

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 19 February 2008

Present: Professor M Smith (Chair)
Director of IT Services
Librarian
Registrar
Dr S Allan
Dr T Arber
Professor D Singer
Professor K Lamberts
Dr K Leppard
Professor A Neal
Mr P Ptashko
Professor M Waterson,

Apologies Dr D. Davies
Professor Y Carter
Professor T Docherty
Professor R Lindley

In Attendance: Mr G Bennett, Mr J Dale, Mr R Green

14/07-08 Welcome

RESOLVED:

That the Committee warmly welcome Mike Roberts, the new Director of IT Services into his role, and looks forward to working with him.

15/07-08 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 13 November 2007 be approved.

16/07-08 JSTOR Digital Archive (minute 4/07-08 refers)

REPORTED: (by the Librarian)

That the immediate threat of discontinuation of the JSTOR digital archive appeared to have gone due to pressure from the academic community.

17/07-08 Open Access Fund (minute 4/07-08 refers)

REPORTED: (by the Librarian)

That the Library and RSS were progressing with the development of a local Open Access Fund.

RESOLVED:

That the Librarian would report further details of the project to a future meeting of the Committee.

18/07-08

Minutes of the Faculty IT Committees

RECEIVED:

The minutes of the meetings of the Faculty IT Committees (IPSC.14/07-08)

REPORTED:

- a) That the Social Studies Faculty IT Committee:
 - i) Had expressed concern about the failure to clearly communicate the change of arrangements regarding data transfer during the Groupwise migration.
 - ii) Had expressed concern about the lack of clear guidance for users in relation to the management of large content mailboxes.
- b) That at its meeting of 13 February 2008 the Board of the Faculty of Social Studies, at the request of the Social Studies Faculty IT Committee, resolved:
 - i) That the issue of the use of external media for storing data currently held on the University system be referred to the University's Information Policy and Strategy Committee for urgent consideration.
 - ii) That the issue of the provision of support, by the University, for foreign language sets be referred to the University's Information Policy and Strategy Committee for urgent consideration, noting that the standard set of software provided to students was believed to currently be under review within the University.
- c) That the Arts Faculty IT Committee:
 - i) Had expressed a need for clarification of a standard policy on plagiarism detection software.
 - ii) Had approved the nomination of Robert O'Toole for a Warwick Award for Teaching Excellence for his work supporting e-learning projects in the faculty.
- d) That the Warwick Medical School Information Group:
 - i) Had expressed a view that the multi-site nature of the Medical School resulted in an increased need for distributed teaching facilities such as Skype and video-conferencing.
- e) That the Science Faculty IT Committee:
 - i) Had expressed concern about provision within the Storage Area Network (SAN).
 - ii) Had expressed concern that the production version of the 'thin client' system had reduced functionality compared to expectations.

RESOLVED:

- a) That IT Services establish the status of data migration from Groupwise to Exchange, noting that it was felt that the eventual use of archiving was a preferable solution to the originally proposed DVD backup.
- b) That IT Services establish a policy for the use of external media for storing data currently held on the University system.
- c) That IT Services examine the issue of provision of support for foreign language sets and determine if a substantial policy was needed, noting that the facility was currently provided on an ad hoc basis on request.
- d) That the issue of provision of distributed teaching services, such as Skype and video-conferencing be referred to the Academic Quality and Standards Committee, noting that clarity was needed over:
 - i) Exactly what the requirements for any service provision were.
 - ii) How important this kind of service is to the student experience.

19/07-08

Social Networking

CONSIDERED:

A paper from the Students' Union Education Officer and Deputy President, entitled "Primary Investigation into 'Social Networking Site' usage across the University of Warwick" (IPSC.12/07-08).

RESOLVED:

- a) That the Students' Union Education Officer and Deputy President report more detailed analysis and research into social networking website usage at the University to a future meeting of the Committee.
- b) That the Communications Office be invited to be involved in the next stages of the research.

20/07-08

Composite Report on IT Matters

CONSIDERED:

A composite report on IT Matters (IPSC.9/07-08)

REPORTED:

- a) That the 500MB mailbox quota would be applied to user accounts on Monday 10 March.
- b) That direct communication was being made to those individuals who would be unable to send email after this date as a result of their inboxes being over the quota.

(by the Registrar)

- c) That the Academic Registrar and Professor Colin Sparrow were working on a set of best practice guidelines for email use.

RESOLVED:

- a) That the Director of IT Services investigate further the possibility that users could circumvent the mailbox quota by sending mail using an alternative SMTP, with a view to preventing this if it was possible and appropriate to do so.
- b) That the Director of IT Services investigate whether the application of the quota to the accounts of individuals would result in emails not being forwarded to Blackberry mobile devices.
- c) That an broader investigation into the use of Blackberry mobile devices in the institution be undertaken by ITS, encompassing:
 - i) A mapping exercise of current and desired functionality.
 - ii) Proposed parameters of what and who should be supported.
 - iii) Investigation into the actual cost of providing the service to ensure an appropriate charging model is used.

21/07-08 IT Services Draft Five Year Plan

CONSIDERED:

A report on Key Items from the Draft IT Five Year Plan (IPSC.10/07-08)

REPORTED: (by the Director of IT Services)

That the two areas where it was felt by the Director of IT Services that there may potentially be more discretion in the proposed spend was in account management and extended hours cover.

22/07-08 Composite Report on Library Matters and Key Issues for the Five Year Plan

CONSIDERED:

The Composite Report on Library Matters and Key Issues for the Five Year Plan (IPSC.11/07-08)

REPORTED:

That clarity was needed about the acceptability of submitting e-theses in varying file formats.

RESOLVED:

That the Committee endorsed the recommendation contained in the paper that the University support the CERN / SCOAP Open Access Publishing in High Energy Physics Initiative.

23/07-08 Extraordinary IPSC Meeting

RESOLVED:

That the date for the forthcoming extraordinary meeting of the IPSC would be circulated to members once the scheduling of the IT Services and Library Five Year Plan meetings had been confirmed by the Financial Plan Sub-Committee of the Finance and General Purposes Committee.

24/07-08 Electronic Distribution of IPSC Papers

RESOLVED:

That as a trial the next circulation of IPSC papers would be done purely electronically using files.warwick.ac.uk.

25/07-08 IT Password Case-Sensitivity

REPORTED: (by Dr T. Arber)

That IT Services passwords were not case-sensitive.

RESOLVED:

That the Director of IT Services would investigate the issue and report back to the Committee.

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