

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 29th January 2008

- Present* Professor Eunan O’Halpin, (in the chair), Mr Robin Adams (Secretary), Mr John Murphy, Ms Anne Fitzgerald, Dr Andrew Butterfield, Academic Secretary, Mr Bartley Rock, Mr. Gabriel Magee
- Apologies* Professor Michael Marsh, Dean of Research, Bursar.
- In attendance* Deputy Librarian, MIS Manager.
Ms Sharon McIntyre
- (by invitation)* Mr. Declan Treanor - Disability Services Co-ordinator
& Ms Bethan Collins (for minute IPC/07-08/21)

SECTION A

IPC/07-08/17 Minutes The minutes of the meeting held on 11th December 2007 were amended as follows:

14.1 Web Architecture: The Deputy Director IS Services reported on progress with College Web Architecture, not the Assistant Secretary as stated.

14.6 The Committee thanked Mike Nowlan at the end of this meeting for his contribution during his time on this committee, and wished him well in his retirement.

IPC/07-08/18 Matters Arising

18.1 Fellows Website

The Chair noted that this agenda item is to be referred to the Web Committee and therefore will be removed from this agenda

18.2 Universal accessibility

Under minute 11.2 the Director of IS Services requested the following wording be included in the Guiding Principles:

“College should ensure, as far as practicable, that information systems are usable and accessible to all users.”

The Committee approved this.

IPC/07-08/19 Library Management System

19.1 The Librarian updated the Committee on the progress with the Library Management System procurement.

19.2 A short list of four potential suppliers has been drawn up as part of the competitive dialogue process and interviews are underway between the procurement group and suppliers.

19.3 The Procurement group will revert to the Information Policy Committee with a recommendation in time to meet the HEA deadline of March 2008.

- 19.4** On approval of this recommendation an order will be raised with a view to commencing implementation in May 2008 for completion summer 2009.

IPC/07-08/20 Voice over Internet Protocol (VOIP)

- 20.1** The Acting Director of IS Services reported that since the last Information Policy Committee Meeting he had made contact with the Director of Buildings Office. Both IS Services and Director of Buildings have drawn up their requirements for this and are due to meet in the next week to discuss further steps.
- 20.2** The Acting Director of IS Services suggested that they would need to go to an external consultant who is not vendor specific for recommendations on implementation within College. Ultimately this will require investment and may require a change to business processes. This would need to be considered as part of e-Strategy.
- 20.3** The Committee agreed that the Librarian as Secretary to the Information Policy Committee would write to the e-Strategy Working Group requesting it consider this matter and seek input from both IS Services and Director of Buildings. This memo should also be copied to Site and Facilities Committee

IPC/07-08/21 Disability Act 2005: Accessible Information

- 21.1** The Disability Services Co-ordinator presented the Accessible Information Guidelines document, the aim of which is to clarify what is required to comply with legislation. The College has a responsibility under this legislation to make information accessible and these guide lines are the start of that process.
- 21.2** Ms. Bethan Collins demonstrated to the Committee the difficulty presented to visually impaired users by PFD files, and noted that under the legislation there was a requirement to provide alternative accessible formats.
- 21.3** Dr. Butterfield noted that he had met with the Disability Services Co-ordinator and Ms Collins to investigate this matter on behalf of the Information Policy Committee, and following Ms Collins' demonstration agreed that the PDF format could not be considered an accessible format.
- 21.4** The Librarian noted that accessibility was part of the specification for the new Library Management System, and noted Ms Collins request that this be user-tested as well as system-tested
- 21.5** The Committee agreed to adopt the Accessible Information Guidelines document and to forward this to Board for approval.

IPC/07-08/22 WebCT

- 22.1 The MIS Manager presented a WebCT Integration, Project Scoping Document, and explained that the source of many of the current problems with WebCT is the requirement for the manual registration of students in the system.
- 22.2 The project document presented proposed automating this process thereby freeing up the time of the staff working on this system to concentrate on other manual processes which can not be automated.
- 22.3 The MIS Manager requested approval from the committee to proceed with this work.
- 22.4 Clarification regarding the Governance of this project was sought.
- 22.5 The Committee approved the work in principal subject to the availability of funding within the participating departments.
- 22.6 The Committee also requested that a post implementation review of this system with a view to ascertaining its long term suitability for this purpose in Trinity.

IPC/07-08/23 e-Strategy Working Group

- 23.1 This item was deferred to the next meeting.

IPC/07-08/24 System Project Proposals

24.1 Digital Archiving Paper

The Committee noted that this paper should be presented to the e-Strategy Working Group.

24.2 Post Graduate Application Centre (PAC)

The Academic Secretary presented a report on the pilot for the Post-Graduate Application Centre system project. Following the success of this pilot project the committee was asked to approve rolling this application system out to all taught Post-Graduate courses.

The Acting Director of IS Services endorsed this request.

The Committee approved this request

IPC/07-08/21 Any Other Business

- 25.1 The Acting Director of IS Services reported on behalf of the Bursar that the Terms of Reference for the IS Services review have been circulated to the external consultants, and a report should be submitted to Executive Officers by the end of April 2008.
- 25.2 The Committee noted a request from the Restructuring Implementation Oversight Group to review the Terms of Reference and remit of this Committee and its Sub-Committees.

IPC/07-08/26 Next Meeting

The next meeting will take place on:

04 March 2008 at 14.30, Henry Jones Room, Old Library

SECTION C

IPC/07-08/27 Minutes of sub-committees

- 27.1** The Committee noted the minutes of the Information Compliance Committee held on 5th December 2007
- 27.2** The Committee noted the minutes of the Web Management Committee held on 13th December 2007
- 27.3** The Committee noted the minutes of the Information Systems Services Committee held on 10th January 2008