

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 2 June 2011

Present: Professor K Lamberts (Chair)
Director of IT Services
University Librarian
Professor C Hughes
Professor T Jones
Dr K Leppard
Professor J Nandakumar
Professor S Shapiro

Apologies: Professor S Bruzzi
Professor R Dias
Professor D Singer
Professor J Smith

In Attendance: Registrar (from item 42 (b)/10-11), Ms K Pennington, Mr J Dale,
Deputy Librarian.

41/10-11 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 8 April 2011 be approved.

42/10-11 Data Security and Encryption (minute 28/10-11 refers)

REPORTED: (by the Director of IT Services)

- (a) That the project leader had requested Chairs of the Faculty IT Committees to provide nominations to take part in a workshop, to establish how people would use the service in practice.
- (b) That outputs of the workshop would be used to inform the required balance between functionality and cost.
- (c) That there were three preferred products on offer, with indicative quotes received from two suppliers.
- (d) That pilots would be run during June 2011, with a view to launching in October 2011.

43/10-11 IT Services Strategy Overview (minute 30/10-11 refers)

CONSIDERED:

A briefing document from the Director of IT Services on how the change in focus from large infrastructure and 'IT centric' projects towards a user-centric, user experience focused future, will be implemented (IPSC.5/10-11), originally considered at the meeting on 17 November 2010.

REPORTED: (by the Director of IT Services)

- (a) That the Head of Service Delivery (Academic and Enterprise Services) had recently begun a review of all communication channels, to assess their effectiveness against audience types and the type of information they would like to receive.
- (b) That IT Services would aim to provide the right combination of formal and informal communication channels that individuals could opt into, based on their information needs.

(by the Chair of the Science Faculty IT Committee)

- (c) That formal communication channels could be slow in delivering relevant information to all staff, and that monthly IT Services emails to Heads of Departments could be useful.

(by the Registrar)

- (d) That the Communications Office had run several workshops for academic and administrative staff regarding effective communications.

RESOLVED:

That the Committee Secretary would share the minute of the Committee's discussion regarding the IT Services Strategy with the Communications Office.

44/10-11 Data and Records Management Consultation (minute 31/10-11 refers)

REPORTED: (by the Director of IT Services)

- (a) That a survey was carried out amongst staff to determine existing behaviours with confidential HR and Finance data - the type of information being managed, how it is stored, where staff work on data, what devices they use, their awareness/compliance to legal requirements, policy and guidelines, their use of security measures.
- (b) That the survey was sent to departmental representatives to circulate further, with 84 responses received in total.
- (c) That approximately three quarters of respondents considered themselves to handle confidential data on a daily basis, but only a quarter followed rigorous data management processes.
- (d) That he did not consider a large technical solution was necessary to address data and records management issues, but that clarifying policy and offering training on the tools that can be used would enable staff to continue their work in a sensible manner.

45/10-11 Publications database update (minute 32/10-11 refers)

RECEIVED:

A presentation from the University Librarian, including an update on the Publications Database, particularly the communications plan, and a demonstration of the functionality of Encore.

REPORTED: (by the Deputy Librarian)

- (a) That the rate of growth for WRAP was increasing, and that the Department of History was undergoing a pilot of the Publications Database and reviewing workflows.
- (b) That content was being acquired for the Publications Database, including CVs, abstracts and links to full text content wherever possible.
- (c) That the Library was working with the Communications Office to inform staff about the Publications Database, including an article in the CommUnicate magazine, and discussions at the Heads of Departments Forum, Research Committee, and departmental meetings.
- (d) That the Encore interface was expected to be ready for the start of the 2011/12 academic year, and offered simple search options with results that included enriched content, such as abstracts and first chapters.
- (e) That it was hoped that Encore would be used to encourage interaction between students and staff regarding key texts.

(By the Chair)

- (f) That a memo would shortly be sent to Heads of Department to officially launch the Publications Database.

46/10-11 Research Libraries UK (minute 36/10-11 refers)

REPORTED: (by the University Librarian)

- (a) That Research Libraries UK (RLUK) had commenced negotiations with electronic journal providers, to discuss the price rises currently at higher than inflationary levels.
- (b) That one of the providers had made an offer that was declined by RLUK, on the grounds that it failed to meet the three requirements set; a reduction in price, no requirement for pre-payment, invoicing in Sterling.
- (c) That the Library was making contingency arrangements for the point of annual subscription renewal, and that there would be workshops taking place in July 2011 to work through the contingency options proposed.

- (d) That the contingency plan would include obtaining material available via open access, and subscribing to the University's highest used publications individually.

(By the Chair)

- (e) That the contingency plan would also be considered by the Pro-Vice-Chancellors for Research of the Russell Group.

47/10-11 Five Year Plan: Library (minute 37/10-11 refers)

REPORTED: (by the University Librarian)

- (a) That she had updated the Pro-Vice-Chancellor for Education and Student Experience with the concerns voiced by students regarding the availability of core texts in the Library and printing costs, particularly in the context of the new fee regime.
- (b) That the Pro-Vice-Chancellor for Education and Student Experience had agreed to convene a small meeting that resulted in a recommendation to reduce the Library's focus on hard copy resources, and consider technological opportunities such as print on demand and e-books.
- (c) That any technological opportunities that were pursued would require funding, along with collaboration with IT Services.

48/10-11 Five Year Plan: IT Services (minute 38/10-11 refers)

REPORTED: (by the Director of IT Services)

That the complete Five Year Plan document was circulated to members of the Committee electronically, following the last meeting of the Committee of 8 April 2011.

49/10-11 Membership of IPSC for 2011/12

REPORTED: (by the Chair)

That the Secretary would be pursuing nominations for members appointed by the Senate for 2010/11 over the summer and the Faculty Boards had approved their appointments at their meetings held in the Summer Term.

50/10-11 Research Data Management

CONSIDERED:

An update document from the University Librarian regarding the Research Funding Bodies policies on access to research data (IPSC.23/10-11).

REPORTED: (by the Deputy Librarian)

- (a) That funders were placing increasing pressure on institutions to manage their research data, and that it would fall to the institutions to undertake this, particularly in light of freedom of information requests.

- (b) That institutions were beginning to introduce data policies, and that the University should consider its own response to this issue.

(by the Chair of the Science Faculty IT Committee)

- (c) That the amount of time required to maintain research data in an accessible format would have cost and resource implications.

RESOLVED:

That a group would be formed to develop thinking around an institutional policy concerning research data management.

51/10-11 Constitution of the E-Learning Steering Group

CONSIDERED:

A proposal for an amendment to the constitution of the E-Learning Steering Group, subject also to the approval of AQSC (IPSC.24/10-11).

RESOLVED:

That the amendment to the constitution of the E-Learning Steering Group was approved by the Information Policy and Strategy Committee, subject also to the approval of AQSC, as set out in IPSC.24/10-11.

52/10-11 Minutes from E-Learning Steering Group

RECEIVED:

Minutes of the meetings of the E-Learning Steering Group (IPSC.21/10-11).

53/10-11 Minutes from Faculty IT Committees (Faculties of Science and Social Science only)

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (Faculties of Science and Social Science only) (IPSC.22/10-11).