The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 15 March 2007

Present   Professor Eunan O'Halpin (in the chair), Mr Robin Adams (Secretary), Mr Michael Nowlan, Bursar, Dr Andrew Butterfield, Mr Robert Kearns, Acting Academic Secretary, Professor Peter Coxon, Mr. Mark Gleeson (Graduate Students' Union nominee)

Apologies   Ms Anne Fitzgerald, Professor Michael Marsh, Dean of Research.

In attendance   Deputy Director of IS Services, MIS Manager, Deputy Librarian, Ms Sharon McIntyre

(by invitation) Senior Lecturer (for minute IPC/06-07/32)

SECTION A

IPC/06-07/30   Minutes The minutes of the meeting held on 08 February 2007 were approved.

IPC/06-07/31   Matters Arising
    31.1   e-strategy
        Under minute 21.8 of the previous meetings minutes, the Bursar had alerted the committee that e-strategy should be on the agenda for this meeting however due to the cancellation of the last meeting of Executive Officers this item would have to be deferred to the next meeting.
    31.2   New College email systems
        Under minute 07/13 of a previous meetings minute the committee discussed moving the student e-mail system to the Google platform. Mr. Mark Gleeson sought clarification as to whether the committee had formally agreed this as the minutes are unclear. It was confirmed that the committee had agreed this proposal and the minutes should reflect this.

IPC/06-07/32   Student Administration System - status report
    32.1   The Senior Lecturer, present by invitation as Chair of the SAS Steering Committee, presented the SAS Steering Committee's response to the Mazars report on this project. The Committee noted the Steering Committee's report on the consultants review of the project which addressed questions
            32.1.1 on the ability of the SAS project to achieve its agreed implementation schedule,
            32.1.2 whether the technological, software and business deliverables were achievable
            32.1.3 on the budget projections
            32.1.4 whether the business benefits were deliverable
            32.1.5 on the identification and management of risks and mitigation action

32.2   The Committee noted that the SAS Steering Committee accepted the consultants report that they could not provide reassurance that 32.1.1 and 32.1.2 were achievable, that the budget figure had been underestimated and that the College governance structure has not been an effective management tool for such large scale projects. Following a discussion regarding the future of this project the Committee agreed that decisions regarding its immediate future should be undertaken directly by the Information Policy Committee.

32.3   The committee then reviewed the options for moving forward as presented by the MIS Manager to the SAS Steering Committee.
1. Revise the governance of the project and continue the implementation of Q+.
2. Issue a new Request for Proposals and select an alternative vendor. It was noted that it would take at least nine months to secure a vendor.
3. Develop a student administration system within the College.

32.4   Having reviewed the information presented the committee decided the the first option was not viable.

32.5   To aid the committee in making a decision between options two and three the MIS Manager was asked to prepare a report for the next meeting giving further details on these options

IPC/06-07/33   System Project Proposals

33.1   **On line post graduate application facility**: The Acting Academic Secretary presented this proposal for, an on line application facility. She confirmed that most of the administrative impact of this will be in the Senior Lecturers and the Academic Departments that have signed up for the pilot who are aware of the impact. The MIS Manager confirmed that his department is happy with the technical side of this project.

33.2   The Acting Academic Secretary noted that College will forfeit the application fee that is paid, however there will be no additional cost.

33.3   Mr. Mark Gleeson asked it this would reduce the staffing in the Graduate studies office.

33.4   Clarification was sought by the Bursar regarding the continuation of the existing system. The Acting Academic Secretary confirmed that if this pilot was successful this would be the only system for Post Graduate applications.

33.5   The committee approved this proposal.

IPC/06-07/34   Information Systems Service Annual Report 2005-06

34.1   The Director of IS Services presented the Information Systems Service Annual Report for 2005-06, including the following highlights for the year:
● Change in the implementation of staffing policies, especially in relation to the appointment of staff on short term contracts. It was possible to convert several long standing, short term contract positions to permanent posts or to contracts of indefinite duration.
● The appointment of the MIS Manager has helped to provide leadership in the area of academic administrative support. This was a key strategic appointment.

● A number of major technical innovations were undertaken, some of these were delivered during the year and others will be delivered in the coming years. Services such as the online connection of student computers to the network were highly successful in expediting what had been a difficult process and will have implications for facilitating staff connections in the future.

● The extension of the College's wireless network to most areas of the College and the enablement of the roaming facility "EDURoam" continues the process of implementing a mobile information service to staff and students.

34.2 The Director of IS Services outlined a number of concerns:

● The department is suffering from a lack of personnel in key strategic positions, including a User Support Manager.

● Due to the College development plans for Pearse Street IS Services is likely to need to relocate

34.3 The committee noted both the achievements and concerns of the Director of IS Services.

IPC/06-07/35 Library and Archives Annual Report 2005-06

34.4 The Librarian presented the Library and Archives Annual Report for 2005-06 including the following highlights for the year:

● The Launch of the Long Room Hub as a partnership between the Library and Schools in the Arts, Humanities and some social sciences to take forward the College research strategy in those disciplines

● The extension of the IReL programme of electronic journal content to Arts, Humanities and Social Sciences

● The key trends in favour of electronic resources and the increasing delivery of Information Skills programmes by Library staff continue.

● The completion of the John Stearne Library extension on the St James's campus

● The mounting of a major exhibition of papers relating to Samuel Beckett as part of the city's centenary celebrations

● The introduction of the Automated Stack Request (ASR) system, initially for staff and postgraduate students.

34.5 The Librarian outlined a number of concerns highlighted in the annual report including:

● The identification of long term storage requirements and the critical need to provide additional space in the short term

● High staff turnover is affecting the continuity of service and is a training overhead

● Continued shortfall in key senior posts inhibits the Library's ability to develop strategically

34.6 The Bursar asked when the Library strategic plan would be ready. The Librarian reported that it was scheduled to be ready for the beginning of the next academic year.

34.7 The committee noted both the achievements and concerns of the Librarian.

IPC/06-07/35   Any Other Business
      35.1   Clarification was sought with regard to circulation of papers from this meeting. The decision was made to consult with the Assistant Secretary.
      35.2   Agenda items A6 & A7 were deferred due to lack of time.

IPC/06-07/36   Next Meeting
The next meeting will take place on:
19th April 2007 at 14.30, Henry Jones Room, Old Library

SECTION C

IPC/06-07/37   Minutes of sub-committees
      Review of minutes was deferred to the next meeting

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
31 March 2006	Update on Systems Road Map consultation process	Mr Nowlan
02 May 2006	Discuss resource issues with Director, SDS	Bursar