THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 26 February 2014

Present: Professor S Swain (Vice-Chair),
                    Dr D Davies,
                    Dr K Leppard,
                    Ms T MacKinnon,
                    Dr M Piggott,
                    Professor M Rodger,
                    University Librarian,
                    Director of Campus Services and IT,
                    Ms E Davies.

Apologies: Professor T Jones (Chair),
                    Professor C Hughes,
                    Dr S Mann,
                    Professor J Smith,
                    Professor P Thomas,
                    Professor P Winstanley,
                    Deputy Registrar.

In Attendance: Ms J Findlay (Secretary), Deputy Director of IT Services, Service Owner
                    (Academic Technology Support) (for items 29, 30 and 31/13-14), Digital
                    Preservation Officer (Library) (for item 31/13-14).

23/13-14   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.

24/13-14   Minutes

            RESOLVED:

            That the minutes of the Committee meeting held on 13 January 2014 be
            approved.

25/13-14   Membership and Access Group (minute 17/13-14 refers)

            REPORTED: (by the Secretary)

            (a)   That a meeting of the Membership and Access Group (MAG) was held
                   on 21 February 2014 and that an update would be circulated to
                   members of IPSC in due course for information.

(b) That the intention was for IPSC to consider proposals and recommendations from the MAG at its next meeting in May 2014.

26/13-14 Update from the Research Data Steering and Operational Groups (minute 16/13-14 refers)

REPORTED: (by the Librarian)

(a) That a data registry using an extension to the ePrints software currently employed in the WRAP would be operating by summer 2014.

(b) That the Digital Tools for Researchers online course launched in January 2014 had received over 100 registrations in its first month.

(c) That a survey on Open Access would be distributed to all staff and research students via Research Support Services in order to gather information on open access practices, attitudes towards the HEFCE and RCUK consultations in this regard and to better determine grant funding coverage, including evidence on the demand for colour and page charges.

RESOLVED:

That the Librarian contact Heads of Departments to highlight the survey when launched, with a view to engaging the Chairs of the Faculties as required to further encourage uptake.

27/13-14 Security Incident Response: Potential Enhancements to IT Security Service

CONSIDERED:

A paper from the Head of Infrastructure Services (IT Services), together with an oral report from the Director of Campus Services and IT, setting out potential areas of enhancement within the IT Security Service in response to the increasing sophistication and volume of cyber attacks facing universities (IPSC. 14/13-14).

REPORTED: (by the Director of Campus Services and IT)

(a) That the proposals reflected a decision previously reported to IPSC to implement agreed changes through a formal project process.

(b) That it would be beneficial for IPSC to act as the Project Board for this project in terms of timing of meetings and relevant perspectives.

(c) That the costs presented in the paper were substantial, especially in relation to the network access control (NAC) as this included a five-year licence refresh cycle.

(d) That now that real costs were available, the University would assess a range of implementation approaches against the likely reduction in risk to identify the most appropriate approach.

(e)   That, depending on the chosen approach, installation of NAC would take upwards of 12 months.

(f)   That the log collection and enhanced security testing would be included in formal financial planning bids as the benefits in risk reduction were clear, noting that implementation of these initiatives would take number of months.

(g)   That log collection and security testing would increase the University's capability to respond to and manage a cyber incident of the nature experienced last year and that the NAC would assist in responding to the risks posed by the open nature of the University's physical estate.

(By Professor M Rodger)

(h)   That it was essential to recognise that the University community included service providers who were also users of IT Services services and that their perspective was important to consider in respect of NAC and other initiatives.

(i)   That it would be advisable to identify a mechanism or forum whereby the detailed practical implications of proposed NAC implementation approaches could be fully considered by colleagues with the relevant expertise, it being noted that IPSC would be unable to fulfil this role.

RESOLVED:

That the Director of Campus Services and IT liaise with relevant members with regards to appropriate membership of an 'expertise' group to support the considerations of IPSC as the Project Board for the IT security enhancement project.

28/13-14   Five Year Planning Process 2014

REPORTED: (by the Librarian)

(a)   That the financial planning guidance for 2014 had been issued for administrative and commercial departments with a deadline of 7 April 2014 for draft Five Year Plans.

(b)   That the Library would be focussing on a number of areas, namely:
(i)   Scholarly Communications (open access, research data management, digital publishing and preservation)
(ii)   Community and engagement activity
(iii)   Student as Research initiative
(iv)   Installation of a Reading list management system integrated with Moodle
(v)   Extending website accessibility using targeted social media campaigns to drive traffic to correct parts of website
(vi)   Management of space issues including consideration of options for the materials currently in the Leamington Spa store and storage for departments
(vii)   Shelf-ready provision for books
(viii)   Records management as an institutional issue
(ix)   Piirus researcher connecting service (global launch due shortly)

(By the Director of Campus Services and IT)

(c)   That departments have been advised not to assume the roll-forward of revenue budgets for existing services and that there was an expectation for clear and defensible prioritisation for expansion and development plans.

(d)   That it would be helpful to have recognition within the planning and allocation process of a requirement for investment to be set aside for capital development across the lifecyle of the Five Year Plan in order to allow for appropriate forward planning.

(e)   That the Finance Director had mapped out key capital assets and renewal with IT Services as part of the financial planning process which was encouraging; it was not clear however whether this was an ongoing process or just a one-off request.

RESOLVED:

(a)   That the Secretary distribute the services and areas of focus for IT Services and the Library to members for comment in advance of the 7 April 2014 deadline.

(b)   That IPSC record its support for a more stable environment for capital plans and its view that it should be involved in higher level discussions as part of the financial planning process to give the community perspective of the bids.

29/13-14   <u>Strategic Direction for Institutional Virtual Learning Environment</u>

CONSIDERED:

A service statement from the Director of Campus Services and IT seeking to assure the University community of the long term commitment to the institutional virtual learning environment (VLE) (IPSC.15/13-14).

REPORTED: (by the Dr D Davies)

(a)   That appropriate dissemination of the statement would be key in alleviating the existing confusion.

(By Professor M Rodger)

(b)   That it would important to address or clarify the overlap of adjacent services, which could be interpreted as competing by the community.

(By Ms T MacKinnon)

(c)   That the statement gave a particular perspective on Moodle implementation at Warwick, noting that there were other implementations on campus.

(d)   That external input on the University's VLE provision as tools allied to the institutional teaching and learning strategy would be beneficial to ensure coherence.

(By the Director of Campus Services and IT)

(e)   That the mechanism by which to address the overlap or potential duplication across different tools within the VLE was not clear and that external perspectives would be useful in this context.

RESOLVED:

(a)   That IPSC strongly supported the statement set out as IPSC.15/13-14.

(b)   That the Director of Campus Services and IT be requested to provide the statement to the Academic Quality and Standards Committee for consideration from the student experience and Teaching and Learning perspective, as well as communicating the final statement via the Boards of the Faculties and their sub-committees, Board of Undergraduate Studies and Board of Graduate Studies.

30/13-14   Lecture Capture and Retention Policy (minute 20/13-14 refers)

CONSIDERED:

A paper from the Service Owner (Academic Technology Support) on behalf of the Lecture Capture Service (IT Services) presenting options for the period of retention of captured lectures (IPSC.16/13-14).

REPORTED: (by the Service Owner (Academic Technology Support))

(a)   That further exploration had been requested on the retention period for captured lectures following the previous paper considered by IPSC at its previous meeting.

(b)   That practice and policy varied greatly across institutions, ranging from six months to indefinitely.

(c)   That the question of cost of ownership had yet to be explored, noting however that a differentiated offer to accommodate varying departmental requirements should not impact on the student experience of the service.

(By Dr D Davies)

(d)   That it would be useful to explore how the lecture capture tool, echo360, might sit alongside other storage solutions as opposed to echo360 being the only repository.

 (By the Deputy Director of IT Services)

(e)   That all media would need to reside somewhere so consideration of alternative and interoperable services might be helpful in terms of content delivery but would not remove any cost associated with storage.

(By the Librarian)

(f)   That the retention policy, and therefore any storage solution, should be driven by the intended use of the captured lectures and its value as an institutional asset.

(g)   That it was not clear whether such discussions had been had to date or where it would be best to pursue discussion in that regard.

RESOLVED:

(a)   That the matter of retention and storage of captured lectures be considered at a future meeting of ISPC following further exploration with the academic community on the intended use thereof within the various teaching and learning structures in order to determine appropriate retention policies.

(b)   That the current 12 month retention period be continued until such time as further discussion and decision-making was undertaken.

31/13-14   Digital Preservation at the University of Warwick

CONSIDERED:

A short context paper (IPSC.17/13-14) and presentation by the Digital Preservation Officer setting out a proposed vision statement for digital preservation at Warwick, threats to University digital information and infrastructural and other implications of this issue.

REPORTED: (by Dr K Leppard)

(a)   That it would be vital to develop decision-making tools to aid colleagues in identifying what information assets were worth preserving as well as providing guidance on preferred formats to avoid a wider and potentially unsupportable variety coming forward.

(By Professor M Rodger)

(b)   That some digital information requiring preservation might also need to be in an encrypted format because of the sensitivity of its contents, which could be problematic for longer term accessibility.

(By the Librarian)

(c)   That digital preservation encompassed records management and information security concerns and a live example was the Graduate School surveying on whether the University should move to digital only theses for research students which would require digital curation and preservation.

RESOLVED:

(a) That the proposed vision statement for Digital Preservation be approved as set out below:

"To safeguard the University's intellectual assets by ensuring the authenticity, reliability, integrity and usability of the digital objects placed within our care. We shall do this by planning and executing appropriate preservation strategies in accordance with best practice"

(b) That IPSC supported the view that Digital Preservation should be progressed as an institutional concern.

(c) That the Digital Preservation Officer be encouraged to seek engagement with this initiative via the Boards of the Faculties and their sub-committees in the Autumn Term 2014.

22/13-14   Minutes of the Faculty IT Committees

RECEIVED:

The unconfirmed minutes of the Faculties of Science and Social Sciences IT Committees (IPSC.18/13-14).