



CITSCAPES ADVISORY COMMITTEE

Minutes of the 5th Meeting held Thursday, 21 June 2001,

University of Glasgow, Boyd Orr Building, Room 321, 11.30 am – 2.40 p.m.

Agenda Item 1

1. WELCOME AND APOLOGIES

Welcome: Les Watson welcomed all attending members.

Present: Les Watson, Allan Martin, Terry Mayes, Karen Barton, André Reibig, Lyn Oates, Robert Letham, Tom Browne and Paul Thomson.

Apologies: Ursula Howard, Debbie Davies, Ethel Parker, Peter Kemp, Maria Lee, Jean Couper and Rachel Corrie.

Chair: Les Watson.

Agenda Item 2

2. MINUTES OF THE 4TH ADVISORY COMMITTEE MEETING OF 30 MARCH 2001

2.1. **Resolved:** That the minutes be approved.

2.2. Matters Arising:

4.1.7. PT asked what action was to be taken regarding the supply of useful links to schools for the Resource Database.

Action I: *AR to consult with PT about useful links to schools.*

4.2. Survey (**Action I**): AR reported that some suggestions regarding the Survey have been received.

4.3. Case Studies (**Action II**): AR reported that final amendments to the Case Studies are in progress though some final suggestions are still to be received.

Action II: *AR to complete and publish the Case Studies on the web subject of the approval by the Case Study institutions.*

4.3. Case Studies (**Action III**): AM will complete De Pauw by September. LO submitted an overview of C&IT developments in the Netherlands as Appendix E to the Draft Final Report.

Action III: *AM to complete De Pauw Case Study by September.*

4.4. Resource Database (**Action IV**): AM suggested that gateways to other skill sites should be collected and added to the RDB by AR.

Action IV: *AR to add gateway to other skills sites into the Resource Database by September.*

5. Project Extension (**Action V**) to be discussed under Agenda **Item 6** 'Project Extension'.

Agenda Item 3

3. MINUTES OF THE MANAGEMENT BOARD MEETING OF 30 APRIL 2001

3.1. **Received:** The minutes of the Management Board Meeting 30 April 2001 were received for information only.

3.2. Matters Arising:

Action 2: Case Studies, final amendments to be made (**see Action II**)

Action 3: Open University Case Study, it is hoped that this case study could still be completed. No deadline was set, but early September seems to be desirable.

Action V: ***AR to consult with LO regarding appendices for Oxford Case Study.***

Action 4: Case Study Summary Glasgow to be completed by AM.

Action VI: ***AM to complete Case Study Summary Glasgow University by September.***

Action 5: Case Study De Pauw and Tillborg (**see Action III**).

Action 6: PK submitted EDUCAUSE Report (**see Agenda Item 4**).

Action 7: Draft Final Report (**see Agenda Item 4**).

Action 8: Project Extension (**see Agenda Item 6**).

Agenda Item 4

4. DRAFT FINAL REPORT

Reported and discussed:

The Project Team tabled draft chapters, which were discussed in detail. All members of the Committee contributed effectively and eagerly to the discussion, which added to a very constructive and positive atmosphere throughout the meeting.

General Points:

There was discussion about the order of the chapters in the Draft Final Report.

4.1 It was agreed to reorganise the report into sections with chapter 3, 4 and 5 forming one of them. Chapter 6 should follow chapter 2 or first section.

Action VII: ***AM to reorganise table of contents of the Final Report***

4.2. A 'road map' should be added at the beginning of the report with clear instructions on how to use this report.

Action VIII: ***AM to devise a 'road map' on how to use the Project Report.***

4.3. It was decided to tailor this report to the needs of three groups of individuals similar to the groups targeted with the Survey Questionnaire: a) at Senior Management (PVC/VP), b) at Middle Management (Heads or Directors of Information Services etc.) and c) at C&IT providers (librarians, course co-ordinators etc.), as well as to the membership of appropriate JISC committees.

Chapters and Appendices:

Acknowledgements/CITSCAPES People: still to be completed

Action IX: *AR to complete Acknowledgements/CITSCAPES People section.*

Chapter 1: was felt to provide a very good overview of the Project. However, it was pointed out that the term 'C&IT' should be used consistently throughout the report and that the abbreviation ILT should also be mentioned as it is used throughout the Further Education Sector. Written comments were received from LO.

Action X: *AR to make minor amendments to Chapter 1 in liaison with KB.*

Chapter 2: was received as very useful and informative. It was suggested though to flag the appearance of the 'Communication' aspect in IT. This is signalled by the change of terminology from IT to C&IT or ICT from the early 1990s. Some detail regarding the 'Phases of Development' should be edited down. LO submitted written suggestions to AR.

Action XI: *AM to amend Chapter 2.*

Chapter 3: was seen as a useful addition. On page 22 order of the stages should be reversed. An outlook to chapter 3 is still to be written. The movement or development through the stages on page 22 should be made more explicit. More emphasis should be given on the assumption that the development of C&IT strategies at HEIs are in fact driving other innovative issues at HEIs. Also, more explicit advice on how to use the developmental tools would be desirable.

Action XII: *AM to amend and complete Chapter 3.*

Action XIII: *AM to include guidance on how to use the 'Developmental Tools'.*

Chapter 4: exists only in note form. The usefulness of the indicators or key factors as a reflective descriptive tool should be more clearly highlighted.

Action XIV: *AM to complete Chapter 4.*

Chapter 5: exists also only in note form. Two 'fictitious' institutions should be put through the development tool. It was also suggested to put chapter 3, 4, and 5 into a flowchart.

Action XV: *Chapter 5 to be completed by AM according to suggestions.*

Chapter 6: this chapter was also regarded as very informative and useful as it presents an overview of resources, which would continue to be of use to the Higher Education sector.

Chapter 7: this chapter should form the conclusion, outlook and quintessence of the CITSCAPES Project. Reference should be made to the Survey and a more global perspective should be taken when concluding the research and development aspect of the CITSCAPES Project. Opinions were divided as to where this chapter should appear in the final report. More emphasis on staff C&IT training would be desirable. Reference to the SCAITS Report and the 'Knowledge Economy Task Force Report' should be made. Some material from LO's paper on 'C&IT skills training for Teacher Education in the Netherlands' could be incorporated.

Action XVI: *AM to complete chapter 7 in liaison with LO. AM to contact RC in order to investigate whether other projects have dealt with the issue of C&IT training for staff.*

Literature: All references should appear in the relevant chapters and not in a separate section.

Action XVII: *AM to reorganise the Bibliography section under the individual chapters/sections.*

Appendix A: was deemed as useful.

Appendix B: It was remarked positively that the statistical analysis is presented very clearly and concisely. Any insight gained in the Survey regarding staff training should be drawn out more explicitly.

Action XVIII: *AR to add statistics regarding staff development into Appendix B.*

Appendix C: AR presented case study overview. The structure of this appendix is closely linked to the content table of the case studies. A discussion took place as to whether this structure should be maintained or whether a new structure should be adopted according to the 'key factors' mentioned in chapter 4. It was agreed to add an extra section on key factors. The diagrams which describe the models of C&IT provision will be added to this appendix. More explicit reference to the nature of the student bodies recruited by the institutions investigated in the case study reports would be desirable.

Action XIX: *AR to amend the case study summary reports in collaboration with LO and AM.*

Appendix D: PK's EDUCAUSE paper was appreciated and should remain unchanged.

Appendix E: should be a short overview of the Project Strands in Phase 2 of the Project.

Action XX: *AM to prepare Appendix E.*

Glossary: The Glossary was adjudged as very useful. Further suggestions are still welcome.

Action XXI: *The Committee Members will send further suggestions regarding the Glossary to AR.*

Action XXII: *It was agreed that second draft of the Final Report of CITSCAPES Phase I would be discussed at the 6th Advisory Committee Meeting in September and would be submitted to JCAL for approval (the JCALT Meeting takes place 15 November 2001). Any suggestions for further amendment of the Final Report would be welcomed.*

Action XXIII: *AM to co-ordinate the distribution of the second draft of the Final Report to the Committee before the next meeting in September.*

Agenda Item 5

5. OTHER PUBLICATIONS

5.1. **Survey Report:** AR reported that the full Survey Report is still to be completed due to the focus on the Draft Final Report. It was suggested that the 'Data Evaluation' Section be taken out, and that the collected data be presented in the greatest possible detail.

Action XXIV: *AR to complete Survey Report*

5.2. **Case Studies:** See *Action II* and *Action III*.

Agenda Item 6

6. PROJECT EXTENSION

Reported and discussed:

1. AM informed the Committee of JISC's approval of the bid for a Project extension until 30 September 2002.
2. AM presented the bid for the Project extension and introduced the Committee Members to the different elements of the bid, focusing on the 'Proposed Activity Strands' (see attached bid).
3. There will be at least two more representatives from the FE sector co-opted to the Committee.

Action XXV: *TB offered to explore the possibility of identifying someone who could represent NILTA, for the FE sector, to complement his role as the UCISA representative, which is primarily for HE.*

4. A new student representative needs to be co-opted onto the Committee.

Action XXVI: *AM will explore the possibility of appointing a new student representative onto the Advisory Committee for the period of the Project extension.*

4. It was noted that the Research Assistant at Cheltenham is still ill. The Committee expressed its hope that Debbie Davis is able to continue in some capacity in Phase II of the Project and wished her a swift and full recovery.
5. AM highlighted the importance of the case studies for Phase II of the Project. They have already provided a very useful insight into the current situation and future development of student C&IT. They have also been very beneficial to the development of the conceptual framework for the sector.
6. The possibility of an impact analysis after CITSCAPES II was discussed. It was agreed that this possibility would be raised with JCALT at the appropriate time.

8. It was agreed that the knowledge and expertise gained in all the Project strands during CITSCAPES I should be critically evaluated and utilised for Phase II.

Agenda Item 7

7. A.O.C.B.

Noted:

1. The Committee recognised and appreciated the considerable progress made with the Draft Final Report despite staffing difficulties.
2. The Alt-C conference workshop takes place Tuesday, 11 September 2001, 4-5 p.m. in Edinburgh.
3. Following a copyright problem with 'ITIL', the mailing list should be renamed IT&ILit@jiscmail.ac.uk.

Action XXVII: AM to e-mail JISCMail about the new list name.

Agenda Item 8

8. Date of next meeting

Date to be arranged for September 2001.

Action XXVIII: AR to poll for possible dates for the 6th Advisory Committee Meeting.