UNIVERSITY OF WARWICK

Information Policy and Strategy Committee

There will be a meeting of the Information Policy and Strategy Committee at 10.00 am on Friday 12th November in the Council Chamber, University House.

CE Charlton
University Secretary

Items marked ✓ are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

AGENDA

1.   Membership and Terms of Reference

TO REPORT:

The membership and terms of reference for the Committee for 2004/05 (paper IPSC.1/04-05, attached).

2.   Minutes

TO CONSIDER:

The minutes of the last meeting of the Committee held on 30th March 2003 (copy attached).

3.   Matters Arising

a)   ✓ Library Space Issues

TO CONSIDER:

A report on the issue of space in the Library (paper IPSC.2/04-05, attached).

b)   ✓ Email System Review

TO CONSIDER:

A report on the review of the University's email system (paper IPSC.3/04-05, attached).

4.	Chairs Business

TO REPORT:

That the Chair, following discussions with the Librarian and Director of IT Services on the 2004/05 programme of the Committee's meetings, resolved that the following substantive items would be discussed at each meeting:

Autumn Term:		Academic Satisfaction Survey
12.11.04

Spring Term:		Draft Five Year Plans for the Library and IT
16.2.05			Information Management

Extraordinary Meeting:	The Five Year Plans for the Library and IT
T.B.A.

Summer Term:		E-Learning
31.5.05			Information Compliance

In addition to these items the following standard items will be considered at each terms meetings:
- Composite Report on IT Matters
- Composite Report on Library Matters
- Minutes of the E-Learning Steering Group
- Minutes of the Faculty IT Committees

5.	✓KPMG Network Controls Review Audit

TO CONSIDER:

A summary of the outcomes of the KPMG Network Controls Review Audit report (paper IPSC.4/04-05, attached).

6.	✓Management of University IT Facilities

TO CONSIDER:

A report on the management of University IT facilities (paper IPSC.5/04-05, attached)

7.	✓Composite Report on I.T. Matters

TO CONSIDER:

A report from the Director of IT Services on IT Matters (paper IPSC.6/04-05, attached).

8. ✓Institutional Repository

TO CONSIDER:

A report on the feasibility study undertaken by the University Librarian on establishing an institutional repository (paper IPSC.7/04-05, attached).

9. ✓Composite Report on Library Matters

TO CONSIDER:

A report from the University Librarian on Library Matters (paper IPSC.8/04-05, attached).

10. ✓Academic Satisfaction Review

TO CONSIDER:

A report on the Academic Satisfaction Review: 'The Undergraduate / Postgraduate Student Experience' Academic Year 2003/04, undertaken jointly by the University and the Students' Union, and any follow-up actions that IT Services and the Library intend to make (paper IPSC.9/04-05, attached).

11. ✓University Freedom of Information Act Guidelines

TO CONSIDER:

A draft copy of the University's Freedom of Information Act Guidelines (paper IPSC. 10/04-05, attached)

12. ✓Modern Languages e-Learning Project

TO CONSIDER:

A bid submitted to the e-learning Steering Group by the Chair of the Department of Italian on behalf of the Modern Language Departments for resources to develop e-Learning facilities (paper EL.8/03-04, copy attached).

13. E-Learning Steering Group

TO CONSIDER:

The minutes of the E-Learning Steering Group (paper IPSC.11/04-05, attached).

14. Minutes of the Faculty IT Committees

TO CONSIDER:

Minutes of the meeting of Faculty IT Committees (paper IPSC.12/04-05, copy attached).

15.   <u>Any Other Business</u>