

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 11th December 2007

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

Apologies Academic Secretary, Dean of Research, Professor Peter Coxon

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

SECTION A

IPC/07-08/10 Minutes The minutes of the meeting held on 25 October 2007 were approved.

IPC/07-08/11 Matters Arising

11.1

The Chair thanked Dr Andrew Butterfield for chairing the October meeting.

11.2 Universal accessibility

Under minute 02.4 the Director of IS Services reported that further to his meeting with the Disability Service the following wording had been agreed for inclusion in the Guiding Principles:

“College should ensure, as far as practicable, that information systems are usable and accessible to all users.”

This text is to be circulated in the minutes of this meeting for approval at the next Information Policy Committee meeting.

11.3 e-Strategy Working Group

The Bursar raised the question of communication between the Information Policy Committee and the e-Strategy Working Group. The Committee agreed that the e-Strategy Working Group would be a standing item on the Information Policy Committee agenda to allow cross communication.

IPC/07-08/12 Library Management System procurement and implementation

12.1 The Librarian presented an update on the progress with the Library Management System procurement. Using the Competitive Dialogue process for procurement, a shortlist of vendors has been submitted to the HEA by the required deadline.

- 12.2 The Librarian provided details of the Governance and Funding for this project. Executive Officers have considered the proposal for funding for this project, an additional €570,000.00 is required over the HEA grant, the Library can provide €400,000.00 of this. Executive Officers agreed that the shortfall could be funded from Library resources.
Executive Officers agreed that, given the internal and contained nature of this particular project, an external chair was not necessary. The Project Sponsor is to be the Librarian, and the Project Leader is to be Trevor Peare, Keeper (Reader's Services)
- 12.3 The Librarian requested the Committee note and approve the Project Initiation Documentation which was circulated with the papers for this meeting. The Committee noted and approved this.
- 12.4 The Committee agreed that the governance and funding criteria had been met and that the procurement process for the Library Management System should proceed.
- 12.5 The Librarian is to report progress of this project to the Information Policy Committee.

IPC/07-08/13 System Project Proposals

13.1 Access Control & ID Card Proposal

The Bursar reported that this project has been temporarily withdrawn, as the scope of this project had increased dramatically on consultation. This has resulted in the necessity to redefine the project

IPC/07-08/14 Any Other Business

14.1 Web Architecture:

The Assistant Secretary reported on progress with College Web Architecture. Following the completion of a recruitment process a new team member has started to work in this area and will present to the next Web Committee meeting. There are two separate streams to this project (i) To develop an interactive database (ii) To bring features to the web site that the Departments and Schools have been seeking.

14.2 IS Services Restructuring:

The Deputy Director of IS Services reported that IS Services are to examine the reorganisation of frontline support. There is a Service Level Agreement pilot project currently in place.

There will also be a reorganisation of the IS Services Senior Management Team. This is to allow continuity of service until the appointment of a new Director of IS Services after the Chief Operations Officer is in place.

In addition there will be an external departmental review conducted in January. This has been approved by Executive Officers.

14.3 Web CT

The Committee raised questions on regarding the current status of Web CT. The MIS Manager will present an update at the next meeting

14.4 Voice Over Internet Protocol (VOIP)

The Deputy Director of IS Services was asked to prepare an update on this for the next meeting

14.5 Minutes of the Equality Committee regarding Accessibility

The Assistant Secretary reported that Board has requested that the Director of the Disability Service is invited to present this to the Information Policy Committee. The Committee agreed that the Director is to be asked to attend the next meeting.

IPC/07-08/15 Next Meeting

The next meeting will take place on:
29 January 2008 at 15.00, Henry Jones Room, Old Library

SECTION C

IPC/07-08/16 Minutes of sub-committees

- 16.1** The Committee noted that the e-Strategy Working Group is not a sub committee of the Information Policy Committee.
The Committee noted the minutes of the e-Strategy Working Group held on 08 October 2007
- 16.2** The Committee noted the minutes of the Web Committee meeting held on 26 October 2007.
- 16.3** The Committee noted the minutes of the Library Committee meeting held on 06 November 2007.
- 16.4** The Committee noted the minutes of the IS Services Committee meeting held on 29 November 2007.