

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 13 February 2009

Present: Professor M E Smith (Chair)  
Dr C Jenainati  
Dr R Roemer  
Professor D Singer  
Mr M Surve  
Librarian

Apologies: Professor S Bruzzi  
Professor T Docherty  
Professor K Lamberts  
Dr K Leppard  
Professor J Smith  
Professor M Underwood  
Professor M Waterson  
Director of IT Services  
Registrar

In Attendance: Mr J Findlay, Mr J Dale, Deputy Librarian

16/08-09 Review Membership (minute 1/08-09 refers)

REPORTED: (by the Chair)

- (a) That at its meeting held on 12 January 2009, the Steering Committee approved on behalf of the Senate the appointment of Dr Rudolf Roemer (Director of the Centre for Scientific Computing) as the Senate representative from the Faculty of Science on IPSC, noting that formal representation from the Director of the Centre for Scientific Computing on IPSC would be considered once the Governance Review had reported in April 2009.
- (b) That Dr Cathia Jenainati (English and Comparative Literary Studies) had been appointed by the Board of the Faculty of Arts as their representative on IPSC.

RESOLVED:

That Drs Jenainati and Roemer be welcomed to the membership of the Committee.

17/08-09 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 11 November 2008 be approved.

18/08-09 Computer-aided Summative Assessment (minute 6/08-09 refers)

RESOLVED:

- (a) That following discussion with the Chair of the Academic Quality and Standards Committee (AQSC), Dr Leppard develop proposals to allow computer-aided assessment to be available across the institution for consideration by IPSC at a future meeting, noting that any resource implications would need to be built into capital plans.
- (b) That the Chairs of IPSC and AQSC consider potential membership of a working group to explore the shape and form of computer-aided assessment at Warwick so that the terms of reference and nominations can be considered by IPSC and AQSC in due course.

19/08-09 Encryption on University Staff PCs (minute 7/08-09 refers)

REPORTED: (by the Chair)

- (a) That the Assistant Registrar (Information Security, Risk and Business Continuity) within the Deputy Registrar's Office would be presenting a paper at the next meeting of IPSC outlining the proposed University-wide information security policy following consultation with colleagues across departments.

(By Professor Singer)

- (b) That any information security policy should consider the area of encryption, noting that the NHS centre on campus already had a system in place which might act as a model for the university-wide consideration

RESOLVED:

That the Secretary contact the Assistant Registrar (Information Security, Risk and Business Continuity) regarding the proposed information security policy to ensure appropriate consideration was given to the issue of encryption as a concern of IPSC.

20/08-09 Structure of Future Agendas

RESOLVED:

- (a) That future agendas for meetings of IPSC be formatted as tabled to follow the style of agendas for the Steering Committee with items marked 'for information only' not being open to discussion at the meeting without prior notification to the Secretary.
- (b) That, if agreed within the Faculty IT Committees, the same format be used for the report of the meetings of Faculty IT Committees to IPSC.

21/08-09 Frequency of Timetabled Meetings

REPORTED: (by the Chair)

That, to allow for adequate consideration both at IPSC and within Faculty IT Committees of items for inclusion in the Library and IT Services five-year plans, it would be advisable that the meeting of IPSC in Term 2 usually held in week 7 be brought forward to weeks 1 or 2 of Term 2, likewise the meeting in the Easter Vacation should be rescheduled to the end of the Spring Term to maximise attendance.

RESOLVED:

That consideration be given to the proposed rescheduling of timetabled meetings of IPSC at the next meetings of Faculty IT Committees with regards to the impact on faculty-level meetings with the aim of Faculty IT Committee chairs reporting at the next meeting of IPSC.

22/08-09 Secure Access to National Statistics

CONSIDERED:

A paper from Professor Peter Elias and an oral report from the Chair about the ESRC formation of a national data access and secure access to it (RC.10/08-09).

REPORTED: (by the Chair)

- (a) That Warwick as an institution is the second or third largest user of the external access facilities for the Office of National Statistics data, noting that establishing an access point on campus would reduce travel of a significant number of researchers currently using the remote access points.

(By Dr Roemer)

- (b) That, if Warwick could successfully manage this level of secure access, it would be a means of attracting potential industrial collaborators who required that their data would be housed securely on campus.

RESOLVED:

- (a) That IPSC records its support for the potential establishment of a secure access point to the ESRC as set out in RC10/08-09.
- (b) That the points of clarification raised at the meeting be forwarded to Professor Elias for consideration.
- (c) That the Library and IT Services explore the feasibility and practical implications of Warwick housing such a facility with a view to producing a business plan for consideration by IPSC at its next meeting.

23/08-09 E-Learning Steering Group: Collection and Use of Usage Data

CONSIDERED:

An oral report from Mr J Dale updating the Committee on the discussion of the collection of usage data at the recent meeting of the E-Learning Steering Group, together with minute 4/08-09 (g) of that meeting (tabled).

RESOLVED:

That the University's current policy be changed to allow the collection of website usage data for pedagogic purposes when appropriate, noting that the availability of usage data for pages on the University website connected to students' courses would serve as an important pedagogic tool.

24/08-09 Composite Report from IT Services

CONSIDERED:

A paper from the Director of IT Services updating on progress against previous resolutions of the IPSC (IPSC.9/08-09).

REPORTED: (by Mr J Dale)

That, while there had been a decrease in usage of central video conferencing facilities, anecdotal evidence suggested that there was an increase in personal conferencing use via programmes like Skype and Adobe Connect, noting that these were not currently supported as a central ITS resource.

RESOLVED:

That the Chair request that the Director of IT Services undertake a scoping project to establish the current usage of such facilities and devise a co-ordinated approach to University-wide conferencing services.

25/08-09 ITS Strategic Development Options

CONSIDERED:

A paper from the Director of IT Services outlining proposals for the future direction of the University's information Policy (IPSC.10/08-09) including the following areas:

- (i) Collaborative Working;
- (ii) Mobile and Remote Working;
- (iii) Interactive Portal

REPORTED: (by Dr Roemer)

That a collaborative tool had been included in the Science City IT bid which would provide facilities to the Science Faculty and hopefully this would be a solution for the whole university.

RESOLVED:

That IPSC record its support for development of all three areas as set out in IPSC.10/08-09 with the recommendation that remote and mobile working would be progressed as a priority as it was important to the academic community.

26/08-09 Online Course Support Update

CONSIDERED:

A paper from the Deputy Librarian summarising the main findings and recommendation of a recent consultation on potential development of online course support within the University (IPSC.12/08-09).

REPORTED: (by the Librarian)

- (a) That development of online course support was in line with the IT Services proposal to create an interactive portal.
- (b) That there was a cost attached to not being able to progress the University's web presence internally to create a co-ordinated and well structured approach engaging students with the institution whilst studying and beyond.

RESOLVED:

That IPSC recommend that a group comprising of the Deputy Librarian, the Director of IT Services, Mr J Dale, Dr Roemer be established to explore potential solutions in conjunction with development of this area within the ITS strategy, noting that terms of reference of this group would be considered at a future meeting of IPSC.

27/08-09 Composite Report on Library Matters

RECEIVED:

A report from the University Librarian updating the Committee on activities in the Library (IPSC.13/08-09).

REPORTED: (by the Librarian)

That the decline in the value in sterling had caused difficulties in supporting the Library's information resource profile with spending in other areas being reduced to shore up the core business activities.

28/08-09 Supporting Scholarly Publishing at Warwick

CONSIDERED:

A paper from the Deputy Librarian presenting the case for consideration of e-journal publishing at Warwick (IPSC.14/08-09).

REPORTED: (by the Deputy Librarian)

- (a) That there was interest by academic colleagues at Warwick to pursue e-journal publishing and indeed a number of journals were already being published locally.

(By the Chair)

- (b) That any development in the area of e-journals at Warwick should not detract from colleagues publishing in publications which would be captured in the Research Excellence Framework.

RESOLVED:

That the Chair recommend to the Chair of the Research Output Recording and Dissemination Working Group that the Group's life was extended to discuss the long-term issue of journal publishing and the potential role for Warwick e-journals.

29/08-09 WRAP and Publications Database Update

RECEIVED:

A paper from the Deputy Librarian presenting recent developments in the WRAP and Publications database project, together with the minutes (unconfirmed) of the meeting of the Research Output Recording and Dissemination Working Group (IPSC.11/08-09).

30/08-09 Minutes of Faculty IT Committees

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (paper IPSC.15/08-09).

REPORTED: (by Dr Jenainati)

That the Arts Faculty IT Committee met on 12<sup>th</sup> February, noting that the minutes were not yet circulated to IPSC and that the IT Committee requested that Mr J Dale assisted the Faculty-wide implementation of 'Turn It In'.