

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 8 April 2011

Present: Professor K Lamberts (Chair)  
Director of IT Services  
University Librarian  
Dr K Leppard  
Professor J Nandakumar  
Professor M Rodger (from item 28/10-11)

Apologies: Professor S Bruzzi  
Professor C Hughes  
Professor T Jones  
Professor S Shapiro  
Professor D Singer  
Professor J Smith  
Professor P Winstanley  
Registrar

In Attendance: Ms K Pennington, Mr J Dale, Deputy Librarian, Mr A Willis.

27/10-11 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 11 January 2011 be approved.

28/10-11 Data Security and Encryption (minute 19/10-11 refers)

CONSIDERED:

An update document from the Director of IT Services on the tender process for commercial providers and proposals for implementation, regarding potential technical options for University-wide information security solutions, to be considered by the Committee (IPSC.17/10-11).

REPORTED: (by the Director of IT Services)

- (a) That a procurement and costing exercise was underway, with discounting expected through the negotiation process.
- (b) That IT Services were considering a combination of two products: a simple, low cost product for the majority of staff; and a complex, but higher cost product to meet the needs of highly mobile, multi-device users handling highly sensitive data.
- (c) That IT Services anticipated placing orders/contracts by mid-May, assuming acceptable pricing and funding was achieved.

- (d) That there was the opportunity for interested staff to input to the tender exercise, as well as develop and test access to the service, acquire licenses, and obtain support.

RESOLVED:

That the Director of IT Services would liaise with Chairs of the Faculty IT Committees to invite members to input to the tender exercise, as well as develop and test access to the service, acquire licenses, and obtain support.

29/10-11 Key Indicators working group (minute 20/10-11 refers)

REPORTED: (by the Chair)

- (a) That the citation data collected from across the University had been circulated to academic departments for feedback and checked for accuracy.
- (b) That concerns had been raised over whether the data would be used in areas such as pay and reward.
- (c) That the University had purchased Thomson Reuters Insight to enable the benchmarking of University data.

30/10-11 IT Services Strategy Overview (minute 21/10-11 refers)

CONSIDERED:

An update document from the Director of IT Services, following discussion of the IT Strategy at Faculty Boards and Faculty IT Committees (IPSC.17/10-11).

(by the Director of IT Services)

- (a) That feedback on the IT Services Strategy had been received from various sources, including the Faculty IT Committees and Faculty Boards, with the common themes summarised as general support and cautious optimism.
- (b) That concerns remained, including the perception of the current IT Services project portfolio weighted heavily towards a centrally dominated portfolio.
- (c) That communications and user engagement were also identified as an area of concern, and that an approach had been made to the Communications Office with a proposal to co-fund a shared Communications Officer role, specifically to aid service departments communicate services, projects and events.

(by the Chair)

- (d) That Faculty IT Committee meetings could be used by academics, as well as the Faculty Research and Teaching Committee meetings, to contribute ideas for IT developments.

RESOLVED:

That the IT Services Strategy would be discussed again by the Committee at the next meeting on 2 June 2011, with a focus on communications.

31/10-11 Data and Records Management Consultation (minute 22/10-11 refers)

REPORTED: (by the Director of IT Services)

- (a) That further to the recent IPSC request, a sub-group had been formed to investigate issues around the management of sensitive/confidential HR and finance data, and an initial discussion was held with the University solicitor and representatives from the Deputy Registrar's Office, Finance, HR, ITS, in order to consider ways to gather relevant information.
- (b) That a small, simple survey was currently being tested amongst HR and Finance staff to determine existing behaviours - the type of information being managed, how it is stored, where staff work on data, what devices they use, their awareness/compliance to legal requirements, policy and guidelines, their use of security measures.
- (c) That if the form proved effective, departmental administrative staff would also be invited to contribute.

RESOLVED:

That data from the internal survey on the management of information be presented to the Committee at the next meeting on 2 June 2011.

32/10-11 Publications database update (minute 23/10-11 refers)

RECEIVED:

A briefing document from the Deputy Librarian with further details on the publication database (IPSC.19/10-11).

REPORTED: (by the Deputy Librarian)

- (a) That an embryonic version of the Publications Database was now in place.
- (b) That the data provided by Web of Science was being amended where required to ensure accuracy of content.
- (c) That a mechanism would be established to enable users to report errors in the data to the Library, and to feed back to Thomson Reuters.
- (d) That the content and nature of disseminating information regarding the Publications Database would be discussed at the Project Board.
- (e) That there will be particular times of the year where the data in the Publications database would be used, and when the motivation for engagement and requirement for accuracy would be more critical.

(By the Chair)

(f) That the Steering Committee had resolved to support an institutional mandate for Warwick authors to deposit publication references in the new Publications Database.

(g) That an announcement of the existence of the Publications database, with the expectations for staff engagement, was required.

33/10-11 Library systems update (minute 25/10-11 refers)

REPORTED: (by the Deputy Librarian)

(a) That the migration to a new server was completed successfully.

(b) That supplier issues caused the unavailability of the full service for a short period, but few complaints had been received.

(c) That the Library extended its thanks to IT Services for their work with the supplier to ensure the system was resumed.

34/10-11 HEFCE Review of JISC (minute 8/10-11 refers)

REPORTED: (By the University Librarian)

(a) That the HEFCE review of JISC had concluded that JISC had played a pivotal role in the UK as an enabler of innovation and widespread adoption of ICT in universities and colleges.

(b) That the main headlines from the HEFCE review were in line with the University's response submitted to the review.

(c) That the key recommendations of the HEFCE review included:

(i) JISC to focus activities to achieve a large impact through activities clearly linked to the sectors' priorities,

(ii) JISC to rationalise services and projects with a view to significantly reducing their number

(iii) JISC to become a separate legal entity funded through a combination of grants and subscriptions or user charges

(iv) JISC to change structure and processes, with the Board becoming smaller, more strategic and differently composed

(v) discussions between JISC, the funders, sector representatives and other bodies to determine the overall funding strategy for ICT in higher and further education.

(d) That the anticipated changes to the funding model would have potential budget implications at institutional level, although the nature of these changes was unclear.

(e) That change was expected to be introduced in 2012 and fully established by 2013.

35/10-11 Meetings of IPSC

REPORTED: (by the University Librarian)

That the next meeting of IPSC would be Thursday, 2 June 2011 at 10:30 in the Council Chamber, and the “if required” meeting scheduled for Thursday, 28 April 2011 would not be taking place.

36/10-11 Research Libraries UK

REPORTED: (by the Chair)

- (a) That Research Libraries UK had commenced negotiations with electronic journal providers, to discuss the price rises currently at higher than inflationary levels.
- (b) That the University would need to establish its stance on subscription renewal should the negotiations be unsuccessful.
- (c) That the Library was making contingency arrangements for the annual point of subscription renewal.

37/10-11 Five Year Plan: Library

CONSIDERED:

A paper from the Librarian setting out the Five Year Plan for Library Services for the period 2010/11 to 2014/15 (IPSC.20/10-11).

REPORTED: (by the Librarian)

- (a) That the Library had identified several priority areas for the Plan period including:
  - (i) Increased support for research beyond provision of content e.g. research management issues;
  - (ii) Systematic engagement with students to enhance digital skills and information literacy and providing transferable skills (with the support of IATL funding);
- (b) That course satisfaction with the Library was directly correlated with student satisfaction, and the provision of taught course texts remained a concern, particularly among committee student representatives.
- (c) That there was a need for the University to consider the ongoing requirement for long-term storage of library print stock following expiry of the external library store lease in December 2014.

RESOLVED:

- (a) That the University Librarian would bring forward a proposal for the University’s policy on the cost of reading lists and the provision of course reading packs.
- (b) That the Committee supported the Library Five Year Plan as presented in IPSC.20/10-11.

38/10-11 Five Year Plan: IT Services

CONSIDERED:

A paper from the Director of IT Services presenting the IT Financial Plan for 2010/11 to 2014/15 (IPSC.17/10-11).

REPORTED: (by the Director of IT Services)

- (a) That the latest iteration of the IT Services Five Year Plan was not yet complete.
- (b) That the revenue plan had not yet been considered, but a flat submission or modest savings were expected.
- (c) That a 'free' storage provision model was proposed, designed to encourage departments to adopt centrally hosted storage, taking advantage of more efficient hosting, improved security, back-up and archiving, and greatly reducing risk.

RESOLVED:

- (a) That the Director of IT Services would circulate the complete Five Year Plan document to members of the Committee electronically, in approximately a month's time.
- (b) That the Director of IT Services would discuss the inclusion of the complete Five Year Plan document on the agendas of the Faculty IT Committees, with the relevant Committee Secretaries.

39/10-11 Minutes from Faculty IT Committees (Faculties of Science and Social Science only)

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (Faculties of Science and Social Science only) (IPSC.18/10-11).

40/10-11 Major Projects in IT Services

RECEIVED:

An update document from the Director of IT Services, on the major projects being undertaken in IT Services (IPSC.17/10-11).