

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 21 February 2006

- Present* Bursar (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Ms Patricia Callaghan, Dr Eoin Mac Cárthaigh, Ms Anne Fitzgerald, Mr Charles Larkin, Professor Michael Marsh, Professor Pete Coxon, Mr Dónal McCormack*
- Apologies* Mr Michael Gleeson, Dean of Research, Dr Andrew Butterfield
- In attendance* Mr John Murphy, Ms Jessie Kurtz, Ms Orlagh Ennis
- (present for)* Minutes*IPC/05-06/35.4 – IPC/05-06/40

SECTION A

- IPC/05-06/31** Professor Pete Coxon, Dean of Science was welcomed to the IPC as the new Deans' Representative. Ms Patricia Callaghan was welcomed as the new Academic Secretary and Ms Jessie Kurtz was welcomed as the new Deputy Librarian.
- IPC/05-06/32** **Minutes** The minutes of the meeting held on 16 January 2006 were approved subject to one amendment in the call-over of outstanding actions.
- IPC/05-06/33** **Matters Arising**
- 33.1** Under item 25.6 of the minutes of 16 January, it was noted by Mr Nowlan that the request to include the data flow diagram in the project proposal template would not be appropriate but that it would be included on the IPC website. He did suggest however that a statement be included in the proposal template declaring that interfaces have been agreed with the data owner areas. He also noted that at the last meeting he agreed to have an amended project proposal template for this meeting but advised the group that this would be ready for the next meeting.
- IPC/05-06/34** **Amended IPC Terms of Reference**
- 34.1** Mr Nowlan outlined the amendments to the Terms of Reference.
- 34.2** The Committee approved the amendments. It was agreed that they will be appended to the minutes and sent to Board for approval.
- IPC/05-06/35** **eStrategy**
- 35.1** Mr Murphy presented the Information Systems strategy to the group which will run in parallel with the eStrategy. It distinguishes between the responsibilities of IS Services and the College. He advised the group that it should be viewed as a guideline as to how we go about

- establishing an eStrategy. It has been developed in the interim until eStrategy is in place but it is foreseen that the two will merge.
- 35.2** Mr Nowlan outlined the main components of the eStrategy proposal which had been presented to the Executive Officers on the morning of 21 February. It is a high level proposal for an Information Strategy looking at the major functional areas in College. It identifies five main areas where change is needed. He noted that eStrategy would need a reasonable degree of resources and a high level sponsor such as the Bursar.
- 35.3** The Bursar noted that he currently chairs the Administrative and Support Structures and Resources Task Force 1 which is looking at value for money and location of services and he stressed that an eStrategy was needed for the assessment of administrative changes. The key to its success is to consult people. He noted that he was strongly in favour of the eStrategy.
- 35.4** Mr Adams echoed the Bursar's remarks of a need for an eStrategy. He did however note that under section 2.3.3 of the eStrategy proposal, a reference to the teaching and learning process should be included.
- 35.5** Mr Adams also noted that under 4.1 of the eStrategy proposal the processes should be more explicit. The student process should be outlined as more than an administrative process and the research process should refer to the information content a student encounters.
- 35.6** The Bursar remarked that these were important comments and would need to be looked at. An integrated process will be needed.
- 35.7** Ms Callaghan advised the group that there is an overlap with some elements of eStrategy and CAPSL and that it could be worth consulting them.
- 35.8** The Bursar also advised the group that the cost of the project would need to be considered including staffing costs and the cost of backfilling positions.
- 35.9** Ms Fitzgerald queried where the proposal was in the decision process. The Bursar advised that no decision had been taken at this point but that a decision would need to be made in the near future as it is fundamental for change in College. He noted that it is a work in progress at the moment but that he would be updating Board on its progress in the near future.
- 35.10** Dr MacCárthaigh asked if eStrategy would result in a duplication of the existing structures but was advised that it would replace existing structures. The Bursar noted that the process could take 3-5 years. Not all admin structures need to be changed but they do need to be assessed.
- 35.11** The committee agreed to bring the eStrategy proposal to the next meeting for a final decision.

IPC/05-06/36 IS Services Annual Report 2004/05

- 36.1** Mr Nowlan presented the IS Services Annual Report 2004/05 and gave a brief outline of the highlights which included the success of the BA Festival of Science, AV equipment upgrades, the installation of a video-conferencing suite in the Arts Building, the provision of a 24-hour computer room in the Ussher Library, the extension of the College network, upgrades to the college central data storage systems, the

- successful completion of the Timetabling and Examinations system and the launch of the Research Support System.
- 36.2** He noted that with the amount of money that was invested in the new AV systems for the BA Festival, this money would need to be replenished to keep the systems in good condition.
- 36.3** He also noted that short-term contracts were still a problem in 2004/05 which lead to uncertainty and in turn, a high turnover of staff. He had met with the Staff Office recently and advised that he was working on a proposal for PAC to try and resolve some of these issues. The MIS manager's position was also vacant for the year 2004/05.
- 36.4** The committee adopted the report and noted the concerns of IS Services regarding staff.

IPC/05-06/37 Report on Research Support System

- 37.1** Mr Adams gave a brief history of the RSS which was established 18 months ago. He outlined the major developments including the extension of the RSS and further integration within College Systems; the construction of an Open Access institutional digital archive incorporating the e-theses which is due to go live on 03 March; the enhanced functionality for Research and Innovation Services to automate processing of startup funding applications and; maintenance and quality control.
- 37.2** Mr Adams also outlined the requirements for 2006 most of which are simply a matter of improving quality control.
- 37.3** He advised that it is the intention to mainstream the RSS. A proposal for a further 18 months funding has gone to the Executive Officers for consideration but no decision has been reached as yet.
- 37.4** Professor Marsh agreed that if all schools signed up to the system, it would be very beneficial. He noted that a central source should administer the system in order to keep it fully updated.
- 37.5** The committee thanked Mr Adams for his progress report and expressed their concern over continued funding for the project.

IPC/05-06/38 Proposal for Disability Information System

- 38.2** Mr Nowlan outlined the proposal for a Disability Information System. It is a totally independent system and refers to services which could be provided involving staff who have not been consulted. It was also noted that a number of staff had requested their names be dissociated with this proposal as they were not party to this document. He noted that the proposal had not considered the college systems it needs to be interfaced to and from a security point of view, he would not be happy with the information being stored on the college system.
- 38.3** Ms Fitzgerald expressed concern over a company having already been selected to carry out this work. She is not aware if the project had been tendered but expressed concern over how far advanced the project was.
- 38.4** Ms Callaghan noted the need to caution against pulling information from the central system but queried if the system could be run as a standalone. Mr Nowlan advised that it could not as it would require feeds from a number of areas.

- 38.5** Dr MacCárthaigh noted that Disability Services are quite isolated in College but the Bursar advised that they could integrate themselves better in College in order to outline their needs.
- 38.6** The Committee noted they had severe concerns over the process, implications for the College information policy and that they cannot agree to this proposal proceeding at this time in its current form.
- 38.7** The Bursar agreed to speak with the Senior Tutor and Declan Treanor.

IPC/05-06/39 Next Meeting The next meeting will take place on Monday, 27 March at 14.00 in the Board Room, Provost's House.

IPC/05-06/40 AOB

- 40.1** The Bursar noted that there is currently no road map for information systems in College. Mr Murphy noted that it would be part of the Information Systems Strategy. The Bursar advised that every information system owner in college should create a roadmap for the next 5-10 years. The item is to be put on the agenda for the next meeting with a view to introducing it as a policy.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
21 November 2005	Develop a detailed proposal on storage options for Library	Mr Adams
16 January 2006	Update on provision of display screens in College	Secretary's Office/ Communications Office
	Update on Peoplefinder on return of the Information Compliance Officer	Ms Fitzgerald
	Amend project proposal template	Mr Nowlan
21 February 2006	Produce Road Map	Mr Nowlan