

UNIVERSITY OF WARWICK

Information Technology Policy Committee

Minutes of the meeting of the Information Technology Policy Committee held on Wednesday 19 February 2003.

Present: Professor R Dyson (in the Chair), Ms A Alden, Professor M Devereux, Mrs R Gilmore, Dr E Heit, Professor J Jones, Professor M McCrae, Professor A Mullender, Registrar, Mr A Reiss, Professor D Thomas

In Attendance: Ms M Visser

Apologies: Mr R Green, Mr J Higgins, Professor A Neal, Professor L M Whitby

13/02-03 Minutes

RESOLVED:

That the minutes of the last meeting of the Committee held on 15th November 2002 be approved.

14/02-03 Matters Arising on the Minutes

(a) Departmental Contributions to IT (minute 3/02-03 refers)

REPORTED:

That at its meeting of 4th December 2002 the Senate resolved that the proposal to introduce a new charging methodology for the Direct departmental contribution to IT for 2002/2003 based on numbers of full-time equivalent staff (excluding manual staff) be approved, it being noted that option provided a simple charging methodology which reflected the differing demands of teaching, research and administration.

(b) Charges for Replacing University Cards (minute 5/02-03 refers)

CONSIDERED:

An oral report from the Registrar on the basis of the replacement charge for University cards.

RESOLVED:

That the basis for the charge for replacing University cards be endorsed, noting that the new-style card was more expensive for the University to purchase and that the charge was also to act as a deterrent against loss.

(c) Campus Network Project (minute 8/02-03 refers)

CONSIDERED:

A report from the Assistant Director of IT Services on the progress of work on the Campus Network Project (paper ITPC11/02-03).

RESOLVED:

That the report, as set out in paper ITPC11/02-03, be approved, noting:

- (i) that whilst the removal of the existing cabling was not necessary it was considered good practice as this freed up space in the ducting for future work;
- (ii) that the re-cabling of the space currently occupied by Mathematics will be included within the planned work as proposed,
- (iii) that whilst it was acknowledged that there had been some initial teething problems, IT Services was working hard with the contractor to ensure departments were kept informed of the timetable of work to be undertaken in their area;
- (iv) that the replacement of the old network cable in those areas not included within this plan would be considered when those blocks were due for refurbishment.

(d) MIDMAN Re-procurement (minute 9/02-03 refers)

REPORTED:

That at its meeting of 27th January 2003 that the Steering Committee resolved that before the University proceed with participation in the AWM consortium re-procurement for MIDMAN further clarification be sought on the rationale behind the proposed dual company structure of the project.

CONSIDERED:

An oral report from the Director of IT Services on MIDMAN re-procurement.

RESOLVED:

That further information be sought regarding the dual company structure and how this would affect the decision-making process and the contracts signed by the consortium.

(e) Information Security Policy (minute 10/02-03 refers)

CONSIDERED:

An oral report from the Deputy Director of IT Services on the Information Security Policy of the University.

RESOLVED:

That IT Services continue to work closely with KPMG on Information Security and that this is linked with the annual departmental risk-assessment.

15/02-03 Five-year Plan for IT

CONSIDERED:

A report from the Deputy Director of IT Services on the five-year plan for IT (paper ITPC12/02-03).

RESOLVED:

That the five-year plan be recommended for approval, as set out in paper ITPC12/02-03, subject to:

- (a) The removal of the £500,000 departmental additional charges on an indefinite basis, but that in the later stages of the plan the inclusion of an assessment of the risk and of new resources being required to maintain services be included.
- (b) The removal from page eight of the plan of the NCC comparative data.
- (c) IT Services seeking information from departments on their total IT spend to develop a fuller picture of IT expenditure in the University.
- (d) The addition to the plan of a model showing the cash impact of the strategy.
- (e) Inclusion of a rationale at the beginning of the plan expressing the reason for the ordering of priorities in the plan, noting that this order of priorities might well change over the period of the plan.

16/02-03 Business Systems Steering Group

CONSIDERED:

The minutes of the Business Systems Steering Group (paper ITPC13/02-03).

RESOLVED:

That the minutes be approved, as set out in paper ITPC13/02-03, noting that a review of the implementation of the Groupwise email and document sharing system be commissioned.

17/02-03 Infrastructure Steering Group

CONSIDERED:

The minutes of the Infrastructure Steering Group (paper ITPC14/02-03).

RESOLVED:

That the minutes be approved, as set out in paper ITPC14/02-03, noting that the re-tendering of the IT maintenance contract was to include ADSL connections and PC's owned by students living in off-campus property let through Warwick Accommodation.

18/02-03 e-Learning Steering Group

CONSIDERED:

- (a) The minutes of the e-learning Steering Group (paper ITPC15/02-03).
- (b) A paper from the Chair of the e-learning Steering Group on e-learning strategy: Progress report (paper ITPC16/02-03).
- (c) A paper from the Assistant Director of IT Services on a Project Initiation Document: A Computer Purchase Scheme for Students at Warwick (paper ITPC17/02-03).

RESOLVED:

- (a) That the minutes of the e-learning Steering Group be approved as set out in paper ITPC15/02-03, noting that the Chair be asked to ensure the Group include among its membership the University's new librarian and to seek a student representative.
- (b) That the paper from the Chair of the e-learning Steering Group be approved as set out in paper ITPC16/02-03, noting that the Chair be asked to bid for appropriate funding for additional audio-visual equipment from the refurbishment budget, that he liaise with the University's Security Manager to ensure, as far as possible, such equipment is secure and that the associated bid for additional support staff should go forward with the 5 Year Plan for IT.
- (c) That the project initiation document: A Computer Purchase Scheme for Students at Warwick be approved as set out in paper ITPC17/02-03, noting that IT Services be asked to present the business case to CRAG and to ensure the scheme provides the necessary support service.

19/02-03 Freedom of Information Act

RESOLVED:

That this item be deferred to the next meeting of the Committee.

20/02-03 Minutes of Faculty IT Committees

CONSIDERED:

- (a) The minutes of the Science Faculty IT Committee (paper ITPC19/02-03).

- (b) The minutes of the Social Studies Faculty IT Committee (paper ITPC20/02-03).

RESOLVED:

That the minutes and the item raised from the Science and Social Studies Faculty IT Committees be approved as set out in the above papers.

21/02-03 Date of Next Meeting

REPORTED:

That the date of the next meeting of the Information Technology Policy Committee would be Friday 6th June 2003.