

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 2 June 2009

Present: Professor M E Smith (Chair)
Registrar
Director of IT Services
Dr C Jenainati
Dr K Leppard
Professor R Lindley
Professor D Singer
Mr M Surve
Librarian

Apologies: Professor S Bruzzi
Professor K Lamberts
Dr R Roemer
Professor J Smith
Professor M Waterson
Professor M Underwood

In Attendance: Ms J Findlay, Mr J Dale, Deputy Librarian, Assistant Registrar
(Information Security, Risk Management and Business Continuity) for
item 39/08-09.

39/08-09 University Information Security Policies

CONSIDERED:

- (a) The provisional University Information Security Policy, together with sub-policies regarding Data Retention and the Regulation of Investigatory Powers Act 2000 (IPSC.19/08-09).
- (b) An oral report from the Assistant Registrar (Information Security, Risk Management and Business Continuity).

REPORTED: (by the Assistant Registrar (Information Security, Risk Management and Business Continuity))

- (a) That the Policy and its related documents had been designed following a lengthy risk assessment exercise across the University community and its activities.
- (b) That the University had been relatively swift in its compliance to ISO 27001 compared to other institutions, noting that the ISO standard was emerging as a requirement for contracts involving government data.
- (c) That the Policy aimed to allow specific departmental needs to be met under a global strategy designed to protect the University at large and that he was available to departments to discuss specific requirements for information security.

(By Professor D Singer)

- (d) That whilst it was recognised that compliance to ISO 27001 would give the University an assurance level which would be attractive to external bodies wishing to interact with the University, it was not clear what the ISO standard did not allow the University to do.

RESOLVED:

That the Committee broadly welcome the provisional University Information Security Policy as set out in IPSC.19/08-09, noting that further work was still to be undertaken with regards to data retention and destruction, together with plans for the policy's implementation across the institution.

RECOMMENDED: (to the Steering Committee)

That the University Information Security Policy be approved, noting the areas of work still to be undertaken and that further consideration should be given to the resources required to fully implement the strategy.

40/08-09 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 6 April 2009 be approved, subject to the following amendments (additions underlined and deletions ~~struck through~~):

33/08-09

- (c) That a more detailed proposal would be brought forward to ~~the next~~ a future meeting of IPSC.

41/08-09 IPSC Membership 2009/10

REPORTED: (by the Chair)

- (a) That the period of service on the Committee would end on 31 July 2009 for the following members:
 - (i) Dr Roemer
 - (ii) Professor Docherty
 - (iii) Professor Waterson
- (b) That Professor Waterson had already stated that he wished not to continue in 2009/10.

RESOLVED:

- (a) That the Chair contact Professor Docherty and Dr Roemer to establish their intentions to continue as members of IPSC in order to inform the membership for the next academic year.

- (b) The Chair on behalf of the committee thank Prof. Waterson for his work on the committee.

42/08-09 Strategic Review of Five Year Plans: IT Services

CONSIDERED:

- (a) A paper from the Director of IT Services presenting an overview of the ITS Five Year Plan (IPSC.20/08-09).
- (b) A paper from the Director of IT Services proposing changes to the delivery of the University's email services (IPSC.25/08-09).
- (c) A paper from the Director of IT Services outlining the proposed restructuring of the e-learning service in the context of potential savings within the ITS Five Year Plan (IPSC.26/08-09).

REPORTED: (by the Director of IT Services)

- (a) That, following the consideration of a broad overview of the IT Services Five Year Plan at the previous meeting of IPSC, the proposals for the future shape of the University's e-learning service had been submitted for consideration by Heads of Departments with a view to identifying an approach which would be acceptable to the University community.
- (b) That the review of, and debate around, e-learning provided an opportunity to reflect on the successes and areas for improvement in activities to date, together with identifying new methods for engaging with the community and sharing good e-practice.
- (c) That the feedback received from Heads of Department indicated a preference for the 'mixed cost' model whereby e-assessment and anti-plagiarism activities would be retained as centrally funded services and departments would pay for e-learning advisors to develop bespoke solutions, introducing a more rigorous evaluation of cost/benefit of using the service.

(by Dr Leppard)

- (d) That, should the 'mixed model' be implemented, consideration should be given to how the central e-learning costs would be calculated within the central service charges and to the charging mechanism for the e-advisor service.

(by Professor D Singer)

- (e) That e-learning had become embedded in other key areas within the institution, such as the Learning and Development Centre and the Library and that it was therefore important for the impact of any future developments of the service on these areas to be taken into account.

RESOLVED:

- (a) That IPSC note the overall position for the IT Services Five Year Plan,

acknowledging that certain areas of the Plan would be revisited at future meetings of the Committee for agreement.

- (b) That IPSC record its support for the proposed cost model C for e-learning across the University as set out in IPSC.26/08-09, noting that IPSC would continue to monitor the progress of this option within the context of the IT Services Five Year Plan.

43/08-09 Strategic Review of Five Year Plans: Library

CONSIDERED:

- (a) A paper from the Librarian presenting an overview of the Library Five Year Plan (IPSC.21/08-09).
- (b) A paper from the Librarian outlining the context, principles and processes for a periodicals review to identify a collection of resources which might provide cost savings within the Library's Five Year Plan (IPSC.22/08-09).

REPORTED: (by the Librarian)

- (a) That, as reported at the previous meeting of IPSC, the Library has been asked to provide cost savings of 5% within its Five Year Plan.
- (b) That the largest element of the Library's expenditure was for information resources, including database and journal subscriptions and that the ability to maintain the level of coverage currently provided would be challenging in the current financial climate, particularly with the exchange rate significantly inflating subscriptions for US and European titles and making it impossible to accurately project costs for the next year.
- (c) That the proposed review of periodicals would collect information from departments on what items were essential for current and anticipated future teaching and research, together with items which could be classed as desirable but not essential to inform the decision-making process to identify cost savings in the region of £200k.
- (d) That specific consideration would be given to periodicals currently purchased as part of bundled deals to ensure that the benefit of retaining the periodical would outweigh any financial penalties or legal issues incurred by ending the deal.

(by the Chair)

- (e) That Heads of Department should be asked to ensure departmental returns, as well considering core activity, included items necessary to support and further any interdisciplinary research located within the department.

(by the Deputy Librarian)

- (f) That the increasing cost associated with the periodicals portfolio highlighted the need to develop a level of understanding within the academic community of the emerging scholarly publishing agenda

within the sector to ensure that the University could move quickly should the circumstances arise.

RESOLVED:

That the proposed methodology for the periodicals review be approved as set out in IPSC.22/08-09, subject to the amendments discussed in the meeting.

44/08-09 Providing the Warwick Publications Service

RECEIVED:

A paper from the Deputy Librarian updating the Committee on the recommendations of the Research Output Recording and Dissemination Working Group established by the Steering Committee to consider the development of a service to provide citation and publication information (IPSC.23/08-09).

REPORTED: (by the Chair)

That the recommendations regarding financial resourcing of the publications service would be considered at the Financial Plan Sub-Committee and not the Finance and General Purposes Committee as stated in IPSC.23/08-09.

45/08-09 IT Services Service Boards

REPORTED: (By Professor D Singer)

That Faculty IT Committees had been notified at previous meetings of the establishment of a number of Service Boards to strategic development of the service, setting targets and reviewing metrics for key IT service areas but that information regarding progress made by these Boards or memberships.

RESOLVED:

That the memberships of the Service Boards be received by IPSC at a future meeting.

46/08-09 Minutes of the Faculty IT Committees

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (IPSC.24/08-09).

47/08-09 Renewed ITS Strategy

RECEIVED:

A paper from the Director of IT Services restating the strategic objectives for IT Services given the current financial challenges (IPSC.27/08-09).