

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 16 October 2013

- Present: Professor S Swain (Vice-Chair),  
Ms T MacKinnon,  
Professor M Rodger,  
Professor J Smith,  
Deputy Registrar (until item 6/13-14),  
University Librarian,  
Director of Campus Services and IT,  
Ms E Davies.
- Apologies: Professor T Jones (Chair)  
Professor C Hughes,  
Dr K Leppard,  
Dr S Mann,  
Professor D Singer,  
Professor P Thomas,  
Professor P Winstanley.
- In Attendance: Ms J Findlay (Secretary), Deputy Director of IT Services, Dr M Piggott  
(as an observer), Head of Infrastructure Services, IT Services (for items  
4 and 5/13-14), Head of Institutional Governance Services (for item 8  
(b)/12-13.

1/13-14 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Information Policy and Strategy Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.
- (b) That those members present did not raise any conflicts of interest relating to agenda items for the meeting.

2/13-14 Freedom of Information (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

RECEIVED:

A paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies (SC.60/07-08).

REPORTED: (by the Vice-Chair)

That the Steering Committee resolved in October 2007 that a standard item should be included on the agenda of the first meeting of each University committee in each academic year to inform members of the University's policy.

3/13-14

Minutes

RESOLVED:

That the minutes of the Committee meeting held on 30 May 2013 be approved, subject to the following amendments (additions underlined, deletions ~~struck through~~):

36/12-13      Development of the Library and IT Service Five Year Plans 2013

(....)

- (f) That a sub-group of the Operational Risk Management Group (ORMG) would be considering the risks associated with the current membership and identity management processes, particularly with reference to the recent Library internal audit report which flagged the potential for non-compliance to ~~with~~ licences due to the current membership management processes as a risk area for urgent attention.

(....)

4/13-14

Wireless Network Status Update (minute 4/12-13 refers)

CONSIDERED:

A progress report from the Head of Infrastructure Services, IT Services, on the expansion of the wireless network to include student bedrooms, centrally timetabled teaching rooms, communal space and over time to provide 100% coverage for campus buildings (IPSC.1/13-14).

REPORTED: (by the Head of Infrastructure Services, IT Services)

- (a) That the project has progressed well and the introduction of wireless into student residences has been well received, it being noted that uptake was considerable with, at the peak, over 7500 devices simultaneously logged onto the Residential Network.
- (b) That IT Services were continuing the campus-wide deployment and that this would take a year with the main barrier being gaining access to areas of buildings.
- (c) That use of the campus wireless network was increasing with 13000 simultaneous devices at the peak and traffic running at 1 GB, a significant percentage of the University's overall network traffic, which suggested that the community was using wireless for more than occasional web-activities.
- (d) That it was anticipated that current peak network usage could double before issues of performance occurred.
- (e) That it was interesting to note that c60% of devices were Apple.

- (f) That exploratory discussions were underway around the following:
  - (i) With Estates – using wireless usage data as a gauge of occupancy to inform functioning of Building Management Systems.
  - (ii) With Cisco - High Density Wireless in spaces such as the Butterworth Hall and Lecture Theatres, it being noted that no use case had been identified.

(By the Director of Campus Services and IT)

- (g) That capital funds had been ring-fenced within the current Five Year Plan for a refresh in 2-3 years because of some legacy systems still in place and that investment had been identified to be able to replace the newly installed equipment when required.

(By the Deputy Registrar)

- (h) That any digital delivery of teaching and learning in class or otherwise should be considered in the context of accessibility as not all students would be in a position to have their own device.

RESOLVED:

- (i) That the Committee record its thanks and congratulations to the Networks Team in IT Services and other colleagues involved in the project for their efforts.
- (j) That the Head of Infrastructure Services be advise to engage with Space Management and Timetabling, the Institute for Advanced Teaching & Learning, the Teaching Grid, the Chairs of the Faculties, the IT Service Analysts and the Academic Technology Team to identify any use case and associate requirements for high density wireless in relation to emerging teaching practices.
- (k) That the Director of Campus Services and IT raise with the University, on behalf of IPSC, the requirement for continued investment in and support for the wireless and other campus networks to meet increasing expectations and demands of the University community.

5/13-14 **Item restricted to members and attendees of IPSC only**

6/13-14 Scholarly Communications Group (minute 40/12-13 refers)

CONSIDERED:

An oral report from the Librarian regarding the considerations of the Scholarly Communications Group with regards to the exclusion of colour and page costs from the RCUK Open Access block grant.

REPORTED: (by the Librarian)

- (a) That the Scholarly Communications Group resolved that the priority for the institutional RCUK Open Access block grant remained Article

Processing Charges (APC) and reconfirmed its decision to exclude page and colour costs, but would review this at the end of the current block grant year in March 2014.

- (b) That it should be noted that colour costs could be avoided if authors were willing to state that the print version could be in black and white, noting that an online colour version was not necessarily charged.

RESOLVED:

That the Vice-Chair and the Librarian discuss the matter offline as this had particular implications for authors in the Faculties of Arts and Social Sciences which had a greater requirements for colour within both print and online versions of publications.

7/13-14 JISC Subscription Charges from 2014-2025 (minute 41/12-13 refers)

CONSIDERED:

A report from the Librarian inviting IPSC to consider and recommend to the Steering Committee the continued subscription to Jisc services, noting the increased cost to the University of doing so and the current HEFCE consultation on its financial memorandum including a requirement that Higher Education institutions subscribe to Jisc from August 2014 to July 2017 (IPSC.2/13-14).

RECOMMENDED: (to the Steering Committee)

That the University renew its subscription to Jisc services, noting the increased cost to the University and that funding be made available to those responsible (primarily IT Services and the Library) in paying for these as set out in IPSC.2/13-14.

8/13-14 Membership and Access (minute 36/12-13 refers)

- (a) Update on Technology Replacement Project

RECEIVED:

An oral report from the Deputy Director of IT Services regarding the current project to replace the technology underlying the University's membership and identity management systems.

REPORTED: (by the Deputy Director of IT Services)

- (i) That the project would replace the current systems and processes used to create and manage accounts and had three rationale namely:
  - (A) To replace legacy technology and software which was nearing end of useful life and acceptable performance;
  - (B) To provide greater granularity for the range of available (and future) attributes; and

- (C) To improve timeliness of provision and clarity of the lifecycle of an account.
- (ii) That the new Microsoft Forefront Identity Manager would be implemented in parallel to current systems with each central and downstream process transitioning over once the parallel phase had been successfully completed.
- (b) Governance around Membership and Access

RECEIVED:

An oral report from the Head of Institutional Governance Services in her role of Acting Chair of the Membership and Access Group on the business of the Group at its meeting held on 14 October 2013.

REPORTED: (by the Head of Institutional Governance Services)

- (i) That she was Acting Chair of the Membership and Access Group vice the Deputy Registrar.
- (ii) That there were a number of dimensions to membership and access:
  - (A) Access principles, such as transparency of access, integrity of membership categories, balance between good end user experience and risk and/or cost to the institution;
  - (B) Control mechanisms, such as authorisation of access exceptions such as audit of access decisions; and
  - (C) Operational aspects, such as card printing.
- (iii) That the Membership and Access Group has been reinvigorated by the Deputy Registrar as a result of a number of drivers:
  - (A) IT Services technology replacement project – opportunity to redefine membership classes and underlying principles;
  - (B) A recognition of greater complexity in terms of the types of members of the University;
  - (C) A recognition that the assets that we are seeking to manage access of is changing, for example, Moodle;
  - (D) Recommendations from Internal Audit around the governance of membership and access in the context of library e-resources and licencing arrangements; and
  - (E) The need to enhance the governance of decision making for exceptions.
- (iv) The Group met on 14 October 2013 and it was agreed that the Group would:
  - (A) Report to IPSC, and also to ORMG, particularly in relation to the more operational aspects of its findings;

- (B) Review University membership and access arrangements, including membership categories and principles underpinning access decisions;
  - (C) Input into the technology replacement project; and
  - (D) Continue to meet to provide an escalation and decision-making point for potential exceptions or new membership arrangements going forward.
- (v) That the Group's membership included wide stakeholder representation: IT Services, academic departments, Academic Office, Library, CCSG, DARO, Security, DRO.
- (vi) That the headline issues discussed included:
- (A) Inappropriate access to physical and electronic assets – the risk that we may allow members to have privileges beyond the minimum required and/or for longer than necessary to fulfil their specific role and responsibility;
  - (B) Poor customer service and consequential reputational damage or loss of goodwill due to the lead time to grant appropriate access or to respond to transitions between membership categories (including recent card printing issues which have been reported to ORMG).
  - (C) Absence of clear governance arrangements, together with effective communication thereof, particularly a lack of an agreed authorisation mechanism for allocating privileges to 'non-standard' members and to altering physical and electronic assets for individuals;

RESOLVED:

- (vii) That the Secretary ensure that IPSC receive reports from the Membership and Access Group as required including by correspondence between formal meetings.
- (viii) That the Acting Chair of the Membership and Access Group consider mechanisms or fora to inform other potential stakeholders of the work of the Group including but not limited to the Faculty IT Committees, Language Centre, local IT managers/providers and Teaching Quality in relation to incorporating membership considerations with course proposals.
- (ix) That the Acting Chair of the Membership and Access Group and the Librarian seek direction from the Deputy Registrar on a holistic discussion around the University's perspective around costs and/or burden of compliance with licences and the potential impact of this on decision-making around membership.

9/13-14

Strategic Discussion Topics for Meetings of IPSC

CONSIDERED:

A list of strategic items for discussion at future meetings of the IPSC (IPSC.3/13-14).

RESOLVED:

- (a) That following the extensive discussion on the cyber security summary report under minute 5/13-14, the priority rating for cyber security as a strategic discussion item be reduced.
- (b) That the Secretary invite the Chair to select a topic from the list for consideration at the January meeting.

10/13-14

Update from the Research Data Steering and Operational Groups (minute 42/13-14 refers)

RECEIVED:

An update report prepared by the Librarian on the progress of work being undertaken in relation to Research Data Management (IPSC.5/13-14).

11/13-14

Strategic Discussion Item: Recommendation from Intellectual Property Committee: Electronic Notebooks

CONSIDERED:

A report from the Intellectual Property Committee inviting IPSC to note discussion at IPC and to provide direction on the use of notebooks across the disciplines and where appropriate, reflect on requirements for notebooks should they be introduced at Warwick (IPSC.6/13-14).

RESOLVED:

- (a) That IPSC endorsed the underlying principles of research best practice underpinning the exploration and promotion of the use of research notebooks and the potential University expectation that individual researchers should be able to prove and/or share their findings on demand.
- (b) That it was recognised that the use of electronic notebooks could not be a universal requirement for all disciplines, noting that they were of little relevance to Arts and Social Sciences researchers; and that furthermore there was no real prospect of success for a single institution-wide solution even in Sciences because working practices varied across the range of research activities.

12/13-14

Membership and Terms of Reference of IPSC

RECEIVED:

The membership and terms of reference of IPSC for 2013/14 (IPSC.7/13-14).

REPORTED: (by the Vice-Chair)

That the Steering Committee on behalf of the Senate would consider the appointment of Dr M Piggott as one of the three Senate-appointed members at its meeting to be held on 21 October 2013.

SSJF\Governance\Shared\IPSC\2013-2014\16 Oct 2013