

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee
held on 26 April 2012

Present: Professor T Jones (Chair),
Dr K Leppard,
Dr S Mann,
Professor M Rodger,
Dr S Shapiro,
Professor D Singer,
Professor J Smith,
Professor S Swain,
Professor P Thomas,
Acting University Librarian,
Director of IT Services

Apologies: Registrar,
Dr R Dias,
Professor C Hughes,
Mr S Ruston,
Professor P Winstanley,

In Attendance: Head of Infrastructure Services (for item 33/11-12), Ms J Findlay, Head of Platform Engineering & Deputy Director of IT Services.

30/11-12 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 9 January be approved.

31/11-12 Update on Publications Database (minute 22/11-12 refers)

REPORTED: (by the Acting Librarian)

- (a) That as resolved at the previous meeting, Heads of Departments were reminded by the Chairs of the Faculties of the need for all colleagues to upload information to the publications database in support of the REF.
- (b) That the Vice-Chancellor had reiterated the importance of colleagues uploading information to the database at the Heads of Department Forum on 25 April 2012.
- (c) That the publications database held around 44,000 records and over 14,000 of these were within the REF period.
- (d) That the REF plug-in was currently being tested in order to transfer records to the REF system.

RESOLVED:

That the Acting Librarian forward to the Chairs of the Faculties indications of engagement from individual departments.

32/11-12 [ISO 27001 – Update on Implementation Plan](#) (minute 23/11-12 refers)

REPORTED: (by the Assistant Registrar (Risk, Continuity and Information Security))

- (a) That the Operational Risk Management Group (ORMG) had considered the report from the pilot project on ISO 27001 circulated previously as IPSC.8/11-12.
- (b) That the ORMG had also considered a number of approaches under which it might be possible to deliver ISO 27001 compliance to individual departments and/or centres.
- (c) That the ORMG has stated a preference for a more detailed, second pilot project engaging a range of departments as a means of scoping the resources required to achieve ISO 27001 compliance, it being noted that timelines and pilot departments had yet to be confirmed.
- (d) That there had been recent incidents on campus which had increased the impetus to raise colleagues and students' awareness with regards to information security and that the Registrar had requested that the Head of Corporate Governance and the Assistant Registrar work with the Internal Communications team to develop a multi-targeted communications programme in this regard.

(By the Acting Librarian)

- (e) That the Registrar had raised information security as an area of focus in recent meetings of the Senior Officers.

RESOLVED:

That IPSC be updated at a future meeting on the details of the second ISO 27001 pilot project.

33/11-12 [Campus Wireless Blanket Coverage Proposal](#) (minute 10/11-12 refers)

CONSIDERED:

A proposal and oral report from the Head of Infrastructure Services regarding the implications and costs for installing blanket wireless coverage on campus (IPSC.11/11-12).

REPORTED: (by the Head of Infrastructure Services)

- (a) That there was a clear and growing demand for 100% wireless coverage on campus, noting that the priority for the proposed work would be academic buildings or areas directly linked to teaching activities.
- (b) That good wireless coverage was already in place for communal and open spaces on campus, it being noted that the volume of data on the wireless network was rising.

- (c) That there was a range of devices currently connecting to the wireless network, of which 51% were Apple devices, and that any future installation would need to support the same or greater range of devices as well as evolving industry standards.
- (d) That, as presented in IPSC.11/11-12, the University would need to refit any installed system to ensure a consistent service which was able to respond to changes in device requirements and industry standards and that this could be as soon as 2015.
- (e) That the initial outlay for providing 100% coverage in academic buildings would be circa £810,000, with an estimated refit cost of circa £432,000.
- (f) That wireless provision for Conferences and the residences would be progressed as separate projects, including consideration of variable charging models for different levels of usage by Conferences delegates.

(By the Director of IT Services)

- (g) That the proposed project sought to bring together costs for all departments in opposed to the current model where departments were charged individually when requesting wireless provision.

(By Professor M Rodger)

- (h) That consideration should be given as to whether the University would require other local wireless systems to be removed to alleviate any interference with the corporate service performance.

RESOLVED:

- (a) That the IPSC strongly supported the proposal to provide 100% wireless coverage to academic spaces on campus.
- (b) That the Director of IT Services and the Head of Infrastructure Services consider the implications of existing local wireless services on the provision of a corporate solution.
- (c) That the Head of Infrastructure Services liaise with the Students' Union to identify a mechanism for gathering information on devices to be brought on campus by incoming students to ensure that the wireless service was able to support such devices.
- (d) That the Director of IT Services draft a provisional process for gathering and prioritising departmental wireless requirements for consideration by the IPSC at a future meeting.
- (e) That, should the bid be approved as part of the IT Services Five Year Plan, the IPSC consider the implementation plan for the wireless coverage for academic spaces with a view to the IPSC receiving an annual report on the performance and usage of the services to determine the required measures to ensure a 'fit for purpose' service.

34/11-12

Research Data Management (minute 24/11-12 refers)

RECEIVED:

The minutes from meetings of the Research Data Management Working Group held on 19 January, 2 and 22 February 2012, together with an oral report from the Chair (IPSC.12/11-12).

CONSIDERED:

The Research Councils UK proposed policy on access to research outputs (IPSC.13/11-12)

REPORTED: (by the Chair)

- (a) That the Research Data Management Working Group was preparing a report for consideration by the Steering Committee on a proposed University approach to research data management.

(By the Acting Librarian)

- (b) That the Digital Curation Centre (DCC) was offering free consultancy advice which the University might consider as part of this investigatory work into research data management.
- (c) That the proposed RCUK policy on access to research outputs had been published for comment on the RCUK website but that there appeared to be limited engagement from the academic community to-date.

(By Professor D Singer)

- (d) That the RCUK policy would damage professional bodies whose survival rested primarily on the income from their journals and that a six-month embargo could be considered unacceptable to academics wishing to access new research quickly.

(By Dr K Leppard)

- (e) That it was questionable whether high quality research groups would engage with low-impact open access journals as required by the proposed RCUK policy and that this would have a significant effect on the REF model going forwards.

(By Professor M Rodger)

- (f) That MidPlus, an EPSRC-funded Centre of Excellence for Computational Science, Engineering and Mathematics, was undertaking a project related to data storage and that he would welcome a discussion with the Research Data Management Group in this regard.

RESOLVED:

- (a) That that the Chair in his capacity of Chair of the Research Data Management Working Group invite Professor M Rodger and a representative of the Warwick Medical School to join the Group to advise on the future management of sensitive high volume datasets.
- (b) That the Secretary ensure that the proposed RCUK policy on access to research outputs will be considered by the Research Committee at its meeting on 1 May 2012, with a view to any comments being forwarded to the Acting Librarian for submission to RCUK.

35/11-12

Login for Library e-Resources

REPORTED: (by Dr K Leppard)

- (a) That the implementation in Autumn 2011 by IT Services, at the request of the Library, of a separate login requirement for viewing on-line journals had created significant problems for users.
- (b) That literature searches carried out via PubMed or similar now took vastly longer because the papers could not be linked to without going through repeated logins and that the same issue applied to consulting articles via email alerts.
- (c) That the issue had been considered by the Board of the Faculty of Science to ensure that the importance of the issue was clearly appreciated by those concerned.

(By the Acting Librarian)

- (d) That access to e-resources were governed by licences set by publishers and that these were being strengthened, resulting in the changes to the authentication process in place for University members to ensure that e-resources were accessible only to those groups defined in the licence access control parameters.
- (e) That IT Services and the Library had developed a bookmark function to streamline the process of referencing resources via Web of Science or similar.

(By the Director of IT Services)

- (f) That work was underway to address on-going challenges around identity management at the University and that this longer term project would allow for more services, such as e-resources, to be accessible via Single Sign-On.
- (g) That IT Services and the Library were considering the risks associated with a variety of authentication options in order to identify the most appropriate method to balance institutional legal compliance requirements against user experience.

RESOLVED:

That the Acting Librarian provide further guidance for academic colleagues on the requirement for the revised authentication process and the tools on offer to streamline the process whilst further options were being considered.

36/11-12 Proposed Policy for the Retention of University Owned IT Equipment by Leavers (minute 25/11-12 refers)

CONSIDERED:

A revised proposed policy approach regarding requests for the retention of University owned IT equipment by staff leaving the University's employment (IPSC.14/11-12 (revised)).

REPORTED: (by Professor M Rodger)

- (a) That the proposed policy pointed towards a default University position that prohibited leavers to retain University equipment, which was negative and did not reflect the complexities around equipment purchased as part of a research grant.

(By the Chair)

- (b) That there was an expectation that any member of staff wish to retain University-supplied equipment purchased by the department or as part of a research grant should seek permission from their Head of Department, who could escalate to the Registrar as required.

RESOLVED:

That, in light of the discussion at the meeting, the Director of IT Services further revise the proposed policy approach regarding requests for the retention of University owned IT equipment by staff leaving the University's employment as set out in IPSC.14/11-12 (revised) for consideration at a future meeting.

37/11-12 Five Year Plan: IT Services

CONSIDERED:

A paper from the Director of IT Services outlining the proposed key projects and bids to be included in the IT Services Five Year Plan (IPSC.17/11-12).

REPORTED: (by the Director of IT Services)

- (a) That the key bids listed within IPSC.17/11-12 were the major items for consideration by the IPSC but did not represent an exhaustive list of IT Services initiatives.
- (b) That the Institutional Teaching and Learning Review had pointed towards a strong business case for a Warwick VLE and that the term had been used within the Review to describe a virtual learning environment, such as Moodle, as well as web-based departmental management systems, such as my.wbs or my.economics.

- (c) That the IT Services project would focus on the implementation of a community-driven virtual learning tool, noting that this would likely be an existing system on the market rather than an in-house build.

(By Professor M Rodger)

- (d) That the delivery process should give students the opportunity to use real-life tools to enhance their employability skills.

(By the Acting Librarian)

- (e) That any VLE solution should be accompanied by an appropriate support network to support departments and to optimise usage of the system and that the Library would welcome an overview of the planned staff resources in this regard.

RESOLVED:

- (a) That the IPSC was supportive of the outline of the IT Services Five Year Plan as set out in IPSC.17/11-12 and that the Committee be updated of the progress of the IT Services Five Year Plan as appropriate.
- (b) That the Director of IT Services provide details of the proposed support structure for the introduction of a VLE with a view to further consideration at a future meeting.

38/11-12 Five Year Plan: Library

CONSIDERED:

The proposed Five Year Plan 2011/12 to 2015/16 for the Library, together with an oral report from the Acting Librarian (IPSC.15/11-12).

REPORTED: (by the Acting Librarian)

- (a) That the Library continued with its planned activities to deliver a distinctive student experience and improving support for research and researchers.
- (b) That the Library planned to extend its innovative services including digital and mobile offerings and to increase exposure of the University's varied intellectual assets via collaborative working with both internal and external partners as appropriate.
- (c) That a number of additional areas of activity had been proposed within the Library Five Year Plan 2011-2016, including an expansion of the Student as Researcher programme, capacity building to support research and the replacement of the Library Management System.
- (d) That the Library was trialling 24/7 opening hours for the Summer Term 2012 and that if successful, a further trial to determine whether it would be feasible to open 24/7 for most of 2012/13 academic year would take place.

RESOLVED:

That the IPSC was supportive of the Library Five Year Plan as set out in IPSC.15/11-12 and that the Committee be updated of the progress of the Library Five Year Plan as appropriate.

39/11-12 The Privacy and Electronic Communications (EC Directive) Regulations

REPORTED: (by the Assistant Registrar (Risk, Continuity and Information Security))

- (a) That the Privacy and Electronic Communications (EC Directive) Regulations were implemented into UK Law on 25 May 2011.
- (b) That the Regulations had implications for the University's websites and those hosted on behalf of the University and in particular, the Regulations referred to the use of cookies (and other similar technologies).
- (c) That under the previous law, it was adequate to tell website users about cookies and then give them the option to 'opt out' of the use of cookies.
- (d) That under the new law cookies (and other similar technologies) can only be used where the user has been provided with information and has given their consent.
- (e) That the University lawyers, Martineau Johnson, had provided advice to the University with regards to the Regulations and had conducted a compliance audit on a limited number of University websites.
- (f) That, on the advice from Martineau Johnson, the Deputy Registrar's Office and IT Services were developing a short guide for website owners to advise on the Regulations and how to ensure individual websites were compliant.

(By the Deputy Director of IT Services)

- (g) That it was important to find a balance between gaining consent without ruining the website experience for the users.
- (h) That IT Services would be responsible for ensuring SiteBuilder sites were compliant.

40/11-12 Minutes from the Faculty IT Committees

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (Faculties of Medicine, Science and Social Sciences only) (IPSC.16/11-12).