THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 12 January 2010

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

Apologies: Dr K Astbury,
                    Professor S Bruzzi,
                    Professor C Hughes,
                    Professor M Underwood

In Attendance: Ms J Findlay, Mr J Dale, Deputy Librarian

The Chair welcomed Dr Dias to her first meeting of the Committee.

14/09-10   Minutes

            RESOLVED:

            That the minutes of the Committee meeting held on 18 November 2009 be
            approved.

15/09-10   Secure Access to National Statistics (minute 3/09-10 refers)

            REPORTED: (by the Librarian)

            That the situation around the ESRC proposal for secure access points to the
            Office of National Statistics data to be housed on campus had not developed
            since the last meeting of the Committee due to continuing negotiations
            between ESRC and the ONS regarding the fee to be paid for data access.

            RESOLVED:

            That the Librarian continue to monitor the situation and report any
            developments to the Committee in due course.

16/09-10   Updates to the University Information Security Policies

            CONSIDERED:

            Proposed revisions to the University Information Security Policies initially
            approved by the Steering Committee on the recommendation of IPSC in June
            2009 (IPSC.9/09-10).

RESOLVED:

That further consideration be given by the Assistant Registrar (Information Security, Risk Management and Business Continuity) to the wording of the section regarding Acceptable Use to clarify what activities would be classed as unacceptable and therefore potentially incurring disciplinary action.

Note: Subsequent to the meeting, revised wording was circulated to members of IPSC by the Secretary for consideration prior to the recommendation of the updated policies to the Steering Committee.

17/09-10   Periodicals Review Exercise 2009

CONSIDERED:

A paper from the Librarian presenting the findings of a sub-group of IPSC tasked to identify potential cost savings via unbundling large periodical deals (IPSC.11/09-10, attached)

REPORTED: (By the Librarian)

(a)   That, on review, the bundled deals due to expire in 2010 or where an early termination of contract was permitted identified for further exploration to ascertain the potential level of savings were found to be cost-effective.

(b)   That previous collective attempts by the sector to put pressure on publishers to reduce cost had been unsuccessful, noting that the University was in liaison with the Librarian at Monash University to explore whether a partnership was possible in this regard.

RESOLVED:

That IPSC endorsed the view of the sub-group that the Library should not attempt to reduce the cost savings shortfall by seeking to disaggregate the large bundled deals, but should instead seek to secure the ongoing additional funding required to support the periodicals resource in the financial planning round with the support of the Chair and the Registrar, it being noted that the Library would continue to explore alternative internal cost effectiveness measures.

18/09-10   University of Warwick Publications

CONSIDERED:

A paper from the Deputy Librarian updating on the progress of the WRAP repository and the development of a University publication database (IPSC.12/09-10)

REPORTED: (by the Deputy Librarian)

(a)   That the WRAP repository has grown steadily since its launch in Summer 2008, but there was still work being undertaken to encourage a larger proportion of the University academic community to deposit,

noting, however, that disciplinary differences could be impacting on the overall deposit rate.

(b) That the service which a University publications database could provide would be valuable to the institution in terms of preparing for the REF and providing data for annual performance reviews, but that for each of these, there would be a point reached when it would be impossible to implement the database for these purposes based on the timescales required.

RESOLVED:

That, as resolved previously, IPSC endorse the development of a University publications database, acknowledging that the University noted the importance of such a service in preparation for the REF and otherwise, but was unable to easily identify the funding required in the current climate.

19/09-10   Library Refurbishment (Floor 5)

REPORTED: (by the Librarian)

(a) That the Library had secured a second round of HEFCE Capital Investment Framework (CIF) funding to refurbish the 5th floor of the main library, with the work anticipated to take place between late June and the start of the Autumn Term 2010.

(b) That, in order to minimise the disruption to users and to limit the relocation of stock, half the floor would be refurbished at a time with stock being relocated within the library to maintain a level of easy access for users.

20/09-10   Server Virtualisation and Data Centres

CONSIDERED:

A proposal from the Director of IT Services regarding server virtualisation and the establishment of a new data centre in Argent Court (IPSC.10/09-10).

REPORTED: (by the Director of IT Services)

(a) That the proposals sought to address the issues inherent in the physical servers at the University in terms of replacement and space constraints for storage.

(b) That the project would assist in closing the technology gap between Warwick and other top universities, noting that IT Services was beginning to benchmark its core service provision against such comparators.

(By Dr R Roemer)

(c) That the replacement of the Storage Area Network (SAN) as part of the proposed project should address the continuing requirements of the Faculty of Science, for whose use the SAN was initially implemented and in addition, as the largest user of the service.

RESOLVED:

That the proposals for server virtualisation and data centres be approved as set out in IPSC.10/09-10, with the Committee being updated on developments.

21/09-10   Consultation on Potential Staff E-Mail Outsourcing

CONSIDERED:

An oral report from the Director of ITS and Mr J Dale on the proposed consultation regarding the potential outsourcing of staff e-mail.

REPORTED: (by Mr J Dale)

(a)   That the University was in the process of outsourcing the provision of student email and that if the project was successful, ITS would consider also outsourcing staff email.

(b)   That roadshow events would be held during the Spring Term 2010 across campus to outline the proposition, together with the advantages and disadvantages and that a dedicated webpage would be established with FAQs and summaries of feedback received by colleagues.

(c)   That currently Microsoft was the preferred provider based on the ease of technical transition for the University, noting that it would be possible to change provider should the case arise, but that additional investment would be required.

(d)   That, despite the reported lack of clarity regarding ownership of Intellectual Property (IP) potentially contained in email correspondence when housed by an external party which had caused some HEIs to decide against outsourcing, Microsoft were not pressing for IP ownership.

RESOLVED:

(a)   That an update be provided at the next meeting by the Director of ITS and Mr J Dale to include the following:

(i)   data regarding whether other HEIs had outsourced staff email and to which providers, and whether any had changed provider,

(ii)   information on the full cost scale proposed by Microsoft.

(b)   That the proposed outsourcing of staff email be considered by the Faculty IT Committees at their next meeting for report back to IPSC.

22/09-10   Faculty of Medicine IT Committee

REPORTED: (by Professor D Singer)

(a)   That the Faculty of Medicine IT Committee wished to receive a presentation regarding the Freedom of Information Act and its implications for committee business.

(b)   That discussion had taken place around the Intellectual Property rights with regards to course development and whether the related papers should be 'reserved'.

(c)   That the Faculty perceived a dislocation of e-learning provision across various teams at the University.

RESOLVED:

(a)   That Professor Singer and Mr J Dale take forward discussions relating to e-learning and that the item be recommended to the E-Learning Steering Group for consideration.

(b)   That the Secretary raise the Faculty's concerns regarding Freedom of Information and Intellectual Property with the Legal Compliance Officer.