Kirsty Allen, MA PhD
Senior Assistant Registrary

UNIVERSITY OF CAMBRIDGE
Secretariat

Mr Bruce Beckles

by email

Reference: FOI-2009-71

26 June 2009

Dear Mr Beckles,

I refer to your email of 24 June 2009 in which you ask for copies of two documents which were circulated to the Information Steering Group at the meeting of 15 December 2008.

I attach the requested documentation which was omitted in error from the information which was previously supplied to you.

Please note that the attached document should not be copied, reproduced or used except in accordance with the law of copyright.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of this decision, you should write to the Administrative Secretary, quoting the reference above, at the Secretariat, The Old Schools, Cambridge, CB2 1TN. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the University. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Kirsty Allen

The Old Schools
Trinity Lane
Cambridge, CB2 1TN

Tel: +44 (0) 1223 764142
Fax: +44 (0) 1223 332332
Email: foi@admin.cam.ac.uk
www.cam.ac.uk

General Board

Review of Teaching and Learning Support Services

Minutes of a meeting of the Review Committee held on 9 June 2008.

Present: Professor Andrew Cliff (Chairman), Dr Nick Bampos, Mr Peter Coulthard, Professor Melveena McKendrick, Professor John Morrill, Ms Jan Wilkinson, Professor Steve Young with Julian Evans.

Apologies were received from: Graham Allen, Professor Tony Badger and Mr Simon Lebus.

12.   Minutes

The Committee approved the minutes of their third meeting held on 29 April 2008.

Arising from the third meeting, the Committee were reminded that they had expressed an interest in additional background information as follows:

(1)   *University Computing Service*

    (a)   The Committee received Paper 8a being an extract from the IT Syndicate Annual Report (Appendix 3) providing some information on expenditure by activity. The Committee noted that expenditure on Lapwing was not distinguished from Network Systems and Network Installation at the time, but will be in future years.

    (b)   The Committee were informed that the Director of UCS, who is currently chairman of the Russell Universities Group of IT Directors (RUGIT), had advised that RUGIT do not keep comparative data on expenditure on Computing Services in other HE institutions.

(2)   *Language Centre*

    The Committee received Paper 8c being the report on a survey undertaken by the Language Centre, in 2005, of Departments running their own specific language courses.

13.   Draft Review Report

A draft report had been circulated (Paper No.9) and was discussed in detail. The Committee's comments were noted. Professor Badger had sent a message indicating his support for the recommendations of the draft report.

The Committee agreed to receive a final edition for approval by circulation with a view to the report being presented to the General Board at their meeting on 9 July 2008.

Review of Teaching and Learning Support Services

General Board 9 July 2008

The Board were reminded that at their meeting on 10 October 2007 they had agreed to set up a committee to review teaching and learning support services in the University and they received the Report of the Committee (Paper No. 08.B.16).

Professor McKendrick introduced the Report and commented on the principal recommendations contained within it. The following were amongst the substantive points in the subsequent discussion:

- The proposed development of the University Librarian's role in teaching and learning support should not be at the expense of the Library's role in supporting research, particularly in the arts and humanities.
- While noting the loss of autonomy arising from the proposed coordination of journal subscriptions, Professor Friend welcomed the clear recommendations for action contained within the report.
- Professor Hunter commented on the need for careful implementation of the governance recommendations so as to safeguard the level of service provided by Faculty and Departmental libraries.
- There was an opportunity for those libraries which were embedded in Faculties and Departments to benefit from interaction at certain levels.
- Further work was needed in relation to the role of the University Computing Service in pedagogy.
- The creation of a single supervisory body, incorporating the function of the Library Syndicate and the Board's Committee on Libraries, was strongly supported.

The Board agreed to approve, in principle, the recommendations as set out in Chapter 6, and to consult with the authorities concerned on the detailed implementation of them. The Board agreed to receive proposals for an implementation steering group at their next meeting.

General Board 8 October 2008

The Board noted that at their last meeting they had agreed to receive proposals for the establishment of an implementation steering group. The Secretary suggested the following membership for the group:

> Professor Cliff (Chair), Professor Rallison, Professor Hunter, Dr Bampos and Professor S J Young, with the Academic Secretary.

The Board agreed to approve the membership