

**The University of Dublin**  
**Trinity College**

**Minutes of Information Policy Committee Meeting, 19 April 2007**

*Present* Professor Eunan O’Halpin (in the chair), Mr Robin Adams (Secretary), Mr Michael Nowlan, Dr Andrew Butterfield, Ms Anne Fitzgerald, Professor Michael Marsh, Acting Academic Secretary, Professor Peter Coxon, Mr Robert Kearns, Mr Paul Laird.

*Apologies* Bursar, Dean of Research, Deputy Director of IS Services.

*In attendance* MIS Manager, Deputy Librarian,  
Ms Sharon McIntyre

*(by invitation)*

**SECTION A**

**IPC/06-07/38 Minutes** The minutes of the meeting held on 15 March 2007 were approved.

**IPC/06-07/39 Matters Arising**

**38.1 Student Administration System**

**IPC/06-07/32** - The Committee agreed that its decisions on 32.3, 32.4 and 32.5 in relation to the next steps for review of the Student Administration System effectively superceded the discussion recorded in the final paragraph of the Steering Group’s memo of 06 March 2007.

**IPC/06-07/40 Draft Terms of Reference**

**40.1** The Librarian presented the Draft Terms of Reference for the Information Policy committee.

**40.2** Point **2. Membership**, the Committee noted that this will require revision to reflect the new College structure, as the current membership is based on the old structure.

**40.3** Point **5. Authority**, the Committee agreed to insert ‘necessary’ after ‘any’ in the following statement “*The Committee is authorised to seek any information it requires from any employee...*”

**40.4** Point **6. Performance**, the Assistant Secretary explained the evaluation procedure which would be undertaken annually, and triggered by a reminder from the Secretary’s Office.

**IPC/06-07/41 Research Support System - status report**

**41.1** The Librarian presented the Research Support System status report, pointing out to the committee that the funding for this system has been very tight and has been allocated on an *ad hoc* basis there is currently only funds to support the project to the end of this year. The system is very innovative and will require long-term funding

**41.2** The MIS Manager noted that while operational, the system is still under development, and he will prepare a report of development work that is scheduled for 2007.

**41.3** The Director of IS Services supported the Librarian’s point that if this system is deemed to be suitable it will require long-term funding. This decision needs to be made before the year end

**IPC/06-07/42 Student Administration System – report on future options**

- 42.1 The MIS Manager presented an interim report on the two preferred options for the Student Administration System. The College is seeking clarification with regard to the existing contract.
- 42.2 Preliminary meetings had been arranged with vendors on systems which could potentially fulfil College requirements.
- 42.3 As soon as the required information had been gathered and assessed a more detailed report will be considered by the IPC.
- 42.4 The Committee noted the need to alert course tutors and organisers of the cost of the unique intricacies of the Trinity system, and the need to streamline systems to avoid these costs.
- 42.5 The Chair thanked the Students' Union representative for his consultation on this issue in the recent article in the 'The University Record'

**IPC/06-07/43 System Project Proposals**

**43.1 School of Nursing - Allocation and Attendance System**

The MIS Manager presented a draft proposal from the School of Nursing for an allocation and attendance system.

The Committee approved this proposal in principal to go to tender. A final proposal document is to be submitted.

**43.2 Information System to Support the Catering Retail Operation**

The MIS Manager presented a proposal from the Catering department to tender for an Electronic Point of Sales system.

The Committee approved this proposal to go to tender.

**IPC/06-07/44 Any Other Business**

**44.1 Extended Library Opening Hours.**

The Deputy Librarian drew the committee's attention to point *LC/ 06-07/7. Library Opening Hours & Facilities* of the Library Committee minutes.

The Deputy Librarian reported that the cost of this extended opening hours would be:

Capital: €15,000.00

Recurring: €50,000.00

The Library is seeking the endorsement of the IPC for the Chair of the Library Committee to take this request forward for consideration as part of the College estimates process.

Both the representative from the Students' Union and the Graduate Students' Union confirmed that there was strong demand for this service from their members.

In the event that funding is received it would be the intention to run this on a trial basis for the first year, monitoring usage to determine the demand for this service.

The Committee agreed to endorse this request

**IPC/06-07/45 Next Meeting**

The next meeting will take place on:

31<sup>st</sup> May 2007 at 14.30, Henry Jones Room, Old Library

**SECTION C**

**IPC/06-07/46 Minutes of sub-committees**

- 46.1** The Committee noted the minutes of the Information Systems Services Committee held on 11 January 2007
- 46.2** The Committee noted the minutes of the Web Committee Meeting held on 06 February 2007
- 46.3** The Committee noted the minutes of the Library Committee held on 20 February 2007
- 46.4** The Committee noted the minutes of the Information Systems Services Committee held on 22 March 2007

**CALL-OVER OF OUT-STANDING ACTIONS**

<b>Meeting date</b>	<b>Action</b>	<b>Person(s) Responsible</b>
31 March 2006	Update on Systems Road Map consultation process	Mr Nowlan
02 May 2006	Discuss resource issues with Director, SDS	Bursar