

University of Dublin
Trinity College
Library and Information Policy Committee

Minutes of the meeting held on Monday 19th November 2012 at 15:00 in the Henry Jones Room, Old Library

- Present:* Professor Micheál Ó Siochrú (in the chair), Director of IS Services (Secretary), Professor Hugh Gibbons, Professor Peter Simons, Dean of Research, Academic Secretary, College Secretary, Librarian, GSU President, Students Union Representative (SU President).
- Apologies:* Chief Operating Officer, Professor James Wickham, Associate Dean of Research, Deputy Librarian
- In attendance:* MIS Manager IS Services, Ms Kirby Anderson
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SECTION A

LIPC/12-13/01 Minutes

The minutes of the meeting of 21st May 2012 were approved.

LIPC/12-13/02 Matters Arising

02.1 Annual Report

The IS Services Annual Report will be submitted for the next meeting Monday 14th January 2013 and the Library Annual Report will be submitted for the following meeting Monday 11th March 2013.

LIPC/12-13/03 e-Strategy Update

03.1 GeneSIS

GeneSIS - Since the last Board update, in excess of 15,000 students have registered through the new SITS system, more than €35m in fee income has been collected online, and a facility for students and staff to view timetable information has been delivered through the programme. All relevant student records have

been migrated and the Assessment & Progression modules of the system are in development. Legacy data issues, supporting the system while still developing new functionality, and a scarcity of knowledgeable staff continue to pose significant challenges to the schedule and budget.

03.2 Financial Information System (FIS)

The FIS project has successfully identified a solution and vendor and contracts have been signed. The initiation phase of the project is nearing completion with the production of the project initiation document and plan in conjunction with the vendor. Consultation with end users proceeds very well and design workshops are under way. The next milestone will be initial installation of the solution for demonstration and further design refinement. The project team is in place and a new Project Board has been constituted and will be chaired by Mr Brian Fitzgerald.

03.3 Human Resources

The HR project reports successful live implementation of the HR main system upgrade in mid- October. Further planning is now under way for the next phases of this upgrade. Two staff forms have been designed and delivered which will provide significant efficiencies for staff and HR processes. The Core Budgets project has now been re-initiated and workshops will be held in November. A Project Board is in place and is now chaired by Professor Micheál O Siochrú.

03.4 Identity Management (IDM)

The first project in Enterprise Architecture is a College-wide Identity Management (IdM) solution. One of the pre-requisites was to move the College server farm to Server 2008 and this was completed successfully in September. A decision to go with an Identity Management solution from Microsoft has been taken, and a tender is being prepared to select an implementation partner. It is likely that IS Services staff currently scheduled to work on the Identity Management project will be required to work on a new/upgraded timetabling system in the New Year, and the Identity Management project schedule has been adjusted to reflect this.

03.5 Quality Assurance

Each e-Strategy project has a Quality Assurance (QA) methodology in place. An overall e-Strategy Programme Quality Assurance process is now in place, Ernst and Young are currently completing their final draft of the report.

LIPC/12-13/04 Cloud Computing Strategy

04.1 The Government has recently produced a Cloud Computing Strategy document which identifies key issues that were previously raised in the MIS Manager's document. The MIS Manager will provide the previous cloud computing document, which is an updated shorter version, guidelines and policy documents for the next meeting. The Dean of Research requested that the documents are updated with a version history. The Committee agreed on the need to include risk assessment for the implementation of the Cloud Computing Strategy in the updated document.

LIPC/12-13/05 Current Top 10 IT Projects

05.1 GeneSIS

The first phase of the technical infrastructure provided by IS Services for the GeneSIS project is nearing completion.

05.2 Infrastructure as a Service (IaaS)

This project will provide equipment for the new Green Data Centre and will enable a number of key initiatives such as; the development of a private Cloud for TCD; position the College for a move of some IT services to the Cloud outside of TCD; reduce costs of power; help reduce the number of data centres currently run by the College; provide storage and compute solutions for the Research community amongst others.

05.3 EA Enterprise IdM

As previously discussed under 'eStrategy Update' – Identity Management (IdM).

05.4 Human Resources

As previously discussed under 'eStrategy Update' – Human Resources.

05.5 Financial Information Systems

As previously discussed under 'eStrategy Update' – Financial Information Systems.

05.6 Business Continuity Planning / Disaster Recovery (BCP/DR)

The Disaster Recovery and Business Continuity plan for mission critical systems is scheduled for completion by the end of the year.

05.7 SharePoint

The SharePoint project is currently stalled due to resource shortages. A proposal has been prepared for consideration for funding to allow deployment of further SharePoint services. Applications on SharePoint continue to be supported but further development and roll-out has now slowed down considerably.

05.8 Access Control – (College smart card)

The Director of Buildings Office have now received approval and funding to implement phase one of this project.

05.9 Virtual Learning Environment (VLE)

The College VLE has been successfully migrated to Blackboard Learn and is now hosted in Amsterdam. The VLE project is in the closing stages.

05.10 RPAMS

The RPAMS project is in the closing stages.

05.11 CMIS (College time-tabling system)

The College timetabling system (CMIS) will require an upgrade or possible replacement in the coming year.

LIPC/12-13/06 Library Strategic Plan

- 06.1** The Librarian advised the Committee that the strategic plan was considered by the User Group. Eleven objectives have been identified. The draft plan will begin shortly in line with the 15/16 plan. The Committee sought to ensure that the Library was more centrally placed in review of current College Strategic Plan and in the new College Strategic Plan (2014-2019).

LIPC/12-13/07 Review of Legal Deposit

07.1 The review of Legal Deposit under START will be conducted by the College Secretary, Bursar and CAO. Chair had raised at Board the possibility of the review being conducted by a sub group of this committee but the Provost did not feel this was appropriate. Concerns were raised about the tight timeframe of the review (end November to end February) and by the fact that the Librarian is not involved. The committee recommends that the Acting-Librarian should form part of the review team and that Board clarify the process for reviewing Legal Deposit.

07.2 Extension to eLegal Deposit – Implementation

Under strict UK legislation regulations accessibility for this online material will be restricted to the Library; no photocopying or download and only single use is available. The system will roll out 6th April 2013 and it will include 2,000 journal titles and 500 eBooks. Concerns were raised about the nature of the restrictions and because the material will be held by the British Library, not on site in Trinity College. The Librarian will look at the issue of materials of specific importance to Ireland and see if we can make a provision similar to Scotland and Wales.

LIPC/12-13/08 Future Role of LIPC

08.1 A recommendation from START was to disband a number of Committees, including LIPC. The committee understands that this was not approved by Board. Committee expressed strong views that the LIPC should continue. A review should be conducted at the end of the year to identify achievements and the operation of sub-committees of LIPC should be reviewed for possible amalgamation. The Chair will contact the Bursar to get further clarification.

LIPC/12-13/09 Recruitment of Librarian

09.1 The Chair will raise the Committee's concern at Board to expedite the recruitment of a new Librarian.

LIPC/12-13/10 Any Other Business

10.1 Library Privileges

The Director of IS Services will clarify the decision made by the last Committee regarding Library Privileges for retired staff. The Library Users Committee will examine the issue of extending Library privileges to retired staff and Visiting Fellows. The Academic Secretary urged that these privileges should be extended to all staff not just academic staff and there was strong support for her proposal.

10.2 Librarian Retirement

The Chair thanked the Librarian for his commendable work and the Committee wished him well for his retirement.

LIPC/12-13/11 Date of Next Meeting

Monday 14th January 2013 at 15:00 in the Henry Jones Room, Old Library

SECTION C

LIPC/12-13/12 Minutes from Sub-Committees

The Committee noted the minutes of;

- Library and College Archives Users' Committee Minutes

Signed:

Date: