

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 25 March 2019 at 14:30 in the Henry Jones Room, Old Library Building.

Present: Chair (Professor Sylvia Draper), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Elected Board Member (Professor Diarmuid R Phelan), Head of School (Professor John Stalker), College Secretary (John Coman), Academic Secretary (Patricia Callaghan), Associate Dean of Research (Lorraine Leeson), Former Associate Dean for Online Education (Tim Savage).

Apologies: Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), John McDonough (National Archives), Kerrie Power (HEAnet), Representative from the Faculty of Arts, Humanities and Social Sciences (Padraic Whyte), Head of School (Professor Martine Smith), Graduate Students' Union President (Oisín Vince Coulter), Students' Union Representative (Paraic McLean).

In attendance: Vice-Provost /Chief Academic Officer (Professor Christopher Morash) for item LIPC: 18/19.25, Head of Academic Services, Innovation & Digital Platforms (Geoffrey Bradley), Head of Management Services, IT Services (Helen O'Hara), Deputy Librarian (Jessie Kurtz), Sharon McIntyre (Secretary to the Committee).

SECTION A

LIPC: 18/19.23 Minutes

Minutes of the meeting of Monday 04 February 2019 at 14:30 were amended and approved:

LIPC: 18/19.24 Matters arising from minutes of 04 February 2019

GDPR Working Group update: The College Secretary confirmed the plan is in place for the GDPR compliance project. The budget provides for 2.75 FTE for the two year implementation. He confirmed that the University should be substantially compliant at the end of this two year period. In addition to the project posts there is an ongoing requirement for a Data Protection Officer who is responsible for policy, privacy notices, liaison with the Data Protection Commission and reporting of breaches. He confirmed recruitment is underway to fill this post replacing Jennifer Ryan.

He noted that the Government enacted the Health Research Regulations in 2018. There are concerns regarding compliance, as the regulations are badly defined.

Prof Phelan, queried our liability regarding the research of our students, and requested that recommendations regarding this be shared with the Heads of School in Health Sciences.

Prof Stalker, noted that the implications, extend beyond the Faculty of Health Sciences and requested that this information be circulated to all Heads of School.

The Associate Dean of Research; reported on a meeting she attended in RCSI on 8 March, which called for a judicial review on this issue. It has also been the subject of questions in the Dáil.

The College Secretary confirmed the GDPR training on Blackboard which is mandatory for all staff is available to research students. The committee recommended that this course be mandatory for all first year students, along with other courses including on Open Access, Research Integrity and IT Security.

Action

24.01: College Secretary to circulate the potential student research liability notification to Heads of School and ensure rollout of GDPR training to first year students.

IT Compliance (Autonomous Networks) update: The Director of IT Services noted that the update on this document is not complete, feedback from the external and internal auditors is expected within the next week.

The Chair asked if the updated draft document could be shared with the groups who will be asked to complete this, in advance of the next meeting.

Action

24.02: The Director of IT Services is to bring the feedback to the next meeting, including clarification regarding responsibility for signing off. To enable approval and completion by the June 30 deadline.

Web Archiving: The Librarian confirmed that work is advancing on a digital preservation system for born digital records.

Book of Durrow Update: The Librarian confirmed that the Book of Durrow has returned safely from loan to the British Library. The exhibition was a huge success with over one hundred thousand visitors, the demand was very high and the exhibition hours were extended to facilitate this. The average dwell time was 2.5 hours which is unprecedented for an exhibition. The Librarian noted the lessons learned from this are being shared with the Old Library Redevelopment Project, and the new gallery design team.

LIPC: 18/19.25 University Strategic Plan update

The Vice Provost /Chief Academic Officer presented on the work in progress with the new University Strategic Plan 2019-2024. He shared a number of Vision Statements, and noted that the Mission is being developed in four key areas:

1. **Education:** We challenge our students to think independently, communicate effectively, act responsibly, and develop continuously to equip them to be citizens of a changing world.

2. **Research:** Our research and scholarship cross the frontiers of disciplines, for the benefit of our students, the nation, and the world.
3. **Civic Action** (replacing the previous Citizenship): We will fearlessly engage in actions that advance the cause of a pluralistic, just and sustainable society.
4. **Organisation:** We will foster an agile and effective organization, which values all members of our community.

He noted the following values identified in the plan:

- Pioneering
- Inclusive
- Collaborative
- Ethical
- Fearless

He shared that this work provided an opportunity for joined-up thinking, and he highlighted seventeen existing strategic plans for schools and departments within the University, and confirmed the intention to cement these through the Strategic Plan 2019-2024. The work is being undertaken by a number of steering groups who are working not just on the 'What' but also on the 'How'. This will provide between twelve and twenty cross cutting goals, high-level objectives that contribute to the mission. Each goal will be underpinned by operational targets, the specific outcome of actions by which the goal will be measured.

Operational targets may impact on one area only or multiple areas and there could be multiple operational targets per goal.

He confirmed that it was important to identify the shape the University should be and then develop the infrastructure to support this.

He noted the desire to engage with students before and after their (four) University years; how do we admit our students and how do we feed into their future direction.

The Director of IT services is on the Infrastructure Pivot group, which is co-chaired by the Chief Operating Officer and the Bursar, for the Steering Group 2019-2024.

The Librarian confirmed that she is on the Infrastructure Pivot Group, the Education Pivot Group and involved with the Steering Group.

The Chair noted that the strategy addressed the question 'what kind of people we are producing, however is silent on 'what kind of people do we need' academic attributes are key, and should be considered

LIPC: 18/19.26 Policy for Blackboard plugins

The Head of Academic Services, Innovation & Digital Platforms clarified that this Policy is to ensure that due diligence is undertaken before acquiring plugins for the Virtual Learning Environment (VLE) which is integrated with the Student Information System (SITS). It outlines a number of questions to be answered and requires consultation with the Data Protection Officer and the College Solicitor, in advance of purchasing.

The Committee approved this policy.

LIPC: 18/19.27 Policy for archiving Blackboard content

The Head of Academic Services, Innovation & Digital Platforms presented an early draft of the Policy for archiving Blackboard content. There is no formal policy under the current set up, as a result, all lecture material and student submissions remain in the VLE, using memory and slowing the system down. This policy details how long the material is to be kept, and when it will be archived and deleted; it will ensure GDPR compliance. He clarified this proposal will keep the material for the current year and the previous year.

Several members of the Committee raised the concern that this policy would mean that a final year student would no longer have access to material that was provided in their first and second year. It was agreed that students need to have access to all years of their course. The Head of Academic Services, Innovation & Digital Platforms noted that there were significant systems issues with providing this. He noted the current

Academic policy for hard copy submission is that they would be kept for 12+1 months.

A query regarding whether submission for students who were off books or subject to academic review and or litigation would be retained was raised. The Head of Academic Services, Innovation & Digital Platforms confirmed that nothing would be deleted without confirmation from Academic Registry.

Action

27.01: The Head of Academic Services, Innovation & Digital Platforms will resubmit an updated policy for approval in light of the comments from the committee and following consultation with the Data Protection Officer and the College Solicitor.

LIPC: 18/19.28

AOB

IT Services – Quality Review: The Director of IT Services confirmed that the External Quality Review for IT Services has been completed, and thanked all who met with the reviewers. The report is being finalised and should be submitted to the final Quality Review Committee meeting of the year. The reviewers had shared a number of high-level comments in a short presentation to the IT Services group in advance of their departure. Among the themes that emerged

IT Services team development

- Review some elements of the current organisation structure to ensure appropriate career development opportunities are made available for new entrants as well as existing team members.
- IT Services – funding and extent of responsibilities having only 35% of the Teaching Spaces technology (Audio/Visual and related equipment) under IT Services management and maintenance results in an inconsistent quality of support services to Presenters and Students.

- IT Services budget allocation has not been maintained in line with the number and extent of services offered as the University community has increased.

Communication / Education

- Increase awareness of the breath of programmes/services already available within the University

Institutional ownership of change - the digital agenda

- The external reviewers noted the extent to which preparing the university for the implications and demands of an increasingly digital future was viewed as an IT Services responsibility.

Security & Compliance

- The External Reviewers were surprised that some areas of the College felt that IT Services set a security and compliance bar that is too high and were impressed that there had not been an incident of a serious breach.

LIPC: 18/19.29 **Date of next meeting**

Monday **13 May 2019 at 14:30** in the Henry Jones Room, Old Library.