The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 19 June 2006

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

Apologies Mr Michael Gleeson, Dean of Research

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

(present for) Minute*IPC/05-06/69-71
Minute**IPC/05-06/69-72

SECTION A

IPC/05-06/69 **Minutes** The minutes of the meeting held on 06 June 2006 were approved.

IPC/05-06/70 **Matters Arising**

70.1 **Disability Information System**
Under minute 59.1 of the previous meetings minutes, the Bursar advised that he would speak to the Director of Student Disability Services in the coming week.

70.2 **Peoplefinder**
Under minute 59.2.3 of the previous meetings minutes, Mr Nowlan advised that the proposal for the Peoplefinder which will include student information will go ahead and will be operational in the near future. He noted that there had been no discussions to link the students' information to the RSS to date.

IPC/05-06/71 **eStrategy**

71.1 The report from Task Force 1 was initially discussed followed by the eStrategy proposal.

71.2 The Bursar noted that four areas of College (Graduate Studies, Staff Office, IS Services and the Director of Buildings Office) which are currently experiencing change had been assessed. One clear observation is that a lot of change and devolution is taking place.

71.3 Task Force 1 also reviewed the eStrategy proposal and welcomed it. They noted that implementation would be expensive but essential and that College would need to apply for funding from the SIF. They also noted that the proposal was improved with the creation of an internal conciliation forum and increased communication and consultation with the College community. The original eStrategy proposal which was circulated in February 2006 has been revised to include these points.

71.4   The Bursar reported that the Task Force has flagged the importance of recent discussions to restructure the College into larger academic units which will affect the implementation of eStrategy.

71.5   The Bursar brought the recommendations of Task force 1 to the attention of the Committee and noted that a steering group would need to be set up. It will need to be funded by SIF and any changes to the Administrative and Support structures as part of eStrategy must run in parallel with any changes in the academic structure. He also noted that in the interim, funding must be in place to deal with the changes taking place prior to and during the implementation stages of eStrategy.

71.6   Estimated staff costs and a best estimate of non-pay costs have also been included in the eStrategy proposal. The Bursar noted that a cost benefit analysis could not be done at this stage as we do not yet know what College structures will be. Ms Fitzgerald noted that we could work on the experiences of other Institutions. Mr Murphy suggested that there are other mechanisms for change such as the pay agreements, partnership committee, service plans and that incremental change is needed rather than one radical change. He noted that the road map is useful and that change should be progressed rather than waiting for the academic changes to take place. The Bursar responded that the changes need to be integrated and that the road map was fundamental to the strategy. Mr Murphy explained that he was fully supportive of e-strategy but saw it as high risk, and a champion was required for the project that would change the culture that exists in the College. Mr Murphy also mentioned that it would be useful to have Senior Admin/Heads of functions involved in the decision making process on academic structures. This would allow for potential issues to be discussed prior to the implementation of new academic structures, and would allow administrators to give an estimate of time in organising new support and service structures to support the proposed new academic structures. The Bursar noted that these points were covered in the Task Force Report and eStrategy proposal.

71.7   Dr MacCárthaigh queried if we should progress the change process prior to the SIF being awarded but the Bursar advised that once funding is approved the project initiation phase could begin.

71.8   Mr Murphy suggested splitting the eStrategy into two components which would enable changes on the administrative and support side to be made immediately. He noted that the customers should be the priority and currently they are not being considered. A change in some functions could improve efficiency greatly. The Bursar disagreed and pointed out that this area is a key one for eStrategy and noted that devolvement of some functions cannot proceed until the structures have been agreed. Ms Callaghan agreed with Mr Murphy but noted that any changes which do take place in the Academic areas should be co-ordinated with the service departments.

71.9   Mr Adams noted that he was strongly in support of eStrategy but suggested a reference to teaching and research be included in the proposal. The Bursar noted that this would be included as part of the CAPSL review.

71.10   Mr Adams also highlighted that the Research Support System and Institutional Repository should also be referenced in the report.

71.11 Professor Marsh noted that we need a coherent argument as to why eStrategy needs to be undertaken. Data needs to be collected to prove we are not working in an optimum way. Ms Callaghan noted that eStrategy is trying to identify this and to change the manual processes in College and will help us assess this. The Bursar agreed and pointed out that the School Heads on the Task Force strongly support the need for these changes. Ms Callaghan noted that other Institutions are significantly advanced regarding technology and College needs to broach this.

71.12 The Bursar noted that a key part of eStrategy is strong management.

71.13 Ms Fitzgerald noted that there appeared to be a consensus that IPC supports the proposal and that it would support the application to the Strategic Innovation Fund. The Committee agreed that consideration should be given to tailoring the introduction of the eStrategy in accordance with the levels of available funding. Dr MacCárthaigh noted we should emphasise that a flexible approach is required.

IPC/05-06/72 **Library Storage Strategy**

72.1 Mr Adams highlighted the fundamental elements of the storage plan and the main problems that will be encountered. These were the exhaustion of current storage by 2008, the need for an additional 70 lin kms of shelving by 2025 and the lack of compliance with international storage standards. He discussed the three options and noted that Option 3 was expensive and radical but most closely addressed the strategic issues. He noted that the Library is not recommending Option 3 as it is too high cost but sought approval to investigate and cost further a variation of Option 3.

72.2 The Committee noted that funding from appropriate government sources should be identified for the capital costs and approved this request subject to consideration by Heads Committee of increased ARAM costs of such a policy.

IPC/05-06/73 **Any Other Business**

73.1 Mr Nowlan requested approval from the Committee to increase the SPAM filter which will result in more SPAM being retained on the central servers and could result in some mail not being delivered. While this is a downside, it will be better in the long run and can be reverted if severe problems occur. The Committee approved this request.

IPC/05-06/74 **Next Meeting** The next meeting will take place at the beginning of the next academic year. The Bursar thanked Mr Nowlan for his work as Secretary. He also thanked the two outgoing members, Mr Larkin and Mr McCormack, for their contribution to the Committee.

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