THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 13 January 2014

Present: Professor T Jones (Chair),
                     Dr D Davies,
                     Dr K Leppard,
                     Ms T MacKinnon,
                     Dr S Mann,
                     Professor M Rodger,
                     Professor J Smith,
                     University Librarian,
                     Director of Campus Services and IT,
                     Ms E Davies.

Apologies: Professor S Swain (Vice-Chair),
                     Professor C Hughes,
                     Dr M Piggott,
                     Professor P Thomas,
                     Professor P Winstanley,
                     Deputy Registrar.

In Attendance: Ms J Findlay (Secretary), Deputy Director of IT Services, Professor T
                     Sorell and Deputy Director of RSS (for item 18/13-14), Director of
                     Strategic Planning and Analytics (for item 19(a)/13-14), Service Owner
                     (Academic Technology Support) and Pro-Vice-Chancellor (Teaching and
                     Learning) (for items 19(a) and (b)/13-14).

13/13-14   Conflicts of Interest

             REPORTED:

             (a)   That, should any members or attendees of the Information Policy and
                     Strategy Committee have any conflicts of interest relating to agenda
                     items for the meeting, they should be declared in accordance with the
                     CUC Guide for Members of Higher Education Governing Bodies in the
                     UK.

             (b)   That those members present did not raise any conflicts of interest
                     relating to agenda items for the meeting.

14/13-14   Minutes

             RESOLVED:

             That the minutes of the Committee meeting held on 16 October 2013 be
             approved, subject to the amendments to the restricted item (minute 5 (k)/13-
             14 refers) as discussed at the meeting.

15/13-14   Scholarly Communications Group (minute 6/13-14 refers)

REPORTED: (by the Librarian)

(a)   That he and the Vice-Chair had further discussed the matter of including page and colour charges within the RCUK Open Access Block Grant as this was believed to have particular implications for authors in the Faculties of Arts and Social Sciences which had a greater requirement for colour within both print and online versions of publications.

(By Dr K Leppard)

(b)   That colleagues in the School of Life Science also included colour pages in publications (print and digital), especially for charts or imaging to ensure these could be interpreted by the reader.

RESOLVED:

That the Librarian liaise with colleagues from the School of Life Sciences together with the Faculty of Arts and potentially other Science departments to better scope demand to inform any future consideration by the Scholarly Communications Group.

16/13-14   Update from the Research Data Steering and Operational Groups (minute 10/13-14 refers)

RECEIVED:

A report from the Librarian on the progress of work being undertake in relation to Research Data Management, including national and regional activity being undertaken by the Russell Group and other bodies (IPSC.11/13-14).

REPORTED: (by the Librarian)

That Heads of Departments would be contacted by the Chair in his capacity as Chair of the Research Data Steering Group to identify Champions with whom the Group could engage to discuss data management and best practices.

17/13-14   Membership and Access (minute 8/13-14 refers)

(a)   Update on the work of the Membership and Access Group

REPORTED: (by the Secretary)

(i)   That work continued to review the existing University membership categories with each function providing resources or services under this process.

(ii)   That at this stage, there appeared to be limited changes required to update categories to reflect current practice but that the new identity management technology offered a greater degree of flexibility which might facilitate more substantive amendments in the future to address particular areas of

institutional opportunity or risk exposure.

(iii)   That initial discussions had been held with Teaching Quality and the Library in respect of clarifying appropriate access to e-resources to students pursuing collaborative, validated, franchised or distance-learning courses, utilising decision-making tools provided by a number of publishing consortia.

(By Professor M Rodger)

(iv)   That it would be essential to engage the University's partners in respect of collaborative, franchised, validated and distance-learning courses to ensure an appropriate outcome for all parties.

(By the Director of Campus Services and IT)

(v)   That the Membership and Access Group could potentially be a useful group for considering various identity or membership issues from a University perspective.

RESOLVED:

That the Secretary discuss the potential role of the Membership and Access Group offline with the Director of Campus Services and IT.

(b)   Proposed Changes to Usernames

CONSIDERED:

A paper from the Deputy Director of IT setting out a proposal to change the format of University usernames for new members with effect from March 2014 (IPSC. 8/13-14).

REPORTED: (by the Deputy Director of IT)

(i)   That the proposal sought to simplify login arrangements for University members, by first providing a single identifier within systems and then by offering email address as an alternative login for web-services.

(ii)   That this would alleviate the following problems:

(A) Staff and students were currently asked to use at least two and possibly three identifiers in different circumstances; their email address, their username and their university ID number.
(B) The meaning encoded into usernames had become unhelpful as people changed roles at the University, the first 3 characters of their usernames relating to department or status as staff or student were misleading.
(C) As individuals move between roles, the process of providing new usernames and changing account attributes (such as providing a new email address) was increasingly

inconvenient for the individual, and resource-intensive for IT Services.

(iii) That the retrospective phasing out of existing usercodes was not an explicit aim of this initiative but should it appear beneficial to do so, it would be considered.

(iv) That the guiding principle for usability and accessibility across systems was that username (and therefore ID number moving foward) was not a 'secret' piece of information, it being noted that it would be important to ascertain whether any corporate systems were treating it in this way which could be problematic.

(By Dr D Davies)

(v) That this would have implications for NHS teachers who were currently being managed via the external users process and would not necessarily have a University ID card to remind them of their number or a University email address.

(vi) That consideration should be given to whether non-Warwick email addresses could be used as an alias username for this type of external member.

RESOLVED:

(vii) That the proposal that for all new University members (but not retrospectively for existing members), the original University ID number that an individual is given on entry to the University will be used for their username with effect from March 2014 as set out in IPSC.8/13-14 be approved.

18/13-14   Securing Security Sensitive Research

CONSIDERED:

A paper presenting Universities UK (UUK) guidance relating to oversight of security-sensitive material in UK universities published in October 2012 (IPSC.9/13-14), together with an oral report from the author, Professor Tom Sorell.

REPORTED: (by Professor T Sorell)

(a) That universities played a vital role in carrying out research on issues where security sensitive material was relevant and that the UUK guidance suggested institutional controls to protect academics and students working in this arena from potential misinterpretation by authorities.

(b) That the guidance was endorsed by the UK security agencies and focussed on the impact of the Terrorism Act (2006) on the academic community, it being noted that it did not assume that the security agencies were interested in any individual or group within universities

and that the principles could be applied to other valid research areas which could be subject to legal action if misinterpreted.

(c)   That the guidance had been considered by the University Research Governance and Ethics Committee and that the principle of a 'safe store' as set out in the guidance was seen as beneficial, noting that there would be implications for the current ethics approval processes and the role of the Committee and its Chair.

(d)   That the use of an institutional 'safe store' would be voluntary and that it was not intended to 'secure' security sensitive information, but to keep it out of circulation to avoid misinterpretation by authorities.

(e)   That the University of Birmingham had used Microsoft SharePoint functionality to establish its store.

(By the Deputy Director of Research Support Services)

(f)   That one proposal under consideration was to expand the Financial Procedure (Research Grants and Contracts) form to request indication from academic or student whether they would be accessing such material as part of their activities.

(By Dr K Leppard)

(g)   That the existence of a 'safe store' and associated ethics processes would need to be well communicated to staff inclusive of the legal background to ensure that they understood its purpose and would be more likely to voluntarily engage.

(h)   That it was essential to clarify whether the store would be regarded as a 'secure store' with the focus on the information or whether it was a 'declared' store, whereby the importance was more on protecting the academics with valid research interests in security sensitive area.

RESOLVED:

That the Committee noted the UUK guidance relating to oversight of security-sensitive material in UK universities as presented in IPSC.9/13-14.

RECOMMENDED: (to the University Research Governance and Ethics Committee)

That careful consideration should be given to the purpose and operation of a voluntary safe store at Warwick and the essential communication to academics to optimise usage in order to effectively offer the type of protection set out in the guidance.

19/13-14   Strategic Discussion Item: Management Information for Teaching and
            Learning

            (a)   Enterprise-wide Education Analytics

                    RECEIVED:

                    A presentation on phase 1 of the Education Analytics project on
                    undergraduate study by Dr Giles Carden, Director of Strategic
                    Planning and Analytics.

                    REPORTED: (by the Director of Strategic Planning and Analytics)

                    (i)   That the first phase of Education Analytics was launched to
                            departments in December 2013.

                    (ii)   That education analytics was the use of data relating to the
                            academic landscape of the University (i.e. league tables,
                            admissions data, national benchmarking data, timetabling
                            information, student number forecasts) to inform institutional
                            financial and strategic planning as well as department teaching
                            and learning offerings.

                    (iii)   That it was intended that the use of analytics data would be
                            embedded into University processes to optimise its scope.

                    (By Dr K Leppard)

                    (iv)   That the inclusion of analytics of admissions or applications by
                            postcode would be particularly beneficial in identifying a
                            department's recruitment strategy.

                    (By Dr D Davies)

                    (v)   That it would be useful to allow departments to add discipline-
                            specific metrics such as the UKCAT test for medical students to
                            the education analytics dashboard to present a more
                            comprehensive picture.

            (b)   Learning and teaching data: using learning activity data to improve
                    learning outcomes

                    RECEIVED:

                    A presentation on key considerations in moving towards learning
                    analytics at Warwick by Amber Thomas, Service Owner of Academic
                    Technology Support, IT Services, together with a short briefing paper
                    (IPSC.13/13-14, tabled).

                    REPORTED: (by Service Owner, Academic Technology Support)

                    (i)   This learning analytics utilised information relating to a
                            student's academic engagement (i.e. scores, engagement with
                            learning materials, interactions with learning opportunities) to
                            improve learning outcomes, such as identifying potential

problems early, designing effective courses, providing tailored support, and giving students every chance to reach their full potential.

(ii) That the University would need to develop a data model to address concerns around privacy and to inform academic practice.

(iii) That initial discussions had been had relating to the use of Cognos and other existing tools as the aggregator and visualisation interface for learning analytics.

(By Professor M Rodger)

(iv) That there was an inherent working assumption that departmental learning activity data would be available in real-time or shortly after generation which was not the reality and would impact of the viability of generating meaningful data sets.

(By Dr K Leppard)

(v) That there was in his opinion beneficial uses of these data especially in terms of intervention to improve student outcomes but that it would be necessary to re-establish the contract with students around the collection and use of data relating to their individual activities.

(By Ms E Davies)

(vi) That students assumed that data relating to their activities on campus and in relation to electronic resources were being collected and used by the University, although the purposes for which they would be used was not clear and that it would beneficial to clarify this for both parties.

(vii) That she would encourage the involvement of students in any working parties to develop learning analytics and that she saw clear opportunities for these data in welfare cases.

(By the Pro-Vice-Chancellor (Teaching and Learning))

(viii) That her concerns focussed on the student experience and in particular the impact of navigating different processes and systems when studying cross-departmentally, it being noted that this issue would be compounded by emerging interdisciplinary initiatives, increasing the number of students in this position.

(ix) That additionally, these developments should consider what would be available to the student i.e. whether they access and monitor their own data or benchmark themselves against their cohort, for example.

20/13-14   Lecture Capture Service

RECEIVED:

A paper setting out proposed options to further develop lecture capture at the University (IPSC.10/13-14).

RESOLVED:

That members forward any comments on the lecture capture service proposal as set out in IPSC.10/13-14 directly to the Service Owner (Academic Technology Support).

21/13-14   Cyber Security Incident (Restricted minute 5/13-14 refers)

REPORTED:

(a)   That the summary report on the cyber security incident (previously circulated as IPSC.4.13-14 (Restricted)) has been considered by a number of University committees and that an agreement in principle was secured for all recommendations contained therein.

(b)   That the IT Services would explore the recommendations and consult in more detail with interested groups on the implementation of any specific recommendation.

22/13-14   Minutes of the Faculty IT Committees

RECEIVED:

The unconfirmed minutes of the Faculties of Medicine, Science and Social Sciences IT Committees (IPSC.12/13-14).