

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 17 November 2010

Present: Professor K Lamberts (Chair)  
Registrar (from item 3/10-11)  
Director of IT Services  
University Librarian  
Professor S Bruzzi  
Dr K Leppard  
Professor J Nandakumar (from item 2/10-11)  
Professor M Rodger (from item 1/10-11 to 2/10-11)  
Professor D Singer

Apologies: Dr R Dias  
Dr J Gilmore  
Professor T Jones

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

The Chair welcomed new members to their first meeting of the Committee.

1/10-11 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 3 June 2010 be approved.

2/10-11 Data Security and Encryption (minute 25/09-10 refers)

CONSIDERED:

A briefing document from the Director of IT Services recommending potential technical options for University-wide information security solutions (IPSC.1/10-11).

REPORTED: (by the Director of IT Services)

- (a) That there were two or three technical approaches that he would like to pursue, covering styles of working and the support to enable those styles.
- (b) That once conversations with commercial providers had taken place, a standard response could be agreed in recommending security solutions to any department that would make a request.
- (c) That a standardised response would enable a central repository of encryption keys, preventing the loss of data with the movement of staff.
- (d) That opting for mandated options of technology, rather than optional buy-in would not affect the commercial deals that would be made.

(By Dr Leppard)

- (e) That the cost models for provision of security solutions would need to be considered.

(By Professor Rodger)

- (f) That a global overview of all security solutions currently used would be useful to establish the commercial software that has already been purchased, and that difficulties may arise with differentiation in solutions across departments.

RESOLVED:

That the Director of ITS would bring details of the conversations with commercial providers, along with proposals for implementation, to be considered by IPSC at its next meeting on 11 January 2011.

3/10-11

Staff Email Outsourcing update (minute 27/09-10 refers)

CONSIDERED:

A briefing document from the Director of IT Services on the proposed outsourcing of staff email, inclusive of the issues highlighted at the 3 June 2010 meeting (IPSC.2/10-11).

REPORTED: (by Mr J Dale)

- (a) That it was recognised that outsourcing of staff email would be a larger task than outsourcing of student email was.
- (b) That the current infrastructure and software were in need of replacement, which could be avoided by a speedy move to outsourcing.
- (c) That consultation with other institutions who had outsourced staff email had shown a broad level of satisfaction with the move.
- (d) That a specific arrangement for mass mailing would need to be considered, because the proposed outsourced solution would include a restriction to a maximum of 250 recipients per message.
- (e) That the two data storage centres located in Dublin and Amsterdam were contracted to remain within the EU.

(By the Director of IT Services)

- (f) That Microsoft's provision would be far superior to the current internal offer, including sophisticated tools to deal with attempts to be used as a proxy for spam.

(By Professor Rodger)

- (g) That there could be a requirement for storage of data within the UK only, and as such, there could be the need for a parallel email system to handle the practicalities of this requirement.
- (h) That, as he was not involved in past discussions on the subject, he wished to abstain from the decision making of the committee for this item.

RESOLVED:

That the outsourcing of staff email be recommended to Senate for approval, subject to the identified issues regarding mass mailing limits and geographical data storage requirements being addressed by IT Services.

4/10-11

Key Indicators working group

REPORTED: (by the Chair)

- (a) That a working group, chaired by the Deputy Vice-Chancellor, had been set up to look at some of Warwick's performance indicators, particularly those relevant for league tables.
- (b) That the working group was currently carrying out a comprehensive citation analysis for the University, and would report to the committee with their progress.

5/10-11

Membership and Remit of IPSC

RECEIVED:

A paper outlining the role of the Information Policy and Strategic Committee including membership for 2010/11 academic year (IPSC.3/10-11).

6/10-11

Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

RECEIVED:

A paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies (SC.60/07-08).

REPORTED: (by the Chair)

That the Steering Committee resolved in October 2007 that a standard item should be included on the agenda of the first meeting of each University committee in each academic year to inform members of the University's policy on the publication of minutes.

7/10-11

University KPI: IT

CONSIDERED:

The University Key Performance Indicator (KPI) relating to IT compiled by the Director of IT Services and the Director of Management Information and Planning (IPSC.4/10-11).

REPORTED: (by the Chair)

- (a) That, due to the timings of meetings, the KPIs had already been considered by the Steering Committee.

(By the Registrar)

- (b) That the purpose of the KPIs was to illustrate the health of the University to Council, and that beneath this was robust, stringent and dynamic work to back up the top level summary provided by the KPI.

(By the Director of IT Services)

- (c) That the KPI was originally compiled two cycles ago, but could be reviewed, considering the changing context of the Higher Education environment.

- (d) That within all levels of IT Services, work would be prioritised as required by all KPIs that rely on IT support.

RESOLVED:

That the University KPI relating to IT be approved as set out in IPSC.4/10-11, noting that the full range of KPIs would be considered by the Council at its meeting to be held on 26 November 2010.

8/10-11

HEFCE Review of JISC

RECEIVED:

The University's response to HEFCE's review of the Joint Information Systems Committee (JISC), involving members of the IPSC (SC.79/10-11).

REPORTED: (By the Chair)

That the Director of IT Services and the University Librarian consulted members of IPSC by email, prior to the submission deadline of 10 November 2010.

9/10-11

IT Services Strategy Overview

CONSIDERED:

A briefing document from the Director of IT Services on how the change in focus, from large infrastructure and 'IT centric' projects and towards a user-centric, user experience focused future, will be implemented (IPSC.5/10-11).

REPORTED: (by the Director of IT Services)

- (a) That this document was intended as pre-reading before substantial discussion at the next meeting of the IPSC.
- (b) That an agenda focused on the end user was presented in the paper, including proposed actions.

(By Dr Leppard)

- (c) That the report contained a welcome change in emphasis, with IT Services playing an important part in helping colleagues to deliver what they need to efficiently.

RESOLVED:

That the report would be discussed at Faculty Boards and Faculty IT Committees, before being considered again by IPSC at their meeting on 11 January 2011.

10/10-11 Data and Records Management Consultation

CONSIDERED:

A briefing document from the Director of IT Services, proposing the formation of a sub-group to discuss the issues surrounding Data and Records Management (IPSC.6/10-11).

REPORTED: (by the Director of IT Services)

- (a) That, following events and outcomes of project reviews, there was an urgent need for more formal consultation (wider than IT Services alone) in reviewing data and records management.
- (b) That he proposed the formation of a sub-group of the committee to this end, operating under a clear scope, with the necessary membership to support this scope.

(By the Registrar)

- (c) That the paper speaks to the wider issue of risk management and avoidance, which holds resonance with audit work undertaken in the University.

(By the Deputy Librarian)

- (d) That consideration would need to be given to the longer terms implications beyond data storage alone, such as cost and digital preservation.

RESOLVED:

That a sub-group of IPSC be established to discuss the issues surrounding data and records management.

11/10-11 Publications database update

RECEIVED:

A briefing document from the Deputy Librarian, updating on the University's Publications Database (IPSC.7/10-11).

REPORTED: (by the Deputy Librarian)

- (a) That the timing of creating the University's Publications Database was not ideal as the timescale for the replacement of InfoEd has not yet been finalised, but given the requirement to implement a Publications Database quickly, it was not practicable to wait until a replacement was in place.
- (b) That there was future proofing in place with the utilisation of the EPrints repository software that underpins WRAP.
- (c) That exploration of many practical issues would take place in collaboration with a number of Departments during a pilot phase.

(By Dr Leppard)

- (d) That InfoEd was also used for data storage, and that clarity was crucial in communications to staff over what information should be placed and where.
- (e) That the replacement of InfoEd should have the same functionality.

(By the Chair)

- (f) That with the REF deadline fast approaching, the Publications Database would need to be in place by February 2011.

(By the Registrar)

- (g) That the risks associated with running InfoEd have become more visible and important during recent months, with discussion over its replacement yet to occur within FGPC.

(By Professor Singer)

- (h) That the Publications Database Working Group should consider the seamless movement between InfoEd and the new systems yet to be implemented.

12/10-11 Research Libraries UK update

REPORTED: (by the Librarian)

- (a) That the Russell Group Board supported a Research Libraries UK request for support in taking a more robust line in forthcoming multi-year renewal negotiations with publishers.

- (b) That this would encourage contracts that reflect the current financial environment, rather than hyperinflation of costs.

13/10-11 Data Centre and Server Virtualisation update

RECEIVED:

A briefing document from the Director of IT Services, updating on the Argent Court Data Centre and Server Virtualisation projects (IPSC.8/10-11).

REPORTED: (by the Director of ITS)

That interested parties were invited to participate in the pilot work being undertaken for the Argent Court Data Centre and Server Virtualisation projects.

14/10-11 Modern Records Centre (MRC) Update

RECEIVED:

Information on a forthcoming project to remodel the Modern Records Centre's physical space. (IPSC.9/10-11).

15/10-11 Minutes from Faculty IT Committees (Science and Social Sciences only)

RECEIVED:

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

16/10-11 Minutes from E-Learning Steering Group

RECEIVED:

Minutes (unconfirmed) of the meetings of the E-Learning Steering Group (IPSC.11/10-11).

17/10-11 Online submission of assessed work

RECEIVED:

Information on a request from the e-Learning Steering Group to prioritise a pilot project to work with 3-4 departments with the intention to implement a flexible e-submission, assessment and feedback process with the capability for wider deployment across the University Minutes (IPSC.12/10-11).