University of Dublin

Trinity College

Library & Information Policy Committee

Minutes of the meeting held on Thursday 20th January 2011 at 14.00 in the Henry Jones Room, Old Library.

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Present:	Professor Eunan O'Halpin (in the chair), Director IS Services (Acting Secretary), Deputy Librarian, Academic Secretary, Professor James Wickham, Professor Brian McGing, Chief Operating Officer, President Graduate Students' Union
Apologies:	Librarian, Ms Mary A. Coffey, College Secretary Dean of Research, Professor Clive Williams, Students' Union Representative.
In attendance:	MIS Manager, Ms. C Smith

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Section A

LIPC/10-11/14	**Minutes**
	Minutes of the meeting of 8th November 2010 were approved.
LIPC/10-11/15	**Matters Arising**

15.1 Virtual Learning Environment (VLE)

The Academic Secretary advised that the implementation of a new VLE will not take place until the first stage of GeneSIS is in place. This decision was recommended by the GeneSIS Board and is supported by the Vice Provost. It ensures that there is no overlap between the two projects that could cause disruption to the implementation of GeneSIS. The new student administration system will provide the platform to facilitate an interface with the VLE and will avoid waste of scarce resources and duplication of work. The implementation of a new VLE may be delayed for a period of two years, although the timeline is not yet known. The Academic Secretary will advise of timeline at future meetings. The Committee was advised that staff and students will continue to use Web CT and The Centre for Learning Technology would continue to support it. There followed a discussion among members of the committee, and while there was agreement that

GeneSIS was a priority and the decision should be supported, there was disappointment with the delay in implementing a VLE

15.2   Campus Smartcard System

The Director IS Services advised that the Director of Buildings Office (DoB) has invited expressions of interest, and will shortly issue tender documents.

15.3   Cloud Computing Policy

The MIS Manager advised this is a very complex policy to produce. Research has not revealed any policies available from other institutions. There are a wide range of issues that this policy must cover, including legal/ownership/exit strategies etc. and the MIS Manager is currently putting together a framework document.

15.4   MARLOC

(Manuscripts Archive Records Library Online Catalogue)
The Deputy Librarian reported that collections are prioritised for entry to MARLOC according to research importance and availability of funding to provide staffing to list and catalogue the collections.

15.5   Unified Communications

The Director IS Services advised that IS Services are working closely with DoB on this, for example in Biosciences Building. Unified Communications will deliver significant cost savings and improve efficiencies and productivity. The COO and Treasurer have advised that there is funding for the capital acquisition costs but further discussion is required on support costs. The overall responsibility of this technology will eventually pass from DoB to IS Services. Trials have been run in Apollo House and Leinster St. The new Biosciences building will be the first large project to adopt this technology. Tender documents will be issued shortly.

15.6 IS Services and HPC Integration

The Director IS Services advised that Executive Officers Group (EOG) have approved the integration of IS Services and High Performance Computing (HPC) in principle, subject to; providing a paper for the next EOG meeting in relation (1) Cost saving through removing duplication between the two departments, and once cost saving has been determined; (2) how this approach could be extended to the rest of College.

LIPC/10-11/16   e-Strategy update

The Chief Operating Officer thanked the Director IS Services for his assistance on compiling the updates of these projects. There are four strands to e-Strategy, and these are now being reviewed weekly by the COO and Project Sponsors. The COO gave an overview on each strand and their current status. The E-Strategy project proposals will be presented to Board in early March 2011.

16.1 Financial Information System (FIS)

The Treasurer's Office has developed a business case, has a Steering Group in place, and will shortly be interviewing for a Project Manager.

16.2 HR Project

The HR Project is now modelling live, and headcount reports can be produced by the new system.

16.3 Enterprise Architecture (EA)

The MIS Manager advised that this project will provide the underlying technology to support the applications being delivered as part of e-Strategy. Key elements have already been delivered, including the development of the EA vision and guidelines for EA; the governance arrangements for ensuring compliance with the architecture and the associated programme controls.

The EA vision has been published on the IS Services website. The EA project will also deliver Identity Management services for all users in College. Identity Management is the key to the successful delivery of many IT projects outside of the e-Strategy program.

16.3   GeneSIS

Market analysis has been completed and a vision for student management developed.

The "as-is" student management detailed process documents have also been completed. The first round of site visits has been completed.

The first stage of the procurement process is completed and a preferred vendor selected.

The next steps are to;

- Provide a business plan, including a Return on Investment
- Complete consultation with the Schools – this has commenced.
- Seek approval for selected vendor and budget.
- Reconfigure project team to match vendor requirements.
- Complete course catalogue.
- Initiate change management project.

A request was made to the COO that updates of the e-Strategy projects be sent to key staff to ensure they can advise their staff within their departments and schools of the progress, and what new facilities; i.e. headcount reports, are now available.

LIPC/10-11/17   Project Management Group Proposal - Managing IT Costs

The Director of IS Services advised there are currently seven data centres in College, there are costs involved in running all of these. College's Strategic Plan identified the need to have a greener campus. To address these issues there should be fewer Autonomously Managed Networks (AMN) and reduced duplication. The College needs to look at how we can align these services and make transitions to reduce duplication of services, hardware and software costs. There will be an increase in buying externally, e.g. storage

LIPC/10-11/18   AOB

None

<div align="center">Section B</div>

LIPC/10-11/19	Library and Information Policy Committee – User Committees

Library

The Deputy Librarian asked LIPC to review the draft terms of reference for the Library and College Archives User Committee (LCAUC). It was agreed by the committee that LCAUC be chaired by an academic from the LIPC.

IS Services

There is no current IS Services Users' Committee. The Director of IS Services has drawn up a suggested membership list, which should meet prior to LIPC meetings, and report to it. The Terms of Reference from the previous user group would need to be reviewed and re-written.

<div align="center">Section C</div>

LIPC/10-11/20	Minutes from sub-committees

The Committee noted the minutes of;

The Library Committee Meeting held on 19/11/10

LIPC/10-11/21	Risk Register

The Risk Registers for both departments were noted.

LIPC/10-11/22	Annual Reports

The IS Services Annual Report was noted.

LIPC/10-11/23	Next meeting

Thursday 31st March 2011 at 14.00 in the Henry Jones Room, Old Library

Signed   …………………………………………

Date   ………………………………….