

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 31 October 2006

Present Professor Eunan O’Halpin (in the chair), Mr Robin Adams (Secretary), Mr Michael Nowlan, Bursar, Ms Anne Fitzgerald, Dr Andrew Butterfield, Mr Paul Laird, Professor Michael Marsh.

Apologies Ms Patricia Callaghan, Mr Michael Gleeson, Dean of Research, Robert Kearns.

In attendance Mr John Murphy, Ms Jessie Kurtz, Ms Sharon McIntyre

SECTION A

IPC/06-07/01 Minutes The minutes of the meeting held on 19 June 2006 were approved.

IPC/06-07/02 Matters Arising

02.1 Disability Information System

Under minute 70.1 of the previous meetings minutes, The Bursar reported that there has been no development on this system.

02.2 Peoplefinder

Under minute 70.2 of the previous meetings minutes, Ms. Fitzgerald reported that the Peoplefinder now includes student information. Of the 14,000 students registering this term 52 opted not to have their details included in the Peoplefinder.

02.3 eStrategy

The Bursar reported that the College application for funding under the first phase of SIF had been submitted, and the result is awaited. The application included funding for the planning phase of e-Strategy. The Bursar noted that it would be inadvisable to commence planning unless full funding for this phase was in place from SIF or an alternative source.

02.4 Library Storage Strategy

The Librarian reported that further to a discussion with the Director of Buildings a paper had been prepared and was to be submitted to the next meeting of the Site and Facilities Committee.

The Committee noted that any increase in space would have ARAM implications.

IPC/06-07/03 Review of Terms of Reference

03.1 This item was deferred to the next meeting pending a meeting of Chairs and Secretaries of Committees on 6th November 2006.

IPC/06-07/04 Report on progress of College eStrategy

04.1 The Bursar had given this report under matters arising

IPC/06-07/05 Systems project proposals

05.1 Nothing to report

IPC/06-07/06 College Information Screens

06.1 Ms. Fitzgerald presented a draft protocol document for the College Information Screens from the Secretary. In addition she reported that the College Information Screens had gone live in May and operated over the summer period. The feedback from Conference organisers was very positive.

06.2 Ms. Fitzgerald noted that due to the implementation date just before the exam period that there had been little student input, therefore the protocol would be reviewed at the year end in light of student input.

06.3 Professor O’Halpin asked how long information that was posted was kept, and whether there was any obligation under FOI or Data Protection. Ms. Fitzgerald noted that information was screened before posting, but she would confirm and respond at the next meeting.

06.4 The Committee approved the protocol, and agreed to review its operation after one year.

IPC/06-07/07 Proposed amendment of IS Services Committee membership

07.1 Mr. Nowlan presented a proposal from the IS Services Committee regarding the restructuring of its membership, reflecting the academic restructuring in College.

07.2 It was noted that a further change to the membership of this committee may be required in light of further academic restructuring in College.

07.3 The Committee agreed this proposal

IPC/06-07/08 Next Meeting

The next meeting will take place on:

14 December 2006 at 14.30, Henry Jones Room, Old Library

IPC/06-07/08 Any Other Business

08.1 The Bursar reported that the following a draft report from an external review group, the SAS project had been paused pending the final report. Once the final report has been received the Student Administration System Steering Committee will review the findings and plan a way forward.

08.2 The Bursar requested at this stage that the Chair flag this item to Board at the next meeting.

08.3 The Librarian will request a copy of the final report and circulate it to IPC members.

SECTION C

IPC/06-07/09 Minutes of sub-committees

09.1 The Committee noted the minutes of the Information Compliance Committee meeting held on 9 June 2006.

09.2 The Committee noted the minutes of the Information Systems Services Committee meeting held on 1 June 2006.

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
31 October 2006	Circulate SAS report to IPC members	Librarian