

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 22<sup>nd</sup> April 2008**

*Present* Professor Eunan O’Halpin (in the chair), Mr Robin Adams (Secretary), Mr John Murphy, Ms Anne Fitzgerald, Academic Secretary, Mr Bartley Rock, Mr. Alessio Frenda

*Apologies* Dr Andrew Butterfield, Professor Michael Marsh, Dean of Research, Bursar, MIS Manager.

*In attendance* Deputy Librarian, Ms Sharon McIntyre

*(by invitation)*

**SECTION A**

**IPC/07-08/41 Minutes** The minutes of the meeting held on 4<sup>th</sup> March 2008 were amended as follows:

**36.1 Possible Systems Projects - New Computer Room:** The Acting Director of IS Services reported that the Bursar had alerted him to the availability of additional funding for projects. As a result of this he is looking for approval from the Committee to submit a proposal for a new computer room in which IS Services & High Performance Computing (HPC) can merge their services in a facility where power back up is in place. This specific project was identified having reviewed issues that are high on the College Risk Register.

**IPC/07-08/42 Matters Arising**

**42.1 Voice over Internet Protocol (VOIP)**

The Acting Director of IS Services reported that the closing date for receipt tenders from external independent consultants, 21/04/08. The selection process will now commence and an appointment should be announced in the next five weeks.

**42.2 IS Services Review**

The Tender process for consultancy is under way, nine applications have been received and four have been short listed.

**IPC/07-08/43 Review of College Statutes**

**43.1** Deferred to the next meeting.

#### **IPC/07-08/44 Librarian's Annual Report**

**44.1** The Librarian presented the Library Annual Report for 2006/2007.

**44.2** The Committee noted the following significant milestones for the Year.

- The establishment of the Long Room Hub as a Research Institute and its award of a grant of €10m under PRTLTI, providing the opportunity for the strategic development of special collections as a research driver
- The establishment of the Digital Resources and Imaging Service, creating teaching and research resources in digital format
- The extension of the Automatic Bookstack Request Service, greatly facilitating access to collections presently in closed access
- Provision of funding for a replacement Library Management System, enabling a step change in the quality of services and procedures required to control and disseminate the Library's 4.5 million printed items and other resources.
- Investment in electronic research resources, enabled through the HEA's investment in arts and humanities resources under the IRel initiative.

**44.3** The Librarian drew the Committee's attention to the following challenges facing the Library's development in the coming years:

- Storage is at a critical phase, with the Library unable to accept research materials and presently forced to plan for indefinite storage of its Legal Deposit and other research collections in off-site commercial premises.
- Allied to the lack of storage for growth, there is a requirement to address the rebalancing of open and closed access collections, with the objective of having all campus collections on open access
- Migration from print to electronic media, requiring re-structuring of systems, budget and services
- The current staffing and resource model is not aligned with the Library's client community nor its service priorities, requiring new staff structures and a revision to the allocation of resources
- The present level of funding is not sustainable, resulting in reliance on tourist generated income for core services to undergraduate and postgraduate communities

**44.4** The Annual Report was approved

#### **IPC/07-08/45 IS Services Annual Report**

**45.1** The Acting Director of IS Services presented the IS Services Annual Report for 2006/2007

**45.2** The Committee noted the following highlights for the year under report:

- Performance Improvements
  - Availability of Internet connectivity via our Internet Service Provider (ISP) HEANET was 100 percent with no outages in web services.
  - Email availability for staff and students was 100 percent with no recorded outages in service.
- Services for staff
  - Podcasting – new podcasting service available for academic staff
  - Technical support available for lecture theatres 0800-2145 daily
  - Laptop and projector loan scheme made available through helpdesk
  - Portable audio and video conferencing units available for loan through helpdesk
  - New DELL hardware service provided by IS Services staff
  - New telephone support system offering improved call handling and response times and call back features.

- Services for students
    - 2,600 students connected to the College network – a 100 percent increase via the first self service technology in any educational institution in Ireland.
    - New Google Applications including Gmail introduced in June 2007 the first university in Europe to adopt,
    - Email for life service introduced for TCD students.
    - Growth of 60 percent in wireless network access points increasing number of access points from 290 to 469, significantly improving mobility in line with the strategic plan
  - Services for researchers
    - Expanded network capacity and international connectivity and 100 percent availability of Internet service,
    - The extension of the College’s wireless network to most areas of the College and the enablement of the roaming facility “EDURoam” continues the process of implementing a mobile information service to staff and students,
  - Services for conferences
    - Guest access – guest access for connectivity to the Internet made available to the Accommodation Office and various academic schools • BT Open Zone – First commercial Internet service in any educational institution in Ireland provided to all visitors to College
    - 1st line technical support and service level agreements for conferences
- 45.3** The Acting Director of IS Services drew the Committee’s attention to the following challenges facing the Departments development in the coming years:
- Funding - The IS Services discretionary budget is very small
  - Governance / Organisation and Leadership
  - Sourcing
  - Disaster Recovery

**45.4** The Annual Report was approved

**IPC/07-08/46 Revised Committee Structures**

- 46.1** The Librarian presented the Draft Response from IPC to the Working Group on Revised Committee Structures summarising the replies from the Sub Committees.
- 46.2** The Academic Secretary noted that the proposal on IPC oversight of e-strategy risked a division of strategic decisions and governance from the change management and development issues of College eStrategy initiatives
- 46.3** The Committee approved the response for forwarding to the working group.

**IPC/07-08/47 Library Management system**

- 47.1** The Librarian reported that the Project Group are continuing the evaluation of the three suppliers. Site visits are underway and presentations will be made to user groups in the coming weeks.
- 47.2** The Project Group are on schedule to make a recommendation to the LMS Steering Group for their meeting on May 6<sup>th</sup>.

**IPC/07-08/48 WebCT Progress Report**

48.1 The Acting Director of IS Services reported that the acting MIS Manager has met with Dr. V. Wade. Finance has been agreed and the acting MIS Manager is to schedule this work.

**IPC/07-08/49 Software Projects Governance**

49.1 The Acting Director of IS Services reported that work is underway on producing a software Project Governance Policy Document and this will be presented to the next meeting of this Committee.

**IPC/07-08/50 Next Meeting**

The next meeting will take place on:  
27<sup>th</sup> May 2008 at 14.30, Henry Jones Room, Old Library

**SECTION B**

**IPC/07-08/51 Minutes of sub-committees**

51.1 The Committee noted the minutes of the Web Management Committee held on 7th February 2008