**The University of Dublin**
**Trinity College**


**Minutes of Information Policy Committee Meeting, 02 May 2006**

*Present*  Bursar (in the chair), Mr Michael Nowlan (Secretary), Dr Eoin Mac Cárthaigh, Ms Anne Fitzgerald, Dr Andrew Butterfield, Mr Charles Larkin, Mr Dónal McCormack, Professor Pete Coxon

*Apologies*  Mr Michael Gleeson, Dean of Research, Professor Michael Marsh, Mr Robin Adams, Ms Patricia Callaghan

*In attendance*  Mr John Murphy, Ms Jessie Kurtz, Ms Orlagh Ennis


**SECTION A**

**IPC/05-06/50**  **Minutes** The minutes of the meeting held on 31 March 2006 were approved subject to a couple of changes.

**IPC/05-06/51**  **Matters Arising**

**51.1**  **eStrategy**
Under minute 43.3 of the previous meetings minutes, Mr MacCárthaigh queried if Quercus+ was capable of dealing with anything out of the ordinary and if it was a suitable system for College.
Mr Nowlan advised that the system is capable of storing extra data but that the system was never designed to meet the requirements of the proposed Disability Information System.

**51.2**  **Project Proposal by School of Histories & Humanities for Digital Image Catalogue**
Under minute 46.5 of the previous meetings minutes, the Bursar advised that formal communication had been made to the Research Committee alerting them to the procedures required for approval of project proposals.

**51.3**  **Display Screens**
Ms Fitzgerald advised that the display screens are now in use throughout College as a pilot scheme and are working well.

**51.4**  **Peoplefinder**
A meeting between the interested parties took place and a proposal for implementation is currently with the MIS Manager who will meet with the Information Compliance Officer in due course. Mr Nowlan advised that IS Services are investigating a technical solution where students would be notified by email advising them that they will be included in the Peoplefinder unless they choose to opt out.

**51.5**  **Project Proposal Template**
Mr Nowlan advised that a revised version had been placed on the IPC web pages and that the guidelines had also been extended advising that a project sponsor should be nominated for each proposal to act as an intermediary.

**IPC/05-06/52    eStrategy**

     **52.1**     The Bursar reported that there had been little progress since the last meeting.  An accurate costing needs to be provided for the SIF.  The Bursar also advised that he is currently finalising a draft proposal and hopes to circulate it within a week or two.  There are currently no IR issues included in the proposal but they will have to be factored in.

     **52.2**     The Bursar noted that no discussions regarding the SIF had taken place with other Institutions but that the IUA had requested a representative from Trinity to meet up with other Institutions in the near future.  The Bursar will be the representative for College.

     **52.3**     The Bursar advised that he had spoken to the Chief Financial Officer in UCC as they are in the process of implementing a new finance system.  They are working to an extremely tight deadline and will be able to exchange information on their experiences.

**IPC/05-06/53    Revised Proposal for Disability Information System**

     **53.1**     Dr Butterfield acted as project sponsor and advised the committee that the main issues experienced by Student Disability Services was the inability to contact appropriate staff to discuss the project.

     **53.2**     Mr Nowlan responded that he had been advised by the MIS Manager that resources are not currently available for this project.  The IT Security Officer had also advised that the proposed system is not secure for such sensitive student information.

     **53.3**     Mr Murphy suggested the role of business analysts may need to be reviewed to ensure they are involved in proposals from an early stage in order to provide guidance and assistance.  The MIS project plan is drawn up from January to December which does not allow for any proposals that come in after January to be included without removing other projects from the list.

     **53.4**     Mr Nowlan advised that with the Student Information System coming on stream, resources in MIS are extremely tight and it may be best if this proposal was put on hold and reviewed again in six months.

     **53.5**     Ms Fitzgerald remarked that while the Committee supports the proposal, the lack of resources is preventing approval of the proposal.

     **53.6**     Dr Butterfield agreed to relay this information to Student Disability Services and advise that nothing could happen until November unless the project was deemed a priority.

     **53.7**     The Bursar agreed to speak with the Director of Student Disability Services and would advise him of his role for getting resources and various funding for programmes.  He undertook to report back at the next meeting.

**IPC/05-06/54    Next Meeting** The next meeting will take place on Tuesday, 06 June at 14.00 in the Board Room, Provost's House.

**IPC/05-06/55    AOB**

**55.1** Dr MacCárthaigh noted that in the minutes of the SAS Steering Committee the cost of implementing change requests seemed extremely expensive and again reiterated his earlier point asking if the system was viable. The Bursar noted that he shared the same concern as did the MIS Manager who had requested an independent review of the system take place. Mr Nowlan advised that the system had been purchased with changes to suit the College but that a number of areas do not wish to change their business practice and the expense has arisen in having the system changed to suit these practices. Mr Murphy noted that old practices need to change. The Bursar advised that he had requested updated budget information from IS Services and Senior Lecturer's Area to ensure that money is not being spent unnecessarily.

**55.2** Ms Fitzgerald noted that Board should be made aware that funding for the Research Support System will run out this year and the system will no longer be available. The chairman of the IS Services Committee has written to the Dean of Research who is seeking funding as this system is widely used across College. The Bursar advised that bridging finance may be sought until funding from SIF comes through. Mr Larkin also suggested the Librarian raise this issue at University Council.

**55.3** Mr McCormack queried what would have to be done to have BEBO blocked in the public access computer rooms. Mr Nowlan advised that it would require a policy change as the current policy does not censor information coming in on the web.

### SECTION C

**IPC/05-06/56  Minutes of sub-committees**

    **56.1** The Committee noted the minutes of the IS Services Committee meetings held on 16 March and 20 April 2006.

    **56.2** The Committee noted the minutes of the SAS Steering Committee meeting held on 24 February 2006.

**IPC/05-06/57  SAS Progress Report**

    **57.1** The Committee noted the April 2006 SAS progress report.

# 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 |
| 31 March 2006 | Update on Systems Road Map consultation process | Mr Nowlan |
| 02 May 2006 | Update on status of Peoplefinder | Mr Nowlan |
|  | Discuss resource issues with Director, SDS | Bursar |