UNIVERSITY OF MANCHESTER   **SCHOOL OF LAW**

IT COMMITTEE

Thursday 14th March 1pm, 3.16 Williamson Building

Minutes

In attendance:

Mr Andrew Bell, Mrs Zoë Day, Ms Damaris Freeman, Mr Bill Hebenton, Dr John Smith, Mrs Alison Wilson, Mr. Aubrey Scully, Ms Alex Kalinowska, Ms Cath Dyson

Apologies:

Professor Mary Vogel, Dr. Charles Erin

1.   Minutes of the Previous Meeting

Minutes of the meeting held on 3rd December 2012 approved with one change requested: That the Apple App for using Turnitin/Grademark will be available at the beginning of June.

Cath Dyson reported that the Semester 2 submission dates for Law are required. Supplied by Alison Wilson.

Aubrey Scully reported that the Course Unit Database will be changing. Damaris reported this to the Timetabling Project Manager June Finch. Aubrey also reports that the project has been delayed, the existing system will remain in place for 2013-14.

Alex Kalinowski asked if personal appointments can be added to the calendar in My Manchester. John Smith has looked into this but it does not seem to be possible with the software currently available.

Charles Erin reported a problem with Turnitin - marker's comment bubbles obscure the student's original text. Cath Dyson has found a method for removing this bubble.

Charles Erin asked how blind double-marking on dissertations can be managed through Turnitin. Cath Dyson reports that the following should solve the issue:

·   Two submission inboxes need to be created where either a) only one of them is set to perform originality checking, or b) one is set to submit papers to the repository whereas the other is set for submissions not to be retained in Turnitin's repository.
·   Students are asked to submit their assignments to both inboxes

· Each marker agrees to enter her/his own inbox only.

Geraint Howells has asked about the possibility of providing Ipads/ Kindles to students and/or staff. Cath Dyson reports that the 'Kindle Fire' does not deliver the services required. Alison has been trialling the tablet software and has reported that it seems appropriate for staff use.

John Smith raises the issue that Kindles/tablets may cause neck strain if used for long periods (ie. for online marking). Damaris is liaising with the University Health & Safety team regarding guidance on this.

2.   Matters Arising

Alex Kalinowska suggests that Law investigates what other Schools are planning with regard to providing tablets to staff and students. Andrew Bell to liaise with Teaching & Learning Committee and Cath Dyson.

ACTION: Andrew Bell

Windows XP will not be supported after next year. Damaris to find out whether this will affect the plasma screens in the foyer.

ACTION: Damaris Freeman

Cath to liaise with Alex Kalinowska regarding student consultation on the three potential new designs of Blackboard.

ACTION: Cath Dyson

Alison is to visit the Brand website to see University policy on how photos should look on the web.

ACTION: Alison Wilson

John Smith to look into which Powerpoint Slide Advancers would be suitable for the School to invest in.

ACTION: John Smith

Cath Dyson to ask Trevor Byrne about placing Powerpoint slide advancers in lecture theatres.

ACTION: Cath Dyson

3.   Report from Dr John Smith (of Faculty IS)

The report from John Smith is as follows:

Applications for Student Clusters 2013/2014 session

I have circulated staff who requested software on the Humanities teaching clusters for this session and put together their requests for next session in the list available at

http://ict.humanities.manchester.ac.uk/facilities/clusters/Proposedclustersoftware2013-2014session.html

If you use the student PC clusters for teaching or for your students to do coursework please look at the list and let me have any additional items needed to meet your requirements for next session. **N.B. If software is not on the list it will not appear next session even if it's currently available.** If you can get this info to me by Monday 18th March it would be most helpful.

Staff applications

Over the coming year a lot of work will be done to move staff desktop and laptop PCs onto Windows 7 as Windows XP goes out of support in April 2014. The staff Windows 7 image will be much the same as the one available to students. The proposed list of software for the image is available at

http://ict.humanities.manchester.ac.uk/facilities/clusters/ProposedsoftwareforStaffWindows7image.html

If there any additional items of software you use please let me know. Those items which are used by a number of colleagues will be candidates to be bundled and provided with the image.

My Manchester for staff pilot

A good deal of work has gone into the Student portal over the last couple of sessions and that continues. A pilot of My Manchester for staff has started to provide a similar one stop shop for staff online resources. If all goes well this should go to general release in June. Those applications developed for the MWE project will be included in the resources available.

Windows 7 Desktop image

The roll out of the Windows 7 desktop image to Humanities PC clusters was carried out of the Christmas vacation. Schools will be contacted about the move of school based postgraduate machines to this image. The roll out of the image to staff started in earnest at the end of February. This is expected to take a year to complete. Staff using older machines (they will get machine upgrades as well) or on an older version of the Windows XP infrastructure will be targeted in the first instance. Due to the volume of work this process will need to be carried out continually over the whole year. If there are particular offices which you would like to move as a block at specific times then let me know.

P: Upgrade

The move to the new P: system is going slowly – some staff in HR and Estates have been moved.

Windows XP

Microsoft Windows XP goes out of support on April 8th, 2014. The University wishes as far as possible to withdraw this product by that date. Over the coming year a lot of work will be done to move staff desktop and laptop PCs onto Windows 7. However there may well be other Windows XP systems in use for more specialised uses. Examples would be PCs with attached equipment or specialised equipment which runs XP. In some areas laboratory equipment might be run from XP systems, in Humanities we may have PCs running display systems, or automated or contracted-in systems. If you know of any such systems in your area (either for definite or possible) can you let me know. The Infrastructure team in Humanities IT will be able to look at the system and decide what action needs to be taken.

Staff who run Windows on Apple Mac machines (e.g. using Parallels software). They should upgrade from Windows XP if they are still using it.

Blackboard Downtime

Blackboard will down for an upgrade from 4pm on Thursday 4th April 2013 until midnight on Sunday 7th April 2013. John reports that there have been no issues with Blackboard downtime this year.

4.   E-learning developments and Blackboard

The Podcasting Service will be extended to cover all Centrally Timetabled lecture theatres plus 30 % of seminar rooms.

It is agreed that the expectations of staff and students must be managed.

Wimba/BBIM has been withdrawn.

5.   **Web and intranet developments**

The web project is led by Warren Gates with Becki Bennett.

Warren has presented the web templates to the School.

Interviews have been held on the 15th March for a Content Assistant.

6.   **Discussion of Powerpoint remote slide advancers**

John Smith to look into this. Cath Dyson is to ask Trevor Byrne about placing powerpoint slide advancers in lecture theatres.

7.   **Student Business**

Alex Kalinowska asks whether Roscoe can be prioritised during the Wireless roll-out. John Smith responds (via email after the meeting) that:

- There will be two phases of rollout over the Summer. Phasing of particular buildings does seem to move about, the full list of faculty buildings due is:
  - Phase 1
    - Bridgeford St
    - Oddfellows
    - Roscoe
    - Mansfield Cooper
    - Williamson
    - Martin Harris
  - Phase 2
    - (Crawford House)
    - Electro Acoustic (tbc, no school requirement)
    - Samuel Alexander
    - Ellen Wilkinson

8.   **Any Other Business**

John Smith asks whether the presentation systems in 3.10, 4.07 & 4.08 can be transferred to Windows 7. The committee agrees that this can go ahead.

Next meeting:

Thursday 14th November 2013 – Williamson 3.16

Circulation:

    Staff Members:
    Mr Andrew Bell (in the chair)
    Mrs Zoë Day
    Dr Charles Erin
    Ms Damaris Freeman
    Mr Bill Hebenton
    Dr John Smith (Service Delivery Manager, Faculty of Humanities IS)
    Professor Mary Vogel
    Mrs Alison Wilson
    Dr. Neil Cobb

    Student Representative – Alex Kalinowska

    By invitation: Ms Cath Dyson, Head of Faculty e-learning team, Mr. Aubrey Scully, Faculty Web Team

    For information: HoS, School of Law