UNIVERSITY OF WARWICK

Information Policy and Strategy Committee

Minutes of the meeting of the Information Policy and Strategy Committee held on 13th November 2007.

Present: Professor ME Smith (in the Chair), Dr K Leppard, Dr K. Astbury, Dr D Davies, Professor R Lindley, Professor A Neal, Dr T Arber, Professor M Waterson, Director of IT Services, Librarian, Mr P Ptashko, Registrar

Apologies: Professor A Caesar, Professor Karen O'Brien, Professor Y Carter, Professor K Lamberts, Professor T Docherty

In Attendance: Mr J Dale, Mr R Green, Mrs S Lever

1/07-08   Review of remit and membership

CONSIDERED:

The remit and membership was considered and a proposal for changes was tabled by the Director of IT Services (paper 1/07-08). The proposal from IT Services suggested that as the University operates on a federated model that architecture governance be introduced, this would necessitate an expansion of membership and additional terms of reference, described in the paper.

RESOLVED:

Committee members should reflect on IPSC terms of reference and whether the membership adequately reflects all parts of the University, and that this proposal be reviewed again when the new Director of IT Services is in post.

2/07-08   Minutes

RESOLVED:

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

3/07-08   Chair's Business

The Chair reminded members of the committee that IPSC papers come within the remit of the Freedom of Information Act.
Indicated that there would be a QAA Institutional Audit that would be taking place a year from now.

4/07-08   Composite Report on Library Matters

RECEIVED:

A report from the University Librarian (paper IPSC.2/07-08).

REPORTED:

(a) The popular JSTOR digital archive is under threat of being discontinued effective from 1st January 2008. Concerns were expressed over the volatility of the publications model, in particular a potential tipping point of change of the business model between open access and licensed journals.

(b) That the University is one of several institutions that have received an award from the Wellcome Trust to cover open access journal article processing charges. It was felt that open access would increase citations and the reputation of the University and that therefore it was important to support the initiative. The Library in collaboration with RSS is looking into the potential of developing a local Open Access Fund.

(c) JISC has invested £0.75M into its National E-Books Observatory project, to stimulate an e-Book market, this is with a view to understanding if this is going to be a high use area and to encourage publishers to experiment.

(d) Local developments in the Library. The builders have handed over Floor 1 of the library this week and it is expected that Floor 2 will be handed over in the new calendar year as expected.

(e) The Wolfson bid has been successful and that £250,000 has been secured to fund a flagship facility known as the Research Exchange.

RESOLVED (to Senate):

That IPSC would welcome input from Senate on any advice that can be offered to Authors on whether they should publish in National, Institutional or Open Access Repositories.

5/07-08   Institutional Repository

RECEIVED:

A report from the Robin Green, Deputy Librarian (paper IPSC.3/07-08) on the Institutional Repository.

REPORTED:

That the Institutional Repository would raise the profile of the University of Warwick and its researchers. The project runs for 18 months so the content included will be limited. From January onwards content will be taken in the form of theses, preprint and postprint articles.

RESOLVED:

That the Institutional Repository project assess the quality of preprints and consider whether a policy should be put in place of only considering preprints of materials that have been accepted by journals.

6/07-08	Library Rules and Regulations

RECEIVED:

A report from the University Librarian (paper IPSC.4/07-08)

RESOLVED:

(a) That regulations should only apply to materials directly held by the library and not departmental holdings. The rules governing the administration of local holdings are best decided by the relevant department.

(b) That a mechanism be put in place for minor changes to be made less formally, via the IPSC Chair.

7/07-08	Library Digitisation Service

RECEIVED:

A report from the Robin Green, Deputy Librarian (paper IPSC.5/07-08),

REPORTED:

(a) That the digitisation service has been very successful and has supported very well some courses where there is the need for multiple copies of material.

(b) The service is limited to scanning UK publications.

(c) It has not been taken up by all departments but was not widely advertised.

8/07-08	Composite Report on IT Services Matters

RECEIVED:

A report from the Director of IT Services (paper IPSC 6/07-08) which covered: 1. GroupWise & Exchange Update, 2. Service Ownership, 3. Computer Rooms, 4. Email Data Archive, 5. Email Data Protection.

REPORTED:

That the imposition of the 500MB limit deadline date was not held firm as 300 users were still working with IT Services to reduce their mailboxes.

RESOLVED:

That IT Services ensure that further communication via normal channels concerning the new date occurs.

RECOMMENDED: (to the Senate)

(a) That the proposed 500MB mailbox quota be introduced in conjunction with an archiving service established with preset criteria that will ensure emails greater than 12 months old are archived on a regular monthly basis.

(b) That this quota be introduced in mid January of 2008 following two complete archiving cycles to allow all users to complete personal mailbox housekeeping actions and for the centrally provided archive service to be implemented.

RESOLVED:

That a detailed study of the benefits of collocation be undertaken by IT Services.

9/07-08   University Network Infrastructure

CONSIDERED:

A report from Director of IT Services (paper IPSC 7/07-08).

RESOLVED:

To create a sub-group nominated by IPSC to work with IT Services on the proposal set out in the paper and to explore the possible network options presented. Peter Ptashko, Prof. Mark Smith and Rudolf Roemer have been suggested. IPSC members to come forward with more suggestions.

9(a)[†]/07-08   Support of Computer-Aided Assessment

CONSIDERED:

A report from Dr K. Leppard (paper IPSC.8/07-08) on computer-aided summative assessment. The paper indicated that for more widespread use of summative assessment the University needs to consider construction of a purpose-built facility in its planned teaching space development.

REPORTED:

That IPSC generally welcomed the paper.

RECOMMENDED (to Academic Quality and Standards Committee AQSC):

To make a policy decision whether or not to pursue summative assessment at the University level and what is the appropriate route to obtain finances.

RECOMMENDED (to Faculty Board Committees):

That each of the Faculty Board Committees issue a statement regarding whether they give their full support to the requirement for delivering summative assessment and the extent to which it might be used.

10/07-08   IT/AV Equipment Availability in Centrally-timetabled Rooms

CONSIDERED:

Science IT Faculty Minutes point 5 of paper 8/07-08 from Dr K. Leppard.

[†] The meeting agenda had two items 9 so to distinguish things in the minutes in case of future reference the second of these is designated as 9(a).

RESOLVED:

That the policy of handing over rooms from Warwick Conferences or outside contractors is revised to ensure the process works smoothly in all cases.

11/07-08   Minutes of the Faculty IT Committees

CONSIDERED:

The minutes of the meetings of the Faculty IT Committees.

RESOLVED:

That the minutes be welcomed and noted.

12/07-08   Minutes of the E-Learning Steering Group

CONSIDERED:

The minutes of the meetings of the E-Learning Steering Group.

RESOLVED:

That the minutes be welcomed and noted.

13/07-08   Any Other Business

Social networking was raised by P. Ptashko and there was brief discussion on whether or not the University was reacting appropriately to this phenomenon.

RESOLVED:

P. Ptashko to produce a paper on Social Networking for the next IPSC meeting.