UNIVERSITY OF CAMBRIDGE
Department of Computer
Science and Technology

IT Strategy Committee
3rd March 2022 at 11 a.m. via Microsoft Teams

Agenda

1. **Apologies for absence**
   Professor Simon Moore (Chair) – Professor Alastair Beresford (ARB) to be acting Chair.

2. **Committee Membership**
   Daniel Porter (DP) is a new member of the IT Strategy Committee replacing Graham Hatt as IT Support Manager.

3. **Approval of the Minutes of the Previous Meeting**
   Unconfirmed Minutes of the meeting held on 5th October 2021 are attached for approval. (Document 1).

4. **Matters Arising**

5. **Actions from the Previous Meeting**

   (a)   *GPU Resources for Teaching (Item 3a)*
         ARB to liaise with MS/MJ to ensure that the correct data is in the proposal. The Chair to put forward the proposal to the HoD to seek approval to proceed with the recommendations.
         ARB to update the Committee.

   (b)   *Review of the email survey (Item 3c)*
         The Chair/MS to put forward a proposal to the HoD for approval to set up 'Fastmail' as a mail transfer agent in the department. MS to proceed with Fastmail, subject to approval. The Chair to provide an updated report to Wednesday.
         MS to provide an update on Fastmail.

   (c)   *Laptop by default for PhD students (Item 3d)*
         It was agreed to review the process and to ensure that the policy is up-to-date on the website (DP/MS).
         MS/DP to update the Committee.

   (d)   *Sys-admin (Item 3e)*
         A review of the ticketing system concluded that it is not being managed or operating effectively (GH). ARB to provide an update on sys-admin response times to Wednesday.
         DP to provide initial thoughts on the ticketing system and outline future plans.

   (d)   *Operational Issues (Item 3f)*
         The proposal for increased CO staffing levels to go to the School's Strategy and Planning Committee. The Chair to report on the decision of the SNP Committee.
         ARB to provide an update.

(e)   GDPR (Item 5)
A working group to be set up to review the department's strategy for managing personal data. The IT Strategy Committee are asked to consider what is needed from such a   review and provide the working group brief terms of reference and expected output.
ARB to provide an update.

6. **Standing Items**

(a)   MS and DP to provide an update on current issues.
(b)   Report on the School's IT Strategy Committee (AV) and update from UIS (AM).

7. **Undergraduate teaching machines**
UIS proposes to discontinue the Managed Cluster Service (MCS) that we currently use for the dual-boot (Windows/Linux) PCs in the Intel Teaching Laboratory. In particular, we rely on the Linux provision that was being managed by David McBride in UIS who has now left. UIS have failed to hire another Linux administrator. UIS is currently undertaking a consultation to determine if MCS provision should be withdrawn or downsized. We need to determine how we wish to proceed.

8. **Database**
To discuss the department's database functionality:

(i)   What is the key function of the database
(ii)   Is it fit for purpose
(iii) What, if any, alternative solutions are available

9. **Any other business**

10. **Date of next meeting**