UNIVERSITY OF WARWICK

Information Policy and Strategy Committee

Minutes of the meeting of the Information Policy and Strategy Committee held on 12th November 2004.

Present: Professor LM Whitby (Chair), Professor A Caesar, Professor A Carter, Mrs R Gilmore, , Professor M Luntley, Professor A McFarlane, Mr R Watson, Registrar, Librarian, Director of IT Services.

Apologies: Professor M Allen, Professor A Clark, Professor T Docherty, Professor A Easton, Professor J Jones, Mr K Mohhades, Professor A Neal, Registrar, Professor D Singer.

In Attendance: Dr G Carden, Dr K Leppard (for Professor Allan), University Secretary and Ms N Snodgrass (for item 11/04-05).

1/04-05   Membership and Terms of Reference

REPORTED:

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

2/04-05   Minutes

CONSIDERED:

The minutes of the last meeting of the Committee held on 30th March 2003.

RESOLVED:

That the minutes be approved.

3/04-05   Matters Arising

a)   Library Space Issues

CONSIDERED:

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

RESOLVED:

That the paper be approved it being noted that a working group, with terms of reference and membership as outlined in the paper, be established to investigate and make recommendations on the issue of Library space, with a view to reporting to the Committee during the Spring Term.

b)   Email System Review

CONSIDERED:

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

RESOLVED:

That the recommendations on the need to replace the Novell Groupwise email system with alternative software and the outline plan for the next phase, be approved.

4/04-05   Chairs Business

(a)   2004/05 Programme of Meetings

REPORTED:

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: 12.11.04	Academic Satisfaction Survey
Spring Term: 16.2.05	Draft Five Year Plans for the Library and IT Information Management
Extraordinary Meeting: T.B.A.	The Five Year Plans for the Library and IT
Summer Term: 31.5.05	E-Learning 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

(b)   Management of Corporate Systems

REPORTED: (by the Director of IT Services)

That the Registrar had disbanded the Corporate Systems Steering Group and was currently working towards establishing a new process for managing corporate systems business.

5/04-04   KPMG Network Controls Review Audit

CONSIDERED:

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

RESOLVED:

That the responses to the key recommendations made by KPMG and the subsequent points of action be approved, it being noted that in relation to Recommendation 3, IT Services should seek to establish whether other universities monitor access to web sites..

6/04-05   Management of University IT Facilities

CONSIDERED:

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

RESOLVED:

That the paper and its outline proposals be approved.

7/04-05   Composite Report on I.T. Matters

CONSIDERED:

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

RESOLVED:

That the paper be approved, it being noted that in relation to prevention of IT service interruptions the Director of IT Services be encouraged to seek a formal agreement with the Estates Offices on the procedures for managing planned power outages and reducing the risk of unplanned power outages.

REPORTED:

That the issue raised by the Vice-Chancellor concerning the possibility of operating software locally from users' workstations during periods of network failure was in the process of being tested on a group of users in University House.

8/04-05   Institutional Repository

CONSIDERED:

A report undertaken by the University Librarian on the rationale for establishing an institutional repository (paper IPSC.7/04-05).

RESOLVED:

(a) That an initial institutional repository feasibility study be undertaken with a view to a report being brought forward to the Committee's meeting in the Summer Term.

(b) That the scope of the report take account of the possible linkages with the Research Data Management Project.

(c) That as part of the feasibility study the University Librarian involve one department from each faculty, to be approved by the Chair of Committee.

9/04-05   Composite Report on Library Matters

CONSIDER:

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

RESOLVED:

That the report be approved.

10/04-05   Academic Satisfaction Review

CONSIDERED:

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).

REPORTED:

That the issue of student dissatisfaction with the reliability pf PCs in open access areas was being addressed by IT Services.

RESOLVED:

That the question in the survey concerning the availability of books be re-phrased, in consultation with Mr K Mohhades, to focus on the key issue of accessibility to students of relevant information rather than the narrower question of availability of books, and forwarded to the Chair of the Committee for approval.

11/04-05   University Freedom of Information Act Guidelines

CONSIDERED:

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

RECOMMENDED:

That the guidelines be approved, subject to the inclusion of a section to account for the proposed mechanism by which the University Secretary's Office will monitor information requests and provide advice and help to staff in departments.

RESOLVED:

That the Committee wished to thank Ms N Snodgrass for the work she had undertaken in producing the guidelines and programme of presentations to departments.

12/04-05   Modern Languages e-Learning Project

CONSIDERED:

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).

RESOLVED:

That the Chair of the Department of Italian be asked to consider bidding to the Teaching Quality Enhancement Fund and / or the Academic Resourcing Committee for funds for the project.

13/04-05   E-Learning Steering Group

CONSIDERED:

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

RESOLVED:

That the minutes be approved.

14/04-05   Minutes of the Faculty IT Committees

CONSIDERED:

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

RESOLVED:

That the minutes be approved.