

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 11 November 2008

Present: Professor M E Smith (Chair)
Director of IT Services (until item 11/08-09)
Librarian
Registrar (until item 14/08-09)
Professor T Docherty (until item 15/08-09)
Dr K Leppard (until item 14/08-09)
Professor R Lindley
Professor D Singer

Apologies: Dr T Arber
Dr K Astbury
Professor S Bruzzi
Professor Y Carter
Professor K Lamberts
Professor J Smith
Mr M Surve
Professor M Waterson

In Attendance: Mr J Findlay, Mr J Dale, Ms J Delasalle (for item 13/08-09)

1/08-09 Review of Remit and Membership

CONSIDERED:

A paper outlining the role of the Information Policy and Strategic Committee including membership for 2008/09 academic year, together with a paper proposing extended attendance to include the Administrative Officer (Compliance) (IPSC.1/08-09).

RESOLVED:

- (a) That the Chair contact the Chair of the Board of the Faculty of Science to appoint a replacement for Dr T Arber who was on sabbatical leave for the 2008/09 academic year;
- (b) That the request to extend attendance to include the Administrative Officer (Compliance) be considered at a future meeting once the ongoing review of the University governance structures had reported and further consideration given to potential sub-groups to the Committee.

2/08-09 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 3 June 2008 be approved.

3/08-09 Higher Performance Computing Facility (minute 40/07-08 refers)

REPORTED: (by the Director of IT Services)

- (a) That Warwick Business School had implemented a local solution, noting that other interested groups had contacted the Department for Computing Science to reuse their service.
- (b) That a meeting between IT Services and the Centre for Scientific Computing was to take place next week to discuss the possibility of providing a Linux desktop service.

RESOLVED:

That the Director of IT Services update the Committee on the outcomes of the meeting with the Centre for Scientific Computing, in particular with regards to sustainability, at its next meeting.

4/08-09 E-Learning Steering Group: Collection and Use of Usage Data (minute 43/07-08 refers)

REPORTED: (by Mr J Dale)

- (a) That the meeting of the E-Learning Steering Group scheduled for the Autumn Term 2008 had been cancelled and that the issue of usage data would be considered at the next meeting of the E-Learning Steering Group.
- (b) That advice would be sought from the Deputy Registrar's Office with regards to current policy and consideration would be given to whether a review was appropriate.

(By Professor D Singer)

- (c) That the matter had been considered at the WMS IT Group, noting that support had been given providing a clear statement of collection methods and use of resulting data was available.

RESOLVED:

That consideration of the collection and use of usage data be brought forward to the next meeting once the E-Learning Steering Group had met.

5/08-09 Provision of Support for Foreign Language Sets (minute 18/07-08 refers)

CONSIDERED:

A proposal from the Director of IT Services for foreign language support on selected University PCs (IPSC.7/08-09).

REPORTED: (by the Director of IT Services)

That the service outlined in IPSC.7/08-09 would be implemented from the Spring Term 2009 with a limited service to staff and not all students.

(By the Chair)

That consideration should be given to equipping centrally timetabled rooms, particularly in the languages departments and the Language Centre given that the language used in the class was not always English.

RESOLVED:

- (a) That the proposals as set out in IPSC.7/08-09 be approved.
- (b) That IT Services explore the potential to equip centrally timetabled rooms with foreign language support, noting that a further proposal would be brought to the Committee should additional resource than that detailed in IPSC.7/08-09 be required.

6/08-09 Computer-aided Summative Assessment (minute 34/07-08 refers)

REPORTED: (by Dr K Leppard)

That, further to IPSC's recommendation to the Academic Quality and Standards Committee that consideration be given to innovative assessment, he had been asked to undertake research on how other institutions have implemented summative assessments.

RESOLVED:

That the Chair formally contact the Chair of the Academic Quality and Standards Committee to clarify scope of the study to be undertaken.

7/08-09 Encryption for University Staff PCs

REPORTED: (by Professor D Singer)

That there was a need to develop a standardised approach and enforcement to appropriately encrypt sensitive data across the University.

(By the Director of IT Services)

That the post of Security Officer within IT Services was currently being advertised, noting that this post would be tasked with a review of the University's encryption processes.

RESOLVED:

That the Secretary contact the Assistant Registrar (Information Security, Business Risk and Continuity) to establish whether work has been undertaken in this area to date.

8/08-09 Composite Report on IT Services

CONSIDERED:

A report on IT Services matters from the Director of IT Services, including progress of strategy, capabilities and management, current challenges and next steps (IPSC.3/08-09).

REPORTED: (by the Director of IT Services)

- (a) That, without historical metrics, it was difficult to compare service resilience, but a stabilisation project was underway to reduce the impact of any interruption of service might have on the University community.
- (b) That, while the IT strategy would bring the University's systems to the level expected of a high calibre institution, further consideration should be given to how to differentiate the University with regards to its use of technology.

RESOLVED:

- (a) That the Committee welcome the progress by IT Services in the areas of service reliability and recovery.
- (b) That a paper discussing the future direction of the University's information policy be considered at the next meeting of IPSC.

9/08-09 Video and Personal Conferencing

REPORTED: (by the Chair)

That a review should be undertaken of the video and personal conferencing facilities available at the University, noting that adequate provision in this area could provide a serious alternative to travel in many instances.

RESOLVED:

That IT Services report on the current availability, constraints and potential next steps at the next meeting of IPSC.

10/08-09 E-Learning Environments

REPORTED: (by the Chair)

That the University was keen to move forward with the development of e-learning environments with the Librarian investigating online learning environments at other institutions.

RESOLVED:

That the Chair, the Director of IT Services, the Librarian and Deputy Librarian meet with the Chair of AQSC to consider the issue in more detail, noting that IPSC would be updated on progress at its next meeting.

11/08-09 Creation of IPSC Sub-Groups

CONSIDERED:

A proposal from the Director of IT Service on the establishment of IPSC Sub-Groups (IPSC.2/08-09)

REPORTED: (by Mr J Dale)

That a pilot group had been set up within IT Services with a similar structure and membership as proposed in IPSC.2/08-09.

RESOLVED:

That the development of the pilot group be monitored with a report on its strengths and weaknesses to be considered at IPSC in the Summer Term 2009 to inform discussion on the incorporation of the proposed sub-groups into IPSC.

12/08-09 Composite Report on Library Services

CONSIDERED:

A report on Library matters from the Librarian, including research support developments and progress on activities to support teaching and learning (IPSC. 4/08-09).

REPORTED: (by the Librarian)

- (a) That the collections of the Modern Records Centre were key to differentiating the Library and priority had been given under the University Strategy to create access portals to the collections.
- (b) That the Library was funding expansion of the wireless network service within the Library due to comments regarding poor performance from users in some areas.

RESOLVED:

That a paper exploring the current coverage and capacity of wireless coverage across campus and the strategy for its expansion be considered at the next meeting of IPSC.

13/08-09 WRAP Demonstration

CONSIDERED:

A briefing document from the Deputy Librarian and a live demonstration of the Warwick Research Archive Project (WRAP) by the E-Repositories Manager (IPSC.6/08-09).

REPORTED: (by the Chair)

- (a) That there was an urgent need to upload current published outputs from highly cited academics into WRAP as these were likely to have an effect on the Research Excellence Framework.

(by the Librarian)

- (b) That the University was creating full text entries with high quality metadata records as stipulated under the current JISC funding, resulting in up to 20 items being uploaded per week.
- (c) That the additional institutional resources recently approved by the Steering Committee would allow for a publications database to be created which would be linked to entries in WRAP and would allow for quicker upload, noting that this would contain metadata records at a lower level of detail and quality than the WRAP.

RESOLVED:

That it be recommended by the Chair to the Vice-Chancellor that the demonstration be presented at a future meeting of the Steering Committee and Heads of Department Forum to raise profile of initiative and its importance to the research aspect of the University's Strategy.

14/08-09 Teaching Grid and Research Exchange

RECEIVED:

A report from the Library and Teaching Grid Team updating on activities relating to the Teaching Grid and the Research Exchange (IPSC.5/08-09).

REPORTED: (by the Librarian)

That usage of the Library had increased by 60% in the last two years, noting that usage and qualitative assessments of the value added by the Teaching Grid and Research Exchange would be monitored.

15/08-09 Minutes of the Faculty IT Committees

CONSIDERED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (IPSC.8/08-09).

REPORTED: (by the Chair)

- (a) That the Chair of the Faculty of Arts IT Committee, Dr K Astbury, would be on leave in terms 2 and 3, noting that Robert O'Toole would act as Chair for this period.
- (b) That whilst Robert O'Toole could act as Chair for the Faculty IT Committee, IPSC felt uncomfortable that this was not a member of academic staff not directly associated with IT Services and it would be at least necessary for the Board of the Faculty of Arts to appoint a member of academic staff to replace Dr Astbury on IPSC.

RESOLVED:

That the Chair contact the Chair of the Board of the Faculty of Arts to secure a replacement IPSC representative for Dr Astbury for terms 2 and 3.