

# UNIVERSITY OF WARWICK

## Information Policy and Strategy Committee

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Minutes of the meeting of the Information Policy and Strategy Committee held on 16<sup>th</sup> February 2005.

Present: Professor M Whitby (in the Chair), Professor M Allen, Professor A Caesar, Professor C Clark, Professor T Docherty, Professor A Easton, Mr K Mohaddes, Professor M Waterson, Director of IT Services, Librarian

Apologies: Professor M Luntley, Professor A Neal, Registrar

In Attendance: Mr R Green, Mr N Hull, Dr J Moss (for item 20/04-05 only), Ms M Visser

15/04-05 Minutes

CONSIDERED:

The minutes of the last meeting of the Committee held on 12<sup>th</sup> November 2004.

RESOLVED:

That the minutes be approved, subject to the following amendments:

- a) To record the presence of Professors C Clark and M Waterson.
- b) To record the attendance of Ms M Visser.
- c) To remove reference to the presence of Mr R Watson.

16/04-05 Matters Arising

- a). Library Space (minute 3a/04-05 refers)

REPORTED:

That the University Librarian outlined progress on this matter in the Composite Report on Library Matters, (minute 18/04-05, below).

- b). E-mail System Review (minute 3b/04-05 refers)

REPORTED:

That at its last meeting, the Committee resolved:

“That the recommendations on the need to replace the Novell Groupwise e-mail system with alternative software and the outline plan, be approved.”

CONSIDERED:

A report on the review of the University's e-mail system (paper IPSC.13/04-05).

RESOLVED:

That the report, and its seven recommendations, be approved, subject to the inclusion within the table under section 2.2 of a comparison with the costs associated with maintaining Groupwise, it being noted that both of the two proposed systems would require additional funding.

- c). KPMG Network Controls Review Audit (minute 5/04-05 refers)

REPORTED:

That at its last meeting, the Committee resolved:

"That the responses to the key recommendations made by KPMG and the subsequent points of action be approved, it being noted that in relation to Recommendation 3, IT Services should seek to establish whether other universities monitor access to web sites."

CONSIDERED:

An oral report from the Director of IT Services.

RESOLVED:

That the Director of IT Services inform KPMG that the current practice of the University is in line with other peer institutions.

- d). Institutional Repository (minute 8/04-05 refers)

REPORTED:

That the University Librarian outlined progress on this matter in the Composite Report on Library Matters, (minute 18/04-05, below).

17/04-05 Information Management

CONSIDERED:

A joint presentation from the University Librarian and the Director of IT Services.

RESOLVED:

- a). That an Information Management Working Group be established to draft a University Information Strategy to address research, teaching and learning and corporate needs; its membership comprising the Faculty Information Technology Committee Chairs, University Librarian, Director of IT Services and University Secretary.

- b). That there would be benefit in further expansion of Storage Area Networks to meet academic and administrative data storage needs and that opportunities to extend the provision be considered within the IT planning process.
- c). That the presentation slides be circulated to Committee members (copy attached).
- d). That the Committee record its thanks to the University Librarian and the Director of IT Services for their presentation.

18/04-05 Composite Report on Library Matters and Key Items for the 5-Year Plan

CONSIDERED:

A report from the University Librarian (paper IPSC.14/04-05).

RESOLVED:

That the report be approved, noting that the University Librarian would be preparing the Library 5-Year Plan for consideration at the next meeting of the Committee.

19/04-05 Composite Report on IT Matters and Key Items for the 5-Year Plan

CONSIDERED:

A report from the Director of IT Services (paper IPSC.15/04-05).

RESOLVED:

- a). That the report be approved, noting that the Director of IT Services would be preparing the IT 5-Year Plan for consideration at the next meeting of the Committee.
- b). That the attendance at Faculty IT Committee and SSLC meetings of Carol Hall was proving successful.
- c). That a Working Group of the Committee be established to assist the development of the Information Security Policy, with Terms of Reference as outlined in Appendix A of paper IPSC.15/04-05.
- d). That Chairs of the Faculty IT Committees be requested, at their next meeting, to seek nominations from amongst their membership to serve on the Working Group.

20/04-05 Review of the University Teaching and Learning Strategy

CONSIDERED:

The University's current Teaching and Learning Strategy (paper IPSC.16/04-05) which is due to expire in 2005.

RECOMMENDED: (to the Academic Quality and Standards Committee)

That the Review should take into account developments regarding e-learning, the Learning Grid and also the need for investment in IT in locally-timetabled teaching rooms, it being noted that members should contact Dr J Moss directly if they wish to raise any further items.

21/04-05 The Modern Records Centre Annual Report

CONSIDERED:

The Annual Report for the Modern Records Centre (paper IPSC.17/04-05).

RESOLVED:

That the Annual Report be approved.

22/04-05 Minutes of the Faculty IT Committees

CONSIDERED:

The minutes of the meetings of the Faculty IT Committees (paper IPSC.18/04-05).

RESOLVED:

- a). That the minutes be approved.
- b). That the Network Advisory Group should continue its work until such time as that Group deemed its work to be completed, it being noted that the Group discuss at its next meeting how best the network be monitored in the future.

23/04-05 Minutes of the E-Learning Steering Group

CONSIDERED:

The minutes of the E-Learning Steering Group (paper IPSC.19-04/05).

RESOLVED:

That the minutes be approved.