

UNIVERSITY OF WARWICK

Information Policy and Strategy Committee

Minutes of the meeting of the Information Policy and Strategy Committee held on 14th June 2007.

Present: Professor M Whitby (in the Chair), Dr K Leppard, Dr K. Astbury, Professor D Singer, Director of IT Services, Librarian, Ms C Longworth

Apologies: Professor A Caesar, Professor S Swain, Professor Y Carter, Professor M Luntley, Professor M Smith, Professor A Neal, Professor M Waterson, Dr J Smith, Professor T Docherty, Dr T Arber, Registrar

In Attendance: Mr J Dale, Mrs S Lever

23/06-07 Minutes

RESOLVED:

That the minutes of the Committee extraordinary meeting on 5 April 2007 be approved.

24/06-07 Chairs Business

None

25/06-07 Composite Report on Library Matters

RECEIVED:

A report from the University Librarian (paper IPSC.24/06-07)

REPORTED:

- (a) Work is being undertaken on the digital repository and submission of a JISC bid for setup and enhancement of institutional repositories subject to confirmation of the 5 year plan matched funding.
- (b) Help for authors in retaining rights in the form of the SPARC online tool where any authors can fill in a form that generates an amendment to publisher's copyright assignment is now available.
- (c) The proposed removal of 24 hour opening to the main library building, as part of the cost reductions being implemented under the 5 year plan was strongly opposed by the Student Union, who will be making further representation on this issue. The main library building will however be open to 2am in the summer term.

26/06-07 Composite Report on IT Services Matters

RECEIVED:

A report from the Director of IT Services (paper IPSC.25/06-07)

RESOLVED:

- (a) With regard to the migration from GroupWise to Exchange, that a deadline of the 31st August 2007 be set for migration, this date to be communicated to remaining GroupWise mailbox owners to encourage them to take the necessary steps to reduce their mailbox down to 1.8Gbytes in order to facilitate migration, while reminding them that email data which is not migrated will be lost when GroupWise is decommissioned.
- (b) That the IT Services Change Management process be extended to incorporate all users of IT across the University. Two pilot departments are to be approached the Centre for Scientific Computing (CSC) and Estates with a view to adopting this process.
- (c) Chairs of Faculties should meet at the end of each term to discuss and action major issues.

REPORTED:

- (a) That IT Services will communicate the fact that any users wishing to retain a mailbox larger than the set limit of 1.8Gbytes should make representations to IT Services via the helpdesk.
- (b) At the next IPSC meeting a policy document on archive and data retention periods is to be tabled. IPSC members should approach their departments to discuss amongst themselves the period of data retention they require.
- (c) IT Services would like input from departments on what level of out-of-hours required service for email with particular consideration given to the international level at which Warwick operates. IT Services to report back the costs at different levels of 99.7, 99.8, 99.9 etc.
- (d) Faculty IT committees should note the invitation from IT Services to identify suitable technical resources to participate in the ongoing Network Design Review process with vendors Telindus and Extreme Networks.

27/06-07

Arts & Humanities Research Council (AHRC) withdrawal of funding from the Arts and Humanities Data Service (AHDS)

RECEIVED:

A report written by L Perrin, RSS (paper IPSC.26/06-07)

REPORTED:

- (a) That the Arts Faculty be requested to provide further information on the effect of this change, number of projects, grant applications, etc. that use this service, so that the scope of this can be understood.
- (b) It was suggested that an overview of the services provided by AHDS and its data centres might be undertaken by RUGIT and/or CURL to inform debate at institutional level in case a need was identified to replicate aspects of the service locally. It was noted that the digital repository may provide a partial solution to this problem in the future.

28/06-07

Support of Computer-Aided Assessment

CONSIDERED:

That summative and formative online assessment has different needs. Summative assessment requires a level of technical support, equipment and space that appears to be currently unfunded.

RESOLVED:

That K Leppard and T Hawkes put forward a paper to the Science IT Faculty Committee, IPSC and AQSC on the challenges surrounding online assessment.

29/06-07 Preserving Intellectual Property Rights

RECEIVED:

An oral report delivered from Donald Singer outlining a question raised by the Medical School relating to what advice the University should provide to academics to encourage them to reserve IPR on publications, at least for their host institution and the academics' future educational use.

REPORTED:

The library is producing a report to Steering on whether there is a systematic process in place. See also related item 25/06-07 above.

30/06-07 IPSC Online Discussion Space

CONSIDERED:

The value to IPSC of a web-based online discussion space (paper IPSC. 27/06-07, copy attached) oral report by Sara Lever.

RESOLVED:

To experiment with an Online Discussion Space for a year and assess its value to the committee at the end of that time period.

31/06-07 Minutes of the Faculty IT Committees

RECEIVED:

The minutes of the meetings of the Faculty IT Committees.

REPORTED:

- (a) That the Arts IT Committee is undergoing a change to membership.
- (b) IPSC noted that the Committee style of minute writing should be observed.

32/06-07 Minutes of the E-Learning Steering Group

RECEIVED:

The minutes of the E-Learning Steering Group held on 26/01/06.