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Administration System effectively superceded the discussion recorded in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:
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

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