

**University of Cambridge**  
**Planning and Resources Committee**  
**Teaching Space Utilisation Working Group**

A meeting of the Group was held on Thursday 21 March 2013 at 4.30pm in The Old Schools.

Present: Professor Young (in the Chair); Dr Cowley, Dr Edwards, Mr Edwards, Mr Norman, Mr Peet, Mr Walston and Mr Wilson (Secretary).

**Minutes**

**1. Note of the second meeting**

A note of the second meeting held on Monday 22 October 2012 was received.

**2. Room booking systems project**

The Group at the last meeting had agreed to establish themselves as the Project Board for room booking. ISSS Project Governance Guidelines were at:

<http://www.ucs.cam.ac.uk/iss/issrules/>

The Group had also agreed that the Information Strategy Working Group be invited to release the earmarked funding for a consultancy and had been consulted by correspondence on the wording of the request. The resulting paper (ISSS 382) was received as TSUWG3. On the recommendation of the ISWG the £48k funding was approved by the ISSS on 17 January 2013 but had not yet been spent.

Members had attended two "Webinars" by DEA Inc (on 15 January) and ColledgeNet (on 30 January). Those had been the two best systems identified by Mr Norman at Educause in November. Neither was preferred at this stage, there were perhaps some other alternatives, and it was agreed that the funding should be used for evaluation by a consultancy (but if the firm was a supplier of room booking software their system should be explicitly excluded).

**Action: Mr Edwards**

**3. Monitoring of room usage**

Further testing of alternatives showed Videotech to be the most accurate. Development of a software interface was being discussed with Axiomatic.

No data protection issues were believed to arise from use of the devices but this should be confirmed with the Data Protection Officer<sup>1</sup>.

The project was being extended to other Mill Lane lecture and seminar rooms and should now be rolled out to some other high use lecture theatres. A list would be prepared.

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<sup>1</sup> Post meeting note: The Data Protection Officer confirmed that there are no data protection implications because nothing that would be classed as personal data will be captured, stored or used. He suggested that signage be considered to advise that no video recordings were being made, because students or others may nevertheless assume they were under CCTV surveillance.

It was suggested that in anticipation of widespread installation EM should install access points where they were needed whether or not a room was due for a monitoring device in this first round, and should check that data could be collected from those points.

**Action: Mr Walston**

#### **4. Micad**

The use of Micad as an interim room booking solution was stalled pending resolution of the security issues raised by the ISSS. There were concerns about the storage of sensitive plans on off-site servers. There had therefore been no trial of usability in advance of Planon being withdrawn and a risk of there being no room booking system in the next academic year. Local hosting was not an option.

Micad was being used to store CAD plans but data needed to be uploaded in Micad format to enable the room booking function. It was understood that this could be done in a way that included all bookable rooms but not sensitive areas.

The issue needed to be pursued urgently to a conclusion which was satisfactory to the ISSS.

**Action: Mr Edwards; Mr Walston**

#### **5. Next meeting**

The Group would meet after Easter when there had been progress on the matters identified above.

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