

UNIVERSITY OF WARWICK

Information Technology Policy Committee

Minutes of a meeting of the Information Technology Policy Committee held on 6 June 2003.

Present: Professor R G Dyson (in the Chair)
Ms A Bell, Professor M Devereux, Professor A Easton, Mrs R Gilmore,
Dr E Heit, Mr J Higgins, Professor J D S Jones, Professor M McCrae,
Professor A Mullender, Mr A Reiss, Professor M Whitby.

Apologies: Professor A Neal, Dr J W Nicholls, Mr J Rushton.

In Attendance: Dr G Carden, Mr C Fonge (for item 30/02-03), Mr C Tilbury (For items
23 and 24/02-03), Ms M Visser.

MINUTES

22/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 19th February 2003
be approved.

23/02-03 Matters Arising on the Minutes

(a) Computer Purchase Scheme (minute 18/02-02 refers)

CONSIDERED:

A request from the Assistant Director of IT Services that the minutes
of the last meeting be amended. The Student Computer Purchase
Scheme is a student service rather than a commercial activity and its
governance will continue to be handled by the e-Learning Group
rather than the CRAG.

RESOLVED:

That the Acting Director of IT Services seek clarification from the
Registrar as to the correct route to gain approval for the scheme's
business case.

(b) e-Learning Strategy

REPORTED:

That at its meeting on the 31st March 2003 the Steering Committee
resolved that the recommendations for implementation of the e-
Learning Strategy be approved noting that a bid for funding to support

additional audio-visual equipment would be submitted to the relevant University bodies.

(b) Campus Network Project (minutes 14/02-03 refers)

CONSIDERED:

A report from the Assistant Director of IT Services on the progress of work on the Campus Network Project (Paper ITPC.21/02-03).

REPORTED:

- (a) That the project was currently running within the allocated budget it being noted that it had been revised to incorporate a £250 k contingency fund for asbestos removal although to date only £50 k of this had been used.
- (b) That the proposed future investment in cabling under SRIF 2 (Science Research Infrastructure Fund) had been estimated at £1m inc. VAT it being noted that this figure had been calculated on a cost per port basis, based on the real cost experienced under the current project.
- (c) That re-cabling work had caused considerable disruption in the Social Studies building and that this had been compounded by the scheduling of the work during the exam period. It was noted that the security was a particular concern as contractors had left a number of office doors unlocked when they had completed their work for the day.
- (d) It was noted that cabling had been routed through rooms in a generic way to ensure that space could be used in an efficient way in the future, and this had in some instances impacted on the layout of rooms and shelving.

RESOLVED:

- (a) That the Assistant Director of IT Services liaise further with the Security Officer to ensure that as far as possible rooms were kept secure during the re-cabling work.
- (b) That the Assistant Director of IT Services discuss with the Chair of the Board of the Faculty of Social Studies the issue of rooms that had suffered considerable alteration by the re-cabling works to see if a remedy could be found.
- (c) That the proposed management policy be approved it being noted that:
 - (i) That departmental IT staff who were trained and nominated to become members of the CNST (Campus Network Service Team) would work across departmental boundaries with staff from IT Services.
 - (ii) That at the bare minimum there should be no diminution in support service across campus and that it should be the aim that they be improved;
 - (iii) That the Assistant Director of IT Services make enquiries regarding how other universities have managed similar projects.

(c) MIDMAN Re-procurement (minute 14/02-03 refers)

CONSIDERED:

An oral report on MIDMAN re-procurement from Mr C Tilbury.

RESOLVED:

That the report be approved noting that:

- (i) despite making a request to AWM (Advantage West Midlands) IT Services had not yet received a report on the benefits of a dual company structure.
- (ii) That implementation was proceeding more slowly than expected which was compounded by ongoing discussions on the nature of the contract between MIDMAN and the operating company, with migration to the new network now likely to be later than the target date of 31st August 2003.

(d) Information Security Policy (minute 14/02-03 refers)

CONSIDERED:

An oral report on Information Security Policy from the Acting Director of IT Services.

RESOLVED:

That the report be approved it being noted that the review by KPMG was ongoing and that 16 departments had now been selected to undertake a security review and that the Committee would be provided with a further report at its next meeting in November.

24/02-03 Controlling Unsolicited E-mail

CONSIDERED:

A report from Mr C Tilbury on a proposal to pilot a software-based solution to help control unsolicited email (Paper ITPC.22/02-03).

RESOLVED:

- (a) That IT Services should proceed with a full-pilot of the SPAM Assassin software within 3 weeks of the committee meeting it being noted that initial testing had proved very successful in intercepting unsolicited e-mail.
- (b) That as unauthorised organisations tended to source e-mail addresses published on the University website, that IT Services provide guidance on presenting e-mail in phonetic manner rather than as standard text

25/02-03 Student Computer Purchase Scheme

CONSIDERED:

A report from the Assistant Director of IT Services on a project definition for a student computer purchase scheme (Paper ITPC.23/02-03).

RESOLVED:

That the report be approved it being noted that the Head of Student Finance be informed that the University was aware that some students may find it difficult to afford to buy PCs through the scheme and that in future, a possible mechanism for students to seek financial assistance could be from the existing bursary schemes.

26/02-02 Business Systems Steering Group

CONSIDERED:

The minutes of the Business Systems Steering Group (Paper ITPC.24/01-03).

RESOLVED:

That the minutes, as set out in Paper ITPC.24/01-03, be approved it being noted that Rebus had been selected as the preferred supplier of the new Human Resources system, subject to contract.

27/02-03 Infrastructure Steering Group

CONSIDERED:

- (a) The minutes of the meeting of the Infrastructure Steering Group (Paper ITPC.25/02-03).
- (b) A revised version of minute ISG11/02-03 that went to the Infrastructure Steering Group on 12th May 2003, incorporating suggested revisions by the Group (Paper ITPC.26/02-03 attached).

RESOLVED:

- (a) That the minutes, as set out in Paper ITPC.25/01-03, be approved.
- (a) That the revised version of minute ISG11/02-03 set out in Paper ITPC.26/02-03 be approved.

28/02-03 The e-Learning Steering Group

CONSIDERED:

The minutes of the meeting of the e-Learning Steering Group (Paper ITPC.27/02-03).

RESOLVED:

That the minutes of the meeting, as set out in Paper ITPC.27/02-03, be approved it being noted that the Committee wished to provide its support to the e-Learning Steering Group in raising awareness across the University of e-learning initiatives.

29/02-02 Freedom of Information Act

CONSIDERED:

A report from the Secretary to Committee on the preparation the University needs to make to produce a publication scheme prior to the full implementation of the Freedom of Information Act (Paper ITPC.28/02-03).

RESOLVED:

That the JISC model publication for HE and FE should be adopted by the University but that the Secretary to the Committee should lobby the JISC to make amendments regarding the disclosure of confidential documents such as the disclosure of some committee papers and minutes.

30/02-03 Records Management Policy

CONSIDERED:

An initial draft of a Records Management Policy for the University from the University Records Manager (Paper ITPC.29/02-03).

RESOLVED:

That the draft Records Management Policy as set out in Paper ITPC.29/02-03 be approved.

31/02-03 Minutes of Faculty IT Committees

CONSIDERED:

- a) The minutes of the Science Faculty IT Committee (Paper ITPC.30/02-03 attached).
- b) The minutes of the meeting of the Social Studies IT Committee (Paper ITPC.31/02-03 attached).

RESOLVED:

That the minutes of the faculty IT committees be approved.