manager) [EK], Andrew Pitts (Fellow, Chair) [AP], Michael Schneider (DCSA Comms Officer) [MS], Dan Storisteau (Research Fellow) [DS], Denise Wilkins (Microsoft Research Fellow) [DW], Jake Zipfel (Student Librarian) [JZ]

*No declarations of interest were recorded*

### Minutes of the last meeting

RH requested a couple of minor corrections to minute 813.

### Matters arising from the minutes

Minute 811: the annual review of IT strategy has been postponed because of the current emergency, whose after-effects may well have an influence on future strategy.

Minute 813: RH provided the following links:

- Information and Cyber Security Strategy 2018–2021
- Cyber Essentials (recommended) [https://www.ncsc.gov.uk/cyberessentials](https://www.ncsc.gov.uk/cyberessentials)

### 815. Website working group

GG presented a report from Sam Venn giving a detailed website delivery schedule from now until the end of May. In response to a question from RC, GG explained that the new web site design was handed over by the developers as planned, but that transferring content from the existing site and making tweaks to the new design has taken Sam’s team longer than expected. The schedule calls for sign-off from College departments in early May and go-live in mid to late May. EK noted that the content management system we use (Drupal) is due to be upgraded (to version 9), but this has been taken into account by the developers.

### 816. Computing facilities

EK reported on the arrangements that have been put in place to enable home working by members of staff during the CORVID-19 pandemic. Some existing applications and tools used by College departments are already cloud-based and for those it has been a question of helping people gain access to them from home. The College has provided three laptops to members of staff who lacked computing resources at home and only in a couple of cases has there been the lack of a sufficiently good internet connection to enable home working. However, some software (such as in Accounts) must be run on machines in College and here users have been provided with remote desktop software to access applications running on about 15 PCs in College. EK thanked AB3 for doing a great job helping to set this up. In future, the physical PCs may be replaced by virtual machines running on College servers. These ways of working do not require the College file server to be opened to remote access, something EK is uncomfortable to do, because of the increased likelihood of security breaches. Instead, we are likely to move to increased use of cloud-based file sharing. The committee thanked the IT staff for all their hard work in these trying times.

### 817. DCSA

MS reported that the new DCSA website is on-line at darwin-dcsa.github.io, but may be moved to become a subdomain of the new College website, hosted at dcsa.darwin.cam.ac.uk (instead of dcsa.dar.cam.ac.uk where the old website is still hosted). The DCSA would like to create a Google account to host calendars, documents and forms that are only accessible by users in the cam.ac.uk domain; for example, a shared calendar for all College societies would be very useful. As this will be run by whomever is in charge of the DCSA at the time,
it should not be bound to an individual, but ideally to a group of people with a certain role. EK reported that he is in communication with UIS about enabling this.

818. University Information Services
There was a lively discussion of various collaboration tools to support College meetings and activities during the lockdown. AB reported that the Bursar has been considering the legal status of virtual meetings for conducting College business. RH reported that given the changes required to respond to the COVID-19 pandemic, there was an accelerated launch of the UIS-managed Microsoft Teams in March. The College is making use of this tool. Each activity (such as this committee) requires a “channel” within Teams, initially set up by the College Registrar, but then managed by the appropriate person leading the activity (such as a committee chair). Some members of College would like to use Zoom, especially for video-conferences involving a large number of participants. RH confirmed that despite well-known security issues with Zoom, its use is not deprecated by the University. UIS-supported Collaboration tools include the Google G Suite and may in future include Zoom (negotiations are ongoing). Google Meet is listed with Zoom (and Skype) among the tools identified by the Centre for Teaching and Learning for supervising and teaching remotely. Given the various use cases, general familiarity and preferences, and key features available in the various tools, the UIS is asking for feedback about online collaboration services (via e-mail to collab-feedback@uis.cam.ac.uk).

Findings from the ISC review of email provision are available, as part of the ISC Operations Committee papers: see https://www.governance.cam.ac.uk/committees/isc-ops/2020-02-12. It is planned to revisit this topic at the next meeting of this committee.

RH reported that as a new service, IT staff can create wireless tokens for shared devices owned by a University institution, that is, devices that are not owned by an individual and associated with an individual's CRSid.

819. AOB There was no other business.

Date of next meeting: Michaelmas Term 2020, date to be determined.

Andrew Pitts
23 April 2020