

UNIVERSITY OF WARWICK

Information Technology Policy Committee

Minutes of the meeting of the Information Technology Policy Committee held on 14th November 2003.

Present: Professor M Whitby (in the Chair), Ms A Bell, Professor M McCrae, Professor A McFarlane, Mr P Martin, Professor A Neal, Mr R Watson

Apologies: Professor M Devereux, Professor J Jones, Professor A Mullender, Professor D Thomas, Professor M Allen, Registrar.

In Attendance: Dr G Carden, Ms R Gilmore, Ms M Visser.

1/03-04 Membership and Terms of Reference

RECEIVED:

The terms of reference and membership of the Committee for the academic year 2003/04 (paper ITPC.1/03-04).

2/03-04 Minutes

RESOLVED:

That the minutes be approved.

3/03-04 Matters Arising on the Minutes

(a) Computer Purchase Scheme (minute 23/02-03 refers)

CONSIDERED:

A report from the Assistant Director of IT Services on the lessons learned in implementing the Computer Purchase Scheme (Paper ITPC.2/03-04).

REPORTED:

- (i) That the Assistant Director of IT Services together with Warwick Graduates association will continue to explore means of making laptops more affordable for all through low cost finance, supplier sponsorship and a hardship fund.
- (ii) That ITS will monitor usage of open access areas as student ownership of pcs and availability of wireless hotspots increases in the coming years.
- (iii) That scheme should be advertised to potential students at the earliest opportunity in the prospectuses, through application processes and via the web, bearing in mind that overseas postgraduate students were a major target area for potential growth in sales.

(b) Campus Network Project (minute 23/02-03 refers)

CONSIDERED:

A highlight report from The Director and Assistant Director of IT Services on the Campus Network Project (Paper ITPC.3/03-04).

RESOLVED:

That the report be approved, it being noted the project had completed on time and within budget the work to re-cable 14 buildings, upgrade 270 equipment rooms, install new active network equipment for the entire campus, and implement wireless hotspots, and that the £0.5m underspend on this stage has been carried forward to the next stage of cabling to supplement the £0.6m SRIF funding.

(c) MIDMAN Re-procurement (minute 23/02-03 refers)

RECEIVED:

An oral report from the Director of IT Services on MIDMAN re-procurement it being noted that successful migration to the regional network had proceeded on 16th October 2003 and that a second alternate link, serviced by BT rather than Telewest, was being installed which would serve as a diversion in the event of primary failure.

(d) Information Security Policy (minute 23/02-03 refers)

CONSIDERED:

- (i) A report from KPMG entitled: 'Information Security Follow-up Review' (Paper ITPC.4/03-04).
- (ii) Information security policies for the University (Paper ITPC.5/03-04).

RESOLVED:

- (i) That the Information Security Follow-up Review be approved it being noted that the majority of the recommendations had been implemented and that work on the remainder was in progress.
- (ii) That the policies be revised to indicate more clearly the method by which they should be communicated to staff and students and who would be responsible for ensuring this happens, it being noted that the new legal advice office might have a role in this.
- (iii) That IT Services should bring forward an activity plan, containing a strategy for training and dissemination to the next meeting of the Committee, indicating the likely level of resources required.

(e) Controlling Unsolicited Email (minute 24/02-03 refers)

RECEIVED:

An oral report from the Director of IT Services on the full pilot of the SPAM Assassin software it being noted that this software would no longer be implemented as it conflicted with the University's virus scanning software and that IT Services were now looking to implement an alternative system next term.

4/03-04 Proposal for an Information Committee

RECEIVED:

- a) An oral report from the Librarian and Director of IT Services on the Council and Senate review of the University's decision-making processes and the proposal to replace Information Technology Policy Committee with an Information Committee it being noted that the Committee welcomed the proposal and had identified the need to work with departments and encourage joint rather than separate thinking on IT and library matters.
- b) The terms of reference and membership and an oral report from the Secretary to the Committee on the Registrar's proposal to create a new sub-committee of the Information Technology Policy Committee, the Corporate Systems Steering Group (paper ITPC.6/03-04).

5/03-04 E-Learning Steering Group

CONSIDERED:

The minutes of the meeting of the e-Learning Steering Group (paper ITPC.7/03-04).

RESOLVED:

- (a) That the minutes be approved.
- (b) The Committee also believed e-Learning should remain as an established working group to ensure the University's priorities in this area were carried forward in a co-ordinated manner and requested that the Secretary of the Committee convey this view to the Administrative Secretary.

6/03-04 IT Services: Service Definitions

CONSIDERED:

A report from the Deputy Director of IT Services on service definitions (paper ITPC.8/03-04).

RESOLVED:

That the report be approved and be forwarded for consideration to the Faculty IT Committees.

7/03-14 Review of Novell Groupwise

RECEIVED:

An oral report from the Director of IT Services on the review of Novell Groupwise the University's email system.

REPORTED:

- (a) That a consultant from Novell had helped IT Services investigate the problems with Groupwise and that changes had been made in the post office structure to prevent the system becoming overloaded.
- (b) That installing a new system would incur considerable cost and disruption.
- (c) That particular criticism was targeted by the Faculties at the poor functionality and performance of Groupwise via remote access.
- (d) That some of the problems arise from the volume of stored email message data and the committee would be supportive of the introduction of quota limits.

RESOLVED:

That the Director of IT Services meet with the Chairs of the Faculty IT Committees to discuss a further course of action on the review of Groupwise.

8/03-04 Faculty IT Committees

CONSIDERED:

- (a) The minutes of the meetings of the Faculty IT Committees (paper ITPC.9/03-04).
- (b) A report from the Board of the Faculty of Medicine proposing the Faculty should establish an IT Committee (paper BFM4/03-03).

RESOLVED:

That the minutes be approved it being noted that the issue of the disruptions to the University network had been conveyed to the Director of IT Services who would discuss them at his meeting with the Chairs of the Faculty IT Committees.

9/03-04 Freedom of Information Act

RECEIVED:

An oral report from the Secretary to the Committee on progress to develop a publication scheme for the University, it being noted that the draft scheme would be considered by the Steering Committee in early December as submissions to the OIC was required by the end of the year.

10/03-04

Publishing the Committees Papers on the Web

RESOLVED:

That the agenda top-sheets and minutes for the Committee would be published on the Governance website but other papers and reports would be put on a separate site maintained by IT Services.

GAFC/N:/Data/ITPC2002-03/Agenda/ITPC_14-11-03_minsv2.doc