

## UNIVERSITY OF WARWICK

### INFORMATION TECHNOLOGY POLICY COMMITTEE

Minutes of a meeting of the Information Technology Policy Committee held on 15 November 2002.

Present: Professor R G Dyson (in the Chair)  
Ms A Alden, Professor A Easton, Dr E Heit, Professor J D S Jones,  
Professor M McCrae, Professor A Mullender, Dr J W Nicholls, Mr A Reiss,  
Mr J Rushton, Professor D Thomas

Apologies: Professor M Devereux, Mr J Higgins, Professor M Whitby

In Attendance: Mrs R Gilmore, Ms K Gray, Ms M Visser, Mr S Silver (for Item 8/02-03), Mr R McKenna (for Item 8/02-03).

#### MINUTES

##### 1/02-03 Terms of Reference and Membership

###### CONSIDERED:

The terms of reference and membership of the Committee for the academic year 2002/03 (Paper ITPC.1/02-03)

###### RESOLVED:

That the Sub-Dean of the Leicester Warwick Medical School (Warwick) be invited to nominate a representative of the Faculty of Medicine to attend meetings of the Committee.

##### 2/02-03 Minutes

###### RESOLVED:

- (a) That the minutes of the meeting of the Committee held on 5<sup>th</sup> June 2002 be approved.
- (b) That the minutes of an extraordinary meeting of the Committee held on 26<sup>th</sup> June 2002 be approved.

##### 3/02-03 Matters Arising

###### (a) E-Learning Steering Group

###### REPORTED:

That at its meeting on 3 July 2002 the Senate had resolved to approve the membership and reporting structure of the e-Learning Steering Group as set out in paper S.60/01-02.

(b) Statement on the RIP Act 2000: E-Mail and Telephone Monitoring

REPORTED:

That at its meeting on 5 July Finance and General Purposes Committee had resolved to approve the Statement on the RIP Act 2000.

(c) Anti-Virus Policy

REPORTED:

That at its meeting on 3 July 2002 the Senate resolved to approve the Anti-Virus Policy as set out in revised paper ITPC.41/01-02.

(d) Upgrading of IT Equipment

REPORTED:

That the Academic Equipment Sub-Committee of the Estimates and Grants Committee had allocated the remaining £65,000 of the Human Resources funding to departments with the greatest ongoing need to replace poor workstations.

(e) Departmental Contributions to IT

REPORTED:

- (i) That the Academic Equipment Sub-Committee of the Estimates and Grants Committee had taken into consideration the proposed new charging methodology, based on fte staff (excluding manual staff) in its allocation of equipment grant to Departments for 2002-03. Departments were notified of allocations and informed that changes in the IT charging methodology were considered when determining the allocations.
- (ii) That the £500k additional charges had not been sought from Departments in 2002/03 and that, in the next planning round, IT Services would be requested to consider this budget carefully to mitigate as far as possible the need for this element of funding.

RECOMMENDED:

That the Senate approve the proposal to introduce a new charging methodology for Departmental contributions to IT for 2002/03 based on staff fte (excluding manual staff), it being noted that this option provided a simple charging methodology which reflected the differing demands of teaching, research and administration.

4/02-03 Terms of Reference and Membership of the Steering Groups

CONSIDERED:

The terms of reference and membership for 2002/03 of the ITPC Steering Groups (Paper ITPC.2/02-03).

RESOLVED:

That the terms of reference and membership for 2002/03 of the ITPC Steering Groups be approved, it being noted that any changes in membership during the year would be considered by the Committee if necessary.

5/02-03 Business Systems Steering Group

CONSIDERED:

The minutes of the Business Systems Steering Group (Paper ITPC.3/02-03).

RESOLVED:

- (a) That the Registrar would investigate the reasons for the increase in charges for lost University cards and report to the Vice-President of the Students Union.
- (b) That the Business Systems Steering Group and the e-Learning Steering Group would need to ensure that there was co-ordination of the development of the Managed Learning Environment between the two groups.

6/02-03 Infrastructure Steering Group

(a) Network Advisory Group

REPORTED:

That the membership of the Network Advisory Group was as follows:

- Chair of the Information Technology Policy Committee (Chair)
- Chair of the Department of Biological Sciences
- Associate Chair of the Department of Mathematics
- Director of the Centre for Scientific Computing
- Chair of the Department of Computing Science
- Deputy Dean of the Warwick Business School
- Dr R P Jones, Engineering
- Chair of the Faculty of Arts IT Policy Committee
- Services Engineer, Estates Office
- Ms M Visser, Assistant Director, IT Services
- Accountant, IT Services
- Head of Service, IT Services
- Network Project Manager, IT Services

CONSIDERED:

The minutes of an extraordinary meeting of the Infrastructure Steering Group with representatives of the Information Technology Policy Committee (Paper ITPC.4/02-03)

RESOLVED:

That the Network Advisory Group fell within the project structure reporting to the Network Project Board and that emerging policy issues would be considered by the Information Technology Policy Committee.

(b) Infrastructure Steering Group

CONSIDERED:

The minutes of the Infrastructure Steering Group (Paper ITPC.5/02-03).

RESOLVED:

That approval be given to the proposals that an audit of individual web servers running on hardware outside IT Services be undertaken in order to avoid unnecessary duplication of effort and security risks and to agree server management procedures that should be adopted across the campus.

7/02-03 E-Learning Steering Group

CONSIDERED:

The minutes of the e-Learning Steering Group (Paper ITPC.6/02-03).

8/02-03 Campus Network Project

CONSIDERED:

An oral report by the Assistant Director of IT Services from the Project Board on the process and outcome of the evaluation of tenders received for the passive network and a recommendation from the Board for the selection of a supplier (Paper ITPC.11/02-03), it being noted that the active network tenders would be received soon and similarly evaluated with both being contracted within the agreed financial budget by the end of January 2003.

RESOLVED:

- (a) That the process followed by IT Services in the selection of suppliers was satisfactory.
- (b) That an extraordinary meeting of the Committee would be convened, if required, to consider any matters of policy pertinent to the recommended outcome of the procurement process, prior to contract.

9/02-03 MIDMAN Reprourement

CONSIDERED:

A paper from the Director of IT Services on the reprourement of MIDMAN (Paper ITPC.7/02-03).

RESOLVED:

- (a) That the Director of IT Services evaluate the option of a direct link to JANET through the Birmingham University node rather than MIDMAN, taking into account the University's best interests strategically.
- (b) That a sub-group of the Committee be established by its Chair to consider the evaluation, it being noted that the deadline for a decision on proceeding with the AWM proposal of a West Midlands Broadband Network and company structure was 12 December.

10/02-03 Information Security Policy

REPORTED:

That the paper considered by the Committee at its last meeting had been revised but that further development was required.

RESOLVED:

That the 'umbrella' policy document and sample lower level policy documents be considered by the Committee at a future meeting.

11/02-03 Service Statement and Performance Review

REPORTED:

- (a) That leaflets setting out the core services provided by IT Services, which are covered under the transparent accounts, had been circulated to all staff in the University.
- (b) That service statements would also be prepared setting out the level of service to be expected from IT Services.
- (c) That the nominated Faculty liaison staff in IT Services would be available to attend SSLC meetings if required.

RECEIVED:

A report prepared by the Director of IT Services on the achievements of IT Services in the year 2001/02 and targets for the year 2002/03 (Paper ITPC.12/02-03).

RECOMMENDED:

That the Academic Quality and Standards Committee ensure that any issues relevant to IT provision raised through the Periodic Review process be communicated to IT Services.

RESOLVED:

That Faculty IT Committees provide a focus for communication between Departments and IT Services, particularly when defining the performance indicators for the levels of service expected and achieved.

12/02-03 Minutes of Faculty IT Committees

CONSIDERED:

- (a) The minutes of the Science Faculty IT Committee (Paper ITPC.8/02-03).
- (b) The minutes of the Arts Faculty IT Committee (Paper ITPC.9/02-03).

RESOLVED:

That a leaflet which has recently been published to University staff, defining the remit of the e-Lab and indicating which services are offered on a charged basis, be distributed to members of the Committee.