

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 28 February 2005

Present Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney, Mr Charles Larkin, Professor Brian Foley, Ms Anne Fitzgerald (for Secretary), Ms Jean O'Hara, Mr Dáithí Mac Síthigh, Ms Vivien Jenkins

Apologies Mr Michael Gleeson, Dean of Research

In attendance Mr John Murphy, Ms Orlagh Ennis

SECTION A

IPC/04-05/27 Minutes The Minutes of the meeting held on 25 January 2005 were approved.

IPC/04-05/28 Matters Arising

- 28.1** Under 22.1 (iii) of the previous meetings minutes, it was noted that the Vice-Provost had written a memorandum seeking funding for the College Research Support System as part of the current estimates process. The proposal has since been incorporated into the IT Strategy. Approval has been deferred.
- 28.2** Under 23 of the previous meetings minutes, it was noted that the Library Development Strategy had not been approved. Those who were not present for the discussion at the last meeting were invited to send any comments on the strategy to the Librarian. Formal approval will be sought at the next meeting.

IPC/04-05/29 e-Strategy Tender

- 29.1** Vice-Provost reported on the e-Strategy tender. With the ARAM approved and the new Academic structure in its final stages, a need has arisen to develop an e-Strategy. The Information Systems Strategy Task Force (ISSTF), a sub-group of the IPC have been working on this in recent months. They have spoken informally to a number of consultancy companies. A tender should be issued in the coming weeks; a company should be in place by June with a view to producing a first report by September and a detailed road map for implementation by the end of the year. The production of the specification for the proposed new Finance System will be part of the same tender.
- 29.2** The ISSTF have studied a number of Universities who are in the process of developing similar strategies. The Vice-Provost drew the Committee's attention to two interesting examples:
- (i) The University of Manchester have developed a one-stop shop for students. Queries can be submitted via email, web, fax, in person and queries are managed using call centre software.

- (ii) The University of British Columbia have also developed a comprehensive e-Strategy, which is focusing on improving the provision of administrative services across the university, details of which can be viewed at <http://www.estategy.ubc.ca/>

IPC/04-05/30 Web Committee Report Assistant Secretary presented a report from the College Web Committee and outlined a number of policy issues which had emerged over the past couple of years for approval by the IPC. The IPC approved the policy changes and agreed the revised texts outlined in Appendix 3 of the report. The amendments are attached for noting by Board.

IPC/04-05/31 IS Services Annual Report 2003/04 The Director of IS Services presented the annual report. The Committee approved the report for Board.

31.1 It was noted that the person recently appointed as MIS Manager would no longer be taking up the position.

31.2 Vice-Provost agreed to write to the Director of Buildings to voice concerns over the problems with builders and to ensure that IS Services had a more active role in ensuring that problems such as severed cables do not continue to occur.

31.3 The Committee were informed that new software had been identified to improve the current printing problems which are being experienced by students.

IPC/04-05/32 Library Shop EPOS System The Librarian explained the problems associated with the current CODA system in use in the library shop highlighting in particular its inability to provide sufficient reports to enable staff to reconcile the accounts efficiently. It was proposed that the EPOS system replace CODA in the interim and be reviewed when the current financial system goes to tender. The Committee approved this proposal.

IPC/04-05/33 Pilot Purchasing Card Scheme The Procurement Officer submitted a proposal for piloting the purchasing card project, a business-to-business payment mechanism based on credit card technology. The Committee agreed to defer a decision and invite the Procurement Officer along to the next meeting to explain the project in further detail and provide costs, identify pilot areas and outline any security issues.

IPC/04-05/34 Next Meeting It was agreed to schedule an extra meeting before the next scheduled meeting on 25 April. Potential dates will be sent to Committee members.

IPC/04-05/35 Any Other Business

35.1 A suggestion was made regarding the introduction of flat panel screens around the College providing up to date information on current events, public lectures, sports events and any other relevant information in College. It was noted that UCD have a similar system in operation. The Committee were also informed that a proposal regarding this system had been put to the British Association and we are currently awaiting approval. The Committee agreed to put this item on the agenda for the

next meeting and to invite the Communications Office to attend and discuss the matter further.

- 35.2** It was noted that the possibility of College facilitating bank transfers, IBAN or switch in addition to visa is being researched.

SECTION B

SECTION C

IPC/04-05/36 SAS Progress Report – February 2005

- 36.1** The committee noted the progress report for February 2005.

Report from the Web Management Committee to the Information Policy Committee

Appendix 3 – Proposed Policy changes

2. Policy Statement

2.2 Web Accessibility

Current text

The College website aims to be accessible to all users including people with disabilities for whom the internet can be a very valuable communication and information tool. Technical tools are constantly being developed and refined which convert text on web pages to the spoken word and thereby make information accessible to people with disabilities, particularly those with visual impairment and reading difficulties. The degree to which web pages are accessible to users with disabilities is defined in terms of priority levels and all new websites within the College website will be required to be universally accessible at the priority 1 level. Those responsible for existing College websites will be encouraged to make the changes necessary to achieve accessibility at this minimum level. It is strongly recommended that websites should be developed with a view to achieving accessibility at priority levels 2 and 3

Revised Text

The degree to which web pages are accessible to users with disabilities is defined in terms of priority levels (Web Accessibility Initiative - WAI) and all new websites within the College website are required to be universally accessible at priority levels 1 and 2 except in very exceptional circumstances. Those responsible for existing College websites will be encouraged to make the changes necessary to achieve accessibility at this minimum level. It is strongly recommended that websites should be developed with a view to achieving accessibility at priority level 3.

3. Responsibility for Web Pages

3.6 Undergraduate students

Current Text

Undergraduate students, whose web pages are locally-accessible only, except in exceptional circumstances, (see [Section 5.1](#)), are responsible for the content and management of their own websites. In view of the pedagogical value of the development of such pages they are not bound by the College's technical and design requirements. Heads of Department/supervisors who have authorised the global publication of undergraduate students' web pages are responsible for the legal compliance, accuracy and completeness of the content of these student websites.

Revised Text

Undergraduate students are given access to a College server to enable them to learn how to design and implement web pages. Students are encouraged to experiment with the available technical and design tools and are responsible for the content, management and legal compliance of their own websites. In view of the pedagogical value of the development of such pages they are not bound by the College's technical and design requirements. In order to facilitate the relaxation of College policy in this regard these pages will be locally-accessible only except in exceptional circumstances, (see Section 5.1). Heads of Department/supervisors who have authorised the

global publication of undergraduate students' web pages are responsible for the legal compliance, accuracy and completeness of the content of these student websites.

3.7 Capitaled bodies

Current Text

The chairperson of all student societies, sports clubs and student publication committee will be responsible for legal compliance, content and management of their own websites.

Revised Text

Student societies, clubs and publications are an integral part of College life. They give students the opportunity to participate in activities independently of their course of study. In recognition of this independence, web pages of clubs/societies/publications affiliated to the capitaled bodies are not bound by the College's technical and design requirements. These web pages are globally accessible and if they are found not be compliant with all other aspects of the College's web policy the Secretary to the College may authorise their removal from the College website. (See Section 2). The chairperson of all student societies, sports clubs and student publication committee will be responsible for legal compliance, content and management of their own websites.

3.9 Web based Academic Course Content

New Text

Academic Course content and learning material (e-Learning) is becoming more widely used within undergraduate and postgraduate courses. In view of the pedagogic considerations of web based academic course material, developed on College's behalf by the Centre for Learning Technology (CLT) or by college academics under the auspices of CLT, while such e-learning material must adhere to all web security requirements, they may not be bound by College's technical and design requirements. In such circumstances, CLT or the academic department head/academic are responsible for legal compliance, accuracy and completeness in the context of these course materials.

Consequent amendments to Policy Statement Section 2.11

Current Text

The design of all College web pages will conform to the technical and design requirements developed by the [College's Web Management Working Group](#) with the exception of web pages developed by undergraduate students for publication on the College's local intranet – see [Section 3.6](#).

Revised Text

The design of all College web pages will conform to the technical and design requirements developed by the College's Web Management Working Group with the exception of web pages developed by undergraduate students for publication on the College's local intranet (see Section 3.6) and web pages associated with the Capitaled Bodies – see Section 3.7