UNIVERSITY OF CAMBRIDGE
Department of Computer
Science and Technology

IT Strategy Committee
26th January at 2 p.m. via Microsoft Teams

Agenda

1. **Apologies for absence**

2. **Approval of the Minutes of the Previous Meeting**
   Unconfirmed Minutes of the meeting held on 13th October 2022 are attached for approval. (Document 1).

3. **Matters Arising**

4. **Actions from the Previous Meeting**

   (a) *GPU Resources for Teaching (Item 5a)*
   - MS to follow-up with HPC and obtain costings.
   - MS to measure GPU usage and determine what the cost would be.

   (b) GDPR (Item 5b)
   - The Chair to set up a small working group to include MS, RM, the Undergraduate Teaching Administration Manager, the Postgraduate Education Manager and Alice Hutchings.
   - JD to enquire if the School of Technology have a policy document or if any of the other departments/institutions within the School have guidelines that can be reviewed by the Working Group.

   (c) Standing Items (Item 6)
   - DP to put in place a procedure for resolution of urgent issues that require immediate action.
   - DP to look into upgrades to support 4 microphones in the Lecture Theatres.
   - DP/JD to have a follow-on discussion and report back to the next meeting.

5. **Standing Items**

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

6. **IT Support for Undergraduate and Postgraduate Teaching**
   Discuss what facilities are required to support undergraduate and postgraduate teaching in the department (SWM/MS)

7. **Servers in GN09**
   What level of resilience should be provided for servers in GN09 (MS)

8. **Any other business**

9. **Date of next meeting**

DRAFT

IT Strategy Committee
13th October 2022 at 2 p.m. via Microsoft Teams

Minutes

Present:
Professor Simon Moore (SWM) – Chair   Daniel Porter (DP)
Dr Stewart Carswell (SC)   Dr Thomas Sauerwald (TS)
Professor Mateja Jamnik (MJ)   Malcolm Scott (MS)
Dr Rafal Mantiuk (RM)   Jo de Bono (JD) - Secretary

1. **Apologies for absence**
   Apologies were received from Andreas Vlachos.

   ACTION: SWM/JD to determine if AM is still in post given the UIS restructuring.

2. **Committee Membership**
   The Chair welcomed Thomas Sauerwald (TS), DHoD, as a new member of the Committee replacing Alastair Beresford (AR).

3. **Approval of the Minutes of the Previous Meeting**
   The Minutes of the meeting held on 3rd March 2022 were approved.

4. **Matters Arising**
   (a) In-person/hybrid meetings – it was agreed that Committee meetings would remain online.
   (b) JD reported that the Booker online room booking system is now operational in the department.

5. **Actions from the Previous Meeting**

   (a)   *GPU Resources for Teaching (Item 3a)*

   MJ reported that MJ/MS and Nic Lane had reviewed the proposal over the summer. The recommendation for the department is to acquire the HPC provided close virtualised GPU pool which would remove all other infrastructure issues that the department would incur otherwise. However, MJ reported that they had been unable to ascertain the cost. It is also recommended that the department should track GPU usage per student to estimate the number of GPU hours needed.

   MS reported that GN09 is running short on space, power and cooling and cannot accommodate the number of GPUs on the scale that would be required for the number of MPhil students. MS added that a benefit of running things on HPC is that more use can made the HPC support team and rely less on in-house support. MS does anticipate that there will always be a small number of niche use cases where the department needs to use its own hardware but it is hoped that this can be kept as a minority exercise.

   ACTION:

- MS to follow-up with HPC and obtain costings.
- MS to measure GPU usage and determine what the cost would be.

(b)　　GDPR (Item 5)

The Chair proposed setting up a small working group to review the department's strategy for managing personal data. The Chair reported that many University departments have GDOR guidelines and recommendations in place and that the Medical School provides guidance for researchers and study coordinators: (https://researchgovernance.medschl.cam.ac.uk/undertaking-health-research-in-the-united-kingdom/data-protection/). It was agreed that it would be helpful to review other GDPR documentation before formulating the department's policy.

ACTION:
- The Chair to set up a small working group to include MS, RM, the Undergraduate Teaching Administration Manager, the Postgraduate Education Manager and Alice Hutchings.
- JD to enquire if the School of Technology have a policy document or if any of the other departments/institutions within the School have guidelines that can be reviewed by the Working Group.

6. **Standing Items**

(a)　　MS and DP to provide an update on improvements made and current issues.

DP gave an update on progress.

Completed projects:

- Automating the update of the undergraduate student database.
- Putting student mailing lists on SYMPA (University mailing system).
- Near completion of all of the SLACK workspaces in the department being joined up under a single workspace.

Projected projects:

- Helpdesk system – migrate to a new version of software and make process changes to how it is used to address issues that exist.
- Standardising devices. Stock of standard model laptops (staff & PhDs) - Windows & LINUX only.
- Printing.
- Door access system and build university card import. A view to replacing that part of the system and streamlining the system.

(b)　　JD to provide a report from the PSS.

JD consulted members of the PSS and highlighted the main concerns:

- Microphones in the Lecture Theatres – the number is inadequate for many of the events the department holds and upgrades are requested to support 4 microphones.

- Ticketing System – a timeline for when the PSS might expect improvements to the system.
- Urgent IT Issues – a procedure to be put in place to provide more immediate support for urgent issues (e.g. support for UTOs during in-person lectures in LTs when needed).
- Sys-admin team – a mechanism for communicating who is in the building at any given time to provide a fully comprehensive service.

ACTION:
- DP to put in place a procedure for resolution of urgent issues that require immediate action.
- DP to look into upgrades to support 4 microphones in the Lecture Theatres.
- DP/JD to have a follow-on discussion and report back to the next meeting.

(c)   Report on the School's IT Strategy Committee (AV) and update from UIS (AM).

There was no report on the School's ITSC. There was no update from UIS.

7. **Finances/budgeting (MS/DP)**

- Proposal for budget separation
- Clarification over desired PhD equipment provision
- Clarification over desired general equipment provision
- Licences/equipment for teaching use

MS agreed to circulate the proposal to Committee Members after the meeting.

ACTION: MS to circulate proposal.

8. **Lecture Theatre refresh project (MS/DP)**

- Proposal using existing CHEST funding
- Targeting Summer 2023

It was agreed that this item would be brought back to the next meeting.

ACTION: JD to add as an item on the agenda of the next Committee.

9. **Sys-admin group name change proposal (MS/DP)**

MS/DP reported that sys-admin proposes a name change to 'IT Services'.

10. **Any other business**

There was no other business.

11. **Date of next meeting**

The date of the next meeting is 26th January 2023 at 2 p.m.