

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 3<sup>rd</sup> July 2008**

- Present* Professor Eunan O’Halpin (in the chair), Acting Director IS Services(Secretary),  
Dr Andrew Butterfield, Assistant Secretary, Mr Bartley Rock, Mr. Alessio  
Frenda
- Apologies* Librarian, Academic Secretary, Bursar, Dean of the Faculty of Science,  
Dean of Research.
- In attendance* Deputy Librarian, Acting Deputy Director of IS Services,  
Ms Sharon McIntyre
- (by invitation)* Ms Jane Maxwell - (for minute IPC/07-08/71.2)

**SECTION A**

**IPC/07-08/63 Minutes** The minutes of the meeting held on 27<sup>th</sup> May 2008 were amended as follows:

**IPC/07-08/55 Management of Information Technology Projects**

**55.1** The Acting Director of IS Services presented a policy document created jointly by the Audit Committee and IS Services. This document is proposed as a format to manage major software projects in the future.

IPC/07-08/60

**60.1 Signing of Service Level Agreements for software projects**

The Acting Director of IS Services queried who should be responsible for the signing of Service Level Agreements, as there had been a lack of clarity recently with regard to signing such contracts.

The Assistant Secretary suggested that this be referred back to the Secretary’s Office and considered at a future meeting.

**IPC/07-08/64 Matters Arising**

**IPC/07-08/65 Library and IS Services Committee membership and remit - draft**

- 65.1 The Committee considered the draft remit and membership for the Library and Information Services Policy Committee
- 65.2 The Committee agreed to formally establish the '*Library and Information Services User Committee*' to replace the Library Committee and IS Services User Committee.
- 65.3 The Committee agreed the membership of the '*Library and Information Services User Committee*' should be as follows:
- Chair
  - Deputy Librarian
  - Deputy Director of Information Systems Services
  - Keeper (Readers Services)
  - Heads of School (or nominee)(2)
  - Education Officer, Students' Union
  - Students' Union Representative
  - President of Graduate Students' Union (or nominee)
  - Library Staff representative (2)
  - Information Systems Services Staff representative
  - MIS User Groups representative

**IPC/07-08/66 Review of College Statutes**

- 66.1 The Committee agreed that the Acting Director of IS Services in consultation with the Librarian should prepare a suggestion for the inclusion of IS Services in the College Statutes

**IPC/07-08/67 Management of Information technologies projects - Policy Document**

- 67.1 The Acting Director of IS Services reported work on this policy is ongoing; a revised draft will be re submitted for the October meeting. This will include an outline of the concerns raised.
- 67.2 The Committee noted that extension of this policy could impact the area of the Chief Operations Officer. It was agreed to invite the Chief Operations Officer to the next IPC meeting

**IPC/07-08/68 Management Committee Report**

- 68.1 The Assistant Secretary presented a two year report from the Web Management Committee, highlighting the following achievements over the past two years have been:
- The introduction of a new design for the Trinity Homepage, a number of top level related pages and standard templates for the College website
  - The implementation of the standard banner for all websites on the tcd.ie domain thereby providing a search facility and consistent navigation for key information sources throughout the College
  - Further integration of the website with College databases including the Courses and Research websites

- The introduction of the virtual servers enabling a flexible approach to providing hitherto unavailable functions on College websites
  - The achievement of the highest levels of accessibility standards for the College website
- 68.2** The Assistant Secretary highlighted that there had been a panel of four preferred suppliers following a review of this process in March/April 2008 it was agreed to defer establishment of a new panel for at least one year.
- 68.3** Under future challenges the Assistant Secretary highlighted the importance of good content.
- 68.4** The Assistant Secretary noted with thanks the input from Maura Horan and Maria Fogarty

**IPC/07-08/69 e-strategy update**

- 69.1** The Acting Deputy Director of IS Services reported that there was no update on e-strategy at present.

**IPC/07-08/70 Service Level Agreements**

- 70.1** This item was deferred to a future meeting

**IPC/07-08/71 System Project Proposals**

- 71.1 Student Counselling Service Database**  
The Committee noted receipt of this proposal from Student Counselling, and acknowledged the merit of this project, which would provide a very welcome advance especially in light of the increase in the numbers of non traditional students.  
However the application needs to be re submitted for approval once confirmation can be provided of the available resources for this project.
- 71.2 Library Manuscripts Online Catalogue**  
Following consideration of the Project Initiation Document presented by The Deputy Librarian and Ms. Jane Maxwell the Committee formally approved.

**IPC/07-08/72OB**

- 72.1 Web CT**  
The Acting Director of IS Services confirmed there is a meeting this week between the various parties to resolve the resourcing for this project.
- 72.2 Thanks**  
The Chair thanked the Student Union & Graduate Student Union representatives for their input throughout this year.

**IPC/07-08/73 Next Meeting**

The next meeting will take place on:  
Tuesday 21<sup>st</sup> October 2008 at 14.30, Henry Jones Room, Old Library

## **SECTION B**

## **SECTION C**

- IPC/07-08/74** **Autonomously Managed Network Licences (AMNL) approval**
- 74.1** AMNL Agreement School of Computer Science and Statistics
  - 74.2** AMNL Department of Electronic and Electrical Engineering
  - 74.3** AMNL Trinity Centre for High Performance Computing
  - 74.4** AMNL School of Mathematics
  - 74.5** Operating Agreement Dublin University Internet Society (NETSOC)
  - 74.6** Operating Agreement Dublin Dental School & Hospital