THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 3 June 2010

Present: Professor M E Smith (Chair),
                          Dr R Dias, Professor C Hughes, Ms S Khaku, Professor K Lamberts,
                          Dr K Leppard, Dr R Roemer, Director of IT Services, University
                          Librarian

Apologies: Dr K Astbury, Professor S Bruzzi, Professor J Nandhakumar,
                          Professor D Singer, Professor J Smith , Professor P Winstanley,
                          Registrar, Mr J Dale

In Attendance: Ms J Findlay, Deputy Librarian, Professor J Dunn (vice Professor D
                          Singer)

31/09-10   Minutes

                RESOLVED:

                That the minutes of the Committee meeting held on 13 April 2010 be
                approved.

24/09-10   Membership of IPSC for 2010/11

                REPORTED: (by the Chair)

                That the Secretary would be pursuing nominations for members appointed by
                the Senate for 2010/11 over the summer and the Faculty Boards had
                approved their appointments at their meetings held in the Summer Term.

                RESOLVED:

                That the Secretary, in liaison with the Chair, seek a nomination to replace Dr
                Roemer as Senate-appointed member as he wished not to continue to serve
                in 2010/11.

25/09-10   Data Security and Encryption

                REPORTED: (by the Chair)

                (a)   That there was an institutional need to review current practice and the
                        development of information security solutions, particularly encryption,
                        as a matter of some urgency due to the increased fines under the Data
                        Protection Act for loss of data (from £5k to £500k).

                (By Professor J Dunn)

                (b)   That it was her opinion that the University's current data security
                        practices were probably fit for purpose but that enhancements could
                        be made to ensure compliance and to minimise potential risk.

RESOLVED:

That the Director of IT Services in consultation with the Assistant Registrar (Information Security, Risk Management and Business Continuity) and other appropriate colleagues prepare recommendations for potential technical options for University-wide information security solutions with a view to these being considered by the Committee in the Autumn Term 2010.

26/09-10   HEFCE University Modernisation Fund – Shared Service Activities

RECEIVED:

A letter from HEFCE presenting an initiative to allocate additional funding of £20m to develop shared service activities under the new University Modernisation Fund (SC.299/09-10).

REPORTED: (by the Chair)

(a)   That the Steering Committee had considered the initiative at its meeting held on 19 April and had resolved that options for engagement by the University be explored particularly data centres which was an institutional priority.

(By the Librarian)

(b)   That initial discussions with colleagues in the sector suggested that the available funds would be used by HEFCE to revisit projects already underway with the majority likely to be allocated to flexible services development project.

27/09-10   Potential Outsourcing of Staff Email

CONSIDERED:

A report from the Director of IT Services detailing the feedback received to date institutionally regarding the proposal to outsource staff email, together with a summary of relevant Faculty IT Committee minutes (IPSC.17/09-10, attached).

REPORTED: (by the Director of IT Services)

(a)   That IT Services had conducted four roadshows, at Warwick Medical School, at Westwood, on central campus, and at University House and these were well attended, with approximately fifty attendees representing twenty academic and administrative departments.

(b)   That there had also been a number of individual discussions and presentations with interested parties, and discussions with, and reviews from, the four Faculty IT Committees, noting that there were plans to contact the wider University community to raise awareness of the potential outsourcing, particularly amongst academic colleagues.

(c)   That the following themes for further exploration had arisen from the feedback:

      (i)   Reliability and Security, inclusive of the due diligence relating to liability for loss of data if stored by a third party and related reputational risk;

      (ii)   Functionality (retention of current functionality and also the benefits to be gained by new functionality);

      (iii)   Mass mailing (how this might operate on the outsourced system and how institutionally current/future solutions might be consolidated);

      (iv)   Implementation timeframes and criteria, inclusive of exploration of what might constitute a possible pilot stage and what this would set out to identify.

(d)   That Warwick was a member of an interest group of universities which were in the process of outsourcing staff email or, like Warwick, were exploring the possibility of doing so and that any intelligence gained from this would be included in the briefing paper to be considered by the Committee in the Autumn Term 2010.

(By Dr K Leppard)

(e)   That it was his opinion that a pilot project with academic colleagues would be critical in identifying the potential constraints the new email system could pose for certain members of the University community.

RESOLVED:

That the Director of IT Services prepare a briefing document on the proposed outsourcing of staff email inclusive of the issues highlighted at the meeting for consideration by the Committee at its first meeting of the 2010/11 academic year.

28/09-10   <u>Future Terms of Reference and Membership of E-Learning Steering Group</u>

CONSIDERED:

A proposal from the E-Learning Steering Group, a joint sub-committee of IPSC and the Academic Quality and Standards Committee, regarding the future remit and membership of the Group (ELSG.4/09-10, revised 2).

REPORTED: (by Dr K Leppard)

(a)   That the major emphasis of the revised membership was to broaden the membership to create the most appropriate group to consider the development of e-learning and to undertake visible activity.

(By the Chair of the Board of the Faculty of Social Sciences)

(b)   That a differentiation had been made in recent times of e-learning in technology terms and in pedagogic terms and that proposed terms of reference appeared to manoeuvre the E-Learning Steering Group more appropriately to bridge the current divide, noting that it was

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probable that the proposed Institute of Advanced Teaching and Learning would be engaged in e-learning across the institution.

RESOLVED:

That the proposals set out in ELSG.4/09-10 (revised 2) be approved in principle.

RECOMMENDED: (to the E-Learning Steering Group)

That further consideration be given by the E-Learning Steering Group of the following areas:

(a)   The potential interaction with the proposed Institute of Advanced Teaching and Learning (which had received approval in principle by the Senate at its meeting in March 2010);

(b)   Appropriate support resources for E-Learning Steering Group to ensure that the Group would be as proactive in its activities as set out in the revised terms of reference, noting that the conventional committee secretariat model would not be suitable; and

(c)   Joint reporting to IPSC and AQSC as standard.

29/09-10   Libraries of the Future

RECEIVED:

A presentation from the University Librarian on 'Libraries of the Future', a collaborative 18 month national project established to undertake scenario planning on the theme of the academic library of the future.

REPORTED: (by the Librarian)

(a)   That the 'Libraries of the Future' project was being undertaken by five sector-wide bodies in the area of libraries and information services with the following objectives:

(i)   To gather and analyse information about current and future trends that are likely to impact on the future of academic and research libraries in the UK; and

(ii)   To formulate strategic responses to help libraries be more adaptive and to respond creatively to key changes in the wider environment so that they continue to develop and sustain effective levels and types of services to support student and researchers in the HE and related sectors.

(b)   That the project involved 'futures thinking' and scenario planning beyond usual institutional planning horizons and that this approach sought to identify a small number of possible futures based on potential trends and drivers, noting that six scenarios were being taken forward for detailed consideration.

(c)   That the consultants engaged with the project, Curtis and Cartwright, had encouraged delegates to 'backcast' to the 1950s to explore the

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rate of change over the last generation and to identify the parties driving the changes.

(By the Chair of the Board of the Faculty of Social Sciences)

(d)   That the impact of potential privatisation with the context of academic library services would require careful consideration and might be a means of publishers to ensure their survival in a rapidly changing environment.

(By Dr K Leppard)

(e)   That the library of the future would certainly be more complex than the current model and that archives of scientific opinion were already being collated via comments posted on papers in digital journals with libraries rapidly becoming more than an access point, noting that this would make it increasingly difficult to monitor or identify 'trusted sources'.

(By the Chair)

(f)   That the principles generated by the project should be considered alongside the activities of the proposed Institute of Advanced Teaching and Learning as they developed to ensure a distinctive institutional approach to the teaching and learning environment and the student experience more generally.

30/09-10   Major Projects in IT Services

RECEIVED:

A report from the Director of IT Services providing an update on selected major projects currently being undertaken (IPSC.19/09-10).

31/09-10   Paths of IT Service Amendment

RECEIVED:

A paper from the Director of IT Services outlining the key paths through which decisions affecting IT services, projects or activities were derived (IPSC.20/09-10).

32/09-10   Minute of the E-Learning Steering Committee

RECEIVED:

The minutes of the meeting of the E-Learning Steering Committee held on 1 February 2010 (IPSC.16/09-10).

33/09-10   Minutes of the Faculty IT Committees

RECEIVED:

The unconfirmed minutes of the meetings of the Faculty IT Committees (IPSC.18/09-10).