

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 18 November 2009

Present: Professor M E Smith (Chair)  
Registrar (until item 8(b)/09-10)  
Director of IT Services  
Librarian  
Professor C Hughes  
Dr C Jenainati  
Ms S Khaku (from item 7/09-10)  
Professor J Nandakumar  
Dr R Roemer (until item 9(f)/09-10)  
Professor D Singer  
Professor J Smith

Apologies: Professor S Bruzzi  
Dr R Dias  
Professor K Lamberts  
Dr K Leppard  
Professor M Underwood

In Attendance: Ms J Findlay, Mr J Dale, Deputy Librarian, Dr D Davies

The Chair welcomed new members to their first meeting of the Committee and welcomed Professor Hughes in her capacity as the new Chair of the Board of the Faculty of Social Sciences.

1/09-10 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 2 June 2009 be approved.

2/09-10 ITS Service Boards (minute 45/08-09 refers)

CONSIDERED:

A paper from the Director of IT Services detailing the memberships of established ITS Service Boards (IPSC.3/09-10).

REPORTED: (by the Director of IT Services)

- (a) That it was the intention that the Service Boards meet infrequently and contain both representatives from the Service Teams within ITS and the user community.

(By the Chair of the Board of the Faculty of Social Sciences)

- (b) That her experiences of attending a Service Board had been positive.

RESOLVED:

That additional suggestions for Service Board members should be sent to the Director of ITS.

3/09-10 Secure Access to National Statistics (minute 33/08-09 refers)

REPORTED: (by the Librarian)

- (a) That, as previously reported to the Committee, Professor Elias (Institute for Employment Research) had been pursuing the possibility of Warwick housing a secure access point to the Office of National Statistics with the ESRC.
- (b) That the ESRC project had secured additional funding to move beyond the pilot phase and Warwick was encouraged to await ESRC's confirmation of plans and funding in this regard prior to progressing further.

RESOLVED:

That the Librarian continue to monitor the situation with a view to further consideration of the project by the Committee in the Spring Term 2010.

4/09-10 Library Fees

REPORTED: (by the Chair)

That he approved on behalf of the Committee over the Summer vacation the following increases to the standard Library Fees, it being noted that fees had not been reviewed in ten years:

- (i) The fine on recalled items to be increased to from £0.80 to £1 per day or part.
- (ii) The fine on 3-day loan to be increased to from £0.20 to £0.50 per day or part.
- (iii) The maximum fine charged per item to be increased from £25 to £35.
- (iv) The same charge would apply to lost books, and the administration fee raised from £10 to £15 (£10 if a replacement copy is provided).

5/09-10 Membership and Remit of IPSC

RECEIVED:

A paper outlining the role of the Information Policy and Strategic Committee including membership for 2009/10 academic year (IPSC.1/09-10).

6/09-10 Freedom of Information: Publication Scheme (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 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 on the publication of minutes.

7/09-10 University KPI: IT

CONSIDERED:

The University Key Performance Indicator (KPI) relating to IT compiled by the Director of IT Services and the Director of Management Information and Planning (IPSC.2/09-10).

REPORTED: (by the Chair)

- (a) That, following recommendation from the Council in 2008, the KPIs for Estates and IT had been disaggregated to allow for appropriate and separate strategic consideration of each area.

(By the Registrar)

- (b) That the KPIs had been well received by the Council as a management tool to identify performance and potential areas for development or intervention.

(By the Director of IT Services)

- (c) That IT Services were seeking to develop more detailed metrics incorporating qualitative feedback from users and benchmarking against other HEIs and/or private organizations as appropriate.

RESOLVED:

That the University KPI relating to IT be approved as set out in IPSC.2/09-10, noting that the full range of KPIs would be considered by the Council at its meeting to be held on 27<sup>th</sup> November 2009.

8/09-10 Strategic Framework for IT Activity

CONSIDERED:

A paper from the Director of IT Services outlining a broad strategic framework for IT activity at the University (IPSC.8/09-10).

REPORTED: (by the Director of IT Services)

- (a) That the framework aimed to continue core services and develop a range of highly differentiating services with a view to these driven by the wider University community in the longer term.

(By the Chair)

- (b) That opportunities for potential external funding were being explored.

(By Professor Nandakumar)

- (c) That the University advised businesses on how to use differentiating technologies, but consideration should be given on how to benefit from these developments internally.

RESOLVED:

That the Strategic Framework as set out in IPSC.8/09-10 be endorsed by IPSC and be circulated by Faculty IT Committees, Faculty Boards and the E-Learning Steering Group, noting that detailed proposals on a project-by-project basis would be considered by IPSC.

9/09-10 Periodicals Review Exercise 2009

CONSIDERED:

A paper from the Librarian updating the Committee on the outcome of the initial periodicals review approved by IPSC at its meeting held on 2<sup>nd</sup> June 2009 and presenting proposals for achieving further cost savings via unbundling large periodical deals (IPSC. 7/09-10).

REPORTED: (by the Chair)

- (a) That IPSC had previously identified reductions in periodicals purchases as a contributing stream to the 5 per cent cost savings expected of the Library.
- (b) That the resulting cost savings of the initial exercise was £80k of the desired total £200k reduction in periodicals spend and that the proposals contained in IPSC.7/09-10 sought to identify the shortfall.

(By the Librarian)

- (c) That the bundled deals due to expire in 2010 or where an early termination of contract was permitted had been identified for further

exploration to ascertain the potential level of savings, noting that the typical timeframe for renegotiation of contracts was September to November.

- (d) That it would be useful to consult with academic colleagues in order to share the extensive usage data and formulate an approach.

(By Dr Roemer)

- (e) That, alongside identifying savings, consideration should be given to whether the University wished to retain current levels of spend in Library activities in order to maintain its distinctiveness in the sector.

(By Dr Davies)

- (f) That Warwick might wish to engage in the sector-wide debate on scholarly publishing including of open access and pay-per-view initiatives.

RESOLVED:

That a sub-group of IPSC be established with the following membership to develop the consultation process and data sharing to identify possible savings by unbundling deals for consideration by IPSC at the next meeting:

Chair of IPSC  
Librarian  
Chairs of the Boards of the Faculties

10/09-10

Open Education Resources

REPORTED: (by the Librarian)

- (a) That discussions were taking place in different areas of the University regarding the creation of Open Education Resources (OERs) and that the Teaching Quality section had advised that the University consider an institutional-level approach to OERs to ensure consistency and awareness.

(By Dr D Davies)

- (b) That OERs had been raised at the E-Learning Steering Group and would be progressed with a measured and sensitive discussion as any policy would potentially impact on academics' freedom to produce resources.
- (c) That an informal meeting with colleagues engaged in OERs would be held in early December to discuss the practical arrangements of current projects and to consider whether there was a necessity for a University-wide policy.

11/09-10 Modern Records Centre (MRC) Update

RECEIVED:

Information on current Modern Records Centre fundraising activities and initiatives being undertaken by Centre staff in support of research-led teaching (IPSC.6/09-10).

12/09-10 Minutes from Faculty IT Committees

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (IPSC.4/09-10).

13/09-10 Minutes from E-Learning Steering Group

RECEIVED:

Minutes (unconfirmed) of the meetings of the E-Learning Steering Group (IPSC.5/09-10).