UNIVERSITY OF WARWICK

Information Policy and Strategy Committee

Minutes of the meeting of the Information Policy and Strategy Committee held on 18th February 2004.

Present: Professor LM Whitby (Chair), Professor M Allen, Professor A Easton, Professor A Mullender, Professor A McFarlane, Professor A Neal, Professor D Thomas, Mr R Watson, Acting Registrar, Librarian, Acting Director of IT Services.

Apologies: Professor D Singer

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

Items marked '✓' were discussed at the meeting, other items were for discussion only.

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 IPSC.1/03-04).

2/03-04   ✓University Management and Decision-Making Structures

          REPORTED:

          That at its meeting on 3rd December 2003 the Senate <u>recommended</u>: that, with effect from 1 January 2004, an Information Committee be established to develop strategic proposals for the University's information policy, replacing the Information Technology Policy Committee and the recently abolished Library Policy Committee.

          RECEIVED:

          An oral report from the Chair on the structure and *modus operandi* of the new Committee.

3/03-04   ✓Forward Look at Strategic Information Developments

          RECEIVED:

          Oral reports from the Librarian and Acting Director of IT Services on a forward look at strategic information developments for the University.

          RESOLVED:

          (a)   That the key strategic points that emerged from the presentation should be disseminated to academic departments especially regarding the potential of the new network.

(b)   That the Library consider the potential for e-publishing.

(c)   That the Faculty of Science expressed concerns regarding facilities for mobile computing and that this should be included in the IT strategy.

4/03-04   Matters Arising on the Last Meeting of the IT Policy Committee

(a)   ✓Campus Network Project (minute ITPC.3/03-04 (b) refers)

CONSIDERED:

A report from the Assistant Director of IT Services on progress on the Campus Network project (paper IPSC.2 /03-04) including a proposal to bring forward the coverage of the re-cabling project to the Library and the Ramphal Building, an opportunity which had arisen from cost savings achieved through the course of the project.

RESOLVED:

That the Assistant Director of IT Services review the feasibility with the Estates Officer and provide cost estimates for bringing forward the coverage of the project to include the Library and the Ramphal Building, to be considered at the next meeting of the Committee.

(b)   ✓Information Security Policies (minute ITPC.3/03-04 (d) refers)

CONSIDERED:

Revised copies of the University Information Security Policies (paper IPSC.3 /03-04).

RECOMMENDED:

(i)   That the policies be approved.

(ii)   That the proposal for £45 k to provide staff resources to manage and implement information security be incorporated into the IT Services Five Year Plan.

c)   ✓Controlling Unsolicited Email (minute ITPC.3/03-04 (e) refers)

CONSIDERED:

An oral report form the Acting Director of IT Services on progress being made to introduce software to control unsolicited email.

RESOLVED:

That the report be approved it being noted that the SPAM Assassin software was likely to be in operation by Easter 2004.

5/03-04   ✓Key Issues for the IT Five Year Plan

CONSIDERED:

A report from the Acting Director of IT Services on key issues for the IT Five Year Plan (paper IPSC.4 /03-04).

RESOLVED:

That the report be approved and that a full draft of the five year plan be produced for an extraordinary meeting of the Committee to be held in late March, taking into account the items raised in the report, notably:

(a)   Additional resources for the IT Helpdesk.

(b)   The ongoing review of Novell Groupwise and depending on the outcome of review the possible purchase of a new system to replace it.

(c)   Issues raised by the Faculty IT Committees

6/03-04   ✓Key Issues for the Library Five Year Plan

CONSIDERED:

A report from the Librarian on key issues for the Library Five Year Plan (paper IPSC.5 /03-04).

RESOLVED:

That the report be approved it being noted that:

(a)   Bearing in mind the spiralling inflationary increase in the cost of standard library resources (e.g. typically 10% per annum for journal subscriptions) that the Librarian develop a plan based on targeted, strategic investment.

(b)   The Librarian was urged to take a pragmatic approach to maintaining steady-state purchasing of standard library resources and to consider departmental priorities and feed them into the plan.

(c)   The significant library service development potential, subject to capacity to deliver.

(d)   The staff development implications of moving from a traditional to modern service portfolio.

7/03-04   ✓Library Space Considerations

CONSIDERED:

A report from the Librarian on the space pressures facing the Library (paper IPSC.6 /03-04).

RESOLVED:

That bearing in mind the interface the issue of Library space had with the five year planning process that the paper be considered at the extraordinary meeting of the Committee to be held in late March.

8/03-04   ✓Freedom of Information Act 2000 – Preparations for January 2005

CONSIDERED:

A report from the Secretary to the Committee on preparation required to ensure compliance with the January 2005 deadline for full implementation of the Freedom of Information Act 2000 (paper IPSC.7/03-04).

RESOLVED:

That the report be approved.

9/03-04   ✓The Learning Grid and Support for Academic Activity

CONSIDERED:

An oral report from the Librarian on the Learning Grid and support for academic activity.

RESOLVED:

That the report be approved.

10/03-04   E-Learning Steering Group

CONSIDERED:

The minutes of the E-Learning Steering Group (paper IPSC.8/03-04).

RESOLVED

That the minutes be approved, it being noted that E-Learning would be a substantive item on the agenda for the next meeting of the Committee.

11/03-04   Corporate Systems Steering Group

CONSIDERED:

The minutes of the Corporate Systems Steering Group (paper IPSC.9/03-04).

RESOLVED:

That the minutes be approved.

12/03-04   <u>Minutes of the MRC Advisory Board</u>

CONSIDERED:

The minutes of the MRC Advisory Board (paper IPSC.10/03-04).

RESOLVED:

That the minutes be approved.

13/03-04   <u>Minutes of the Faculty IT Committees</u>

CONSIDERED:

Minutes of the meeting of Faculty IT Committees (paper IPSC.11/03-04).

RESOLVED:

That the minutes be approved.

14/03-04   <u>Any Other Business</u>