THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 11 January 2011

Present: Professor K Lamberts (Chair)
                    Registrar (from item 19/10-11)
                    Director of IT Services
                    University Librarian
                    Dr K Leppard
                    Professor J Nandakumar
                    Professor M Rodger
                    Mr S Ruston

Apologies: Professor S Bruzzi
                    Dr R Dias
                    Professor C Hughes
                    Professor T Jones
                    Professor D Singer
                    Professor J Smith
                    Professor P Winstanley

In Attendance: Ms K Pennington, Mr J Dale, Deputy Librarian.

18/10-11   Minutes

            RESOLVED:

            That the minutes of the Committee meeting held on 17 November 2010 be
            approved.

19/10-11   Data Security and Encryption (minute 2/10-11 refers)

            RECEIVED:

            An update document from the Director of IT Services with the outcome of
            conversations with commercial providers and proposals for implementation,
            regarding potential technical options for University-wide information security
            solutions (IPSC.14/10-11).

            REPORTED: (by the Director of IT Services)

            (a)   That, at the last meeting of the Committee, it was agreed that a data
                    encryption solution was required.

            (b)   That he had explored technical approaches to the data encryption
                    solution, and a shortlist of commercial providers had been identified for
                    an invite to tender.

            (c)   That future activity in the pursuit of a data encryption solution would be
                    in line with the timescales outlined within IPSC.14/10-1.

20/10-11   Key Indicators working group (minute 4/10-11 refers)

REPORTED: (by the Chair)

(a)   That the working group had completed the collection of citation data from across the University, and that data would be checked for accuracy through dialogue with academic departments.

(b)   That a further update would be provided at the next meeting of the Committee on 14 April 2011.

21/10-11   IT Services Strategy Overview (minute 9/10-11 refers)

CONSIDERED:

(a)   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.

(b)   An update document from the Director of IT Services with further details on the potential team implications of implementing the proposed strategy for IT (IPSC.14/10-11).

REPORTED: (by the Chair)

(a)   That it was resolved at the previous meeting of IPSC that IPSC.5/10-11 would be discussed at Faculty Boards and Faculty IT Committees, before being considered again by IPSC, but to date, only the WMS Information Group had the opportunity to provide feedback.

(by the Director of IT Services)

(b)   That there was no implementation deadline, but that feedback from the Faculty IT Committees and Faculty Boards would provide useful information on the potential impact of changes.

(c)   That overall headcount was unlikely to be affected but that any resources released from back-office infrastructure would be re-allocated to user facing roles, with training offered to assist individuals with the changes.

(d)   That the combination of the IT Services Analyst team and the e-Learning Advisor team was likely, providing consistency in a portfolio management approach.

(e)   That he envisaged a matrix approach to the interface between IT Services and departments, which would involve a shift in emphasis from staff alignment with specific departments to staff expertise in disciplines that can be applied across departments.

(f)   That the mechanisms between the central and local IT teams would need to be strengthened, particularly to improve communication and awareness of projects being undertaken.

(g)   That the overall objective was to implement an effective structure so that IT Services could respond to the priorities of the University and wider community.

(by Professor Rodger)

(h)   That user interaction could be strengthened through the Faculty IT Committees in an effort to increase University buy-in to the revised IT Services strategy.

RESOLVED:

That the report would be discussed again at Faculty Boards and Faculty IT Committees, before being considered again by IPSC at their meeting on 14 April 2011.

22/10-11   Data and Records Management Consultation (minute 10/10-11 refers)

RECEIVED:

An update document from the Director of IT Services, with progress on the formation of a sub-group to discuss the issues surrounding Data and Records Management (IPSC.14/10-11).

REPORTED: (by the Director of IT Services)

(a)   That conversations with the Deputy Registrar's Office had informed the proposal to limit the scope of the sub-group of the IPSC to the areas that pose the greatest perceived risk, in terms of finance and HR matters.

(b)   That the outputs of the sub-group of the IPSC would be in the form of recommended working practices for the management of relevant information.

(c)   That this work could be incorporated into a request from the Audit Committee regarding management compliance.

23/10-11   Publications database update (minute 11/10-11 refers)

RECEIVED:

A briefing document from the Deputy Librarian with further details on the publication database (IPSC.16/10-11).

REPORTED: (by the Deputy Librarian)

(a)   That the minutes of the meeting of the Publications Database Project Board held on 15 December 2010, were yet to be approved.

(b)   That the full benefits of the Publications database would only be realised with the introduction of a mandate requiring authors to submit their publications, in combination with the data provided by Thomson Reuters.

<ol type="c" start="3">
That the Publications Database Project Board would feed back to the Steering Committee in late January 2011.

(By Dr Leppard)

<ol type="d" start="4">
That clarity would be required on the completion process for academics, to ensure that efforts would not be duplicated, and to prevent issues arising from time lags in Thomson Reuters data.

(By the Chair)

<ol type="e" start="5">
That the Publications Database would become the primary source for data to inform activities such as RAPG and annual review, and that this should increase the priority for academic staff to ensure its accuracy.

(By the Librarian)

<ol type="f" start="6">
That an embryonic version of the Publications Database was expected to be in place by March 2011.

24/10-11 <u>Meetings of IPSC</u>

REPORTED: (by the Chair)

That the next meetings of IPSC would be as follows;

Thursday, 14 April 2011	14:00	CMR 1.2
Thursday, 28 April 2011 **(if required)**	10:00	Council Chamber
Thursday, 2 June 2011	10:30	Council Chamber

25/10-11 <u>Library systems update</u>

RECEIVED:

A briefing document from the Deputy Librarian including the forthcoming soft launch of a new resource discovery platform (IPSC.15/10-11).

REPORTED: (by the Deputy Librarian)

<ol type="a">
That the current server had been running for eight years, and there was the urgent need to migrate to a new server.
That the Library had been working with IT Services for the last year to establish a plan for the new server to be hosted by IT Services rather than based in the Library.
That the migration would be scheduled for work to be undertaken overnight and at weekends to minimise disruption.
That the implementation of a new platform for delivering content and services would commence following the introduction of the new server.

26/10-11 <u>Minutes from Faculty IT Committees (WMS Information Group only)</u>

RECEIVED:

Minutes (unconfirmed) of the meeting of the Faculty IT Committees (WMS Information Group only) (IPSC.13/10-11).