



Minutes

Present: Christine Orengo, Denise Gordon, Suzy Adcock, Andreas Schatzlein, Richard Poole, Jonathan Chubb, Janice Kiugu, Julia Weston.

Guests: Trevor Peacock and Sarah Lawson (Information Security Group- ISD)

Apologies: James Hetherington, Giovanna Vinti, John Pelan, Owain Kenway, Donna Swann, Zoe Waller.

In Attendance: Mariam Al-Janabi

1. Chairs Welcome

CO welcomed members and introduced this new committee, highlighting its aim to evolve the relationship with ARC and ISD.

SA explained that this new committee should consider digital strategy for all of FLS, including marketing and teaching as well as research. DG added that this committee will be able to feed into ISD portfolios to seek solutions to identified FLS strategic aims.

1.1 Outstanding actions from previous IT Committee Action Tracker

CO noted outstanding actions that need to be reported in AOB and highlighted the need for some 'latent' standing items to be added to the agenda and escalated when needed.

2. Cyber Security

SL briefed members on UCL's cyber-readiness, highlighting detection services and ongoing efforts for departmental visibility. SL stated that there are services set up in HR and finance to ensure that any abnormal activity is detected, attacks are detected every day. 27 thousand incidents of cyber-attacks were stopped last month. There is a 24/7, 365 days Triage service to ensure that UCL deals with attackers promptly.

SL highlighted the importance of impact assessments within departments and that within the next 9 months ISG will be working with each department assessing their vulnerability scores.

CO inquired about communication with Heads of Departments (HoD), SL responded that Deans are aware, and DG is involved with the process, with plans to directly contact HoDs.

SA raised that SWC and GCNU representatives should be informed before approaching HoD.

3. HoFIT Report

DG stated that a discussion with Tech Ops and SoP is currently ongoing, AS raised that the Tech Ops issues have still not been resolved and that responses to problems faced aren't timely which causes disruptions in teaching.

Action: DG to set up a google docs to upload any Tech Ops issues.

Action: DG to set up a meeting with Tech Ops, service desk and SoP.

DG stated that IT issues should be submitted via online forms, DG receives these issues and either locally deals with them or escalates the issues when needed into a lean business case (LBC) which goes to FOCPGG. Local issues are dealt with via FOOP, and if they can't be implemented locally then other portfolios are used. DG stated that each portfolio is allocated funding which the governance group agrees to. FOOP items could be added as a latent standing item on the agenda.

Action: DG to organise surveys for SoP and LMCB to assess their storage and compute needs

Action: DG to ensure all papers for the DRB and FOCPGG committees are available to the DSC committee via the Teams site.

4. Digital Education

March event on how to handle AI, all staff can attend.

JK discussed updates to digital education, including the availability of Microsoft Copilot for staff on Moodle, student will have access to this AI tool in April.

JK reported on an ongoing review of Media Capture and LectureCast. This will take several years.

JK highlighted the ongoing issues faced with Media capture which has led to requests for more information from other platforms. By spring, Moodle should be updated ensuring that student grades are easily transferred to portico.

SoP are reviewing the ePortfolio, and since the system is not fit for purpose, a new platform is being explored, Pebblepad. They are working on this with Kings College.

5. Data Storage

DG reported that a storage group had been set up and a meeting organised. CO proposed that this should also discuss data stewardship and it should include ARC representatives and other committee members e.g. from LMCB, SWC.

DG confirmed that the 'S drive' will run out by summer 2025, so all replacements should be explored.

To obtain funding for any new storage facility there would need to be an LBC worked up on the FOOP.

RP raised concerns about the allocation of storage for PhD students. DG confirmed that students should receive staff allocation.

CO raised that the ELIXIR UK BioFAIR initiative had received pilot funding of 34 million. A BioFAIR workshop is being organised at UCL for April or May and CO will be sending out further information on this to the DSC committee and the HoDs. The workshop is being co-organised with representatives from ARC.

Action: DG to organise the next storage subgroup meeting. Anyone from the DSC interested in storage discussions can participate.

6. AOB

AS highlighted that more interim or sub strategy meetings may be required, CO proposed to schedule subgroup meetings before May so that we have a clear strategy before the BioFAIR workshop in April/May.

CO raised that she sits on the ARC steering committee and so any items to be reported to ARC should come through her.

Any items for this new committee to be reported should be sent to MA at least a week in advance.

Next meeting: 13 June 2024 at 11am

Actions

Action	By Whom	By When	Complete
Invite Jonathon Cooper or a member of his team for AI on Conjurer development	MA	13 th June	
Create a Google doc on Tech Ops and schedule meeting with service desk.	DG	13 th June	
JIRA Meetings	DG and all reps	13 th June	
Survey for SoP and LMCB	DG	13 th June	
Data Storage memo by end of May	DG and JH	End of May	
Circulate Papers from DRB and FOC PGG and DRCSC	DG and CO	Ongoing	
Interim Meeting DSC Storage Theme, extend invitation to everyone but institute/divisional reps need to be there	DG	End of March	

For Information: [Minutes from Divisional IT committees](#)