The University of Dublin  
Trinity College

Minutes of Information Policy Committee Meeting, 3rd July 2008

Present  Professor Eunan O’Halpin (in the chair), Acting Director IS Services(Secretary), Dr Andrew Butterfield, Assistant Secretary, Mr Bartley Rock, Mr. Alessio Frenda

Apologies  Librarian, Academic Secretary, Bursar, Dean of the Faculty of Science, Dean of Research.

In attendance  Deputy Librarian, Acting Deputy Director of IS Services, Ms Sharon McIntyre

(by invitation)  Ms Jane Maxwell - (for minute IPC/07-08/71.2)

SECTION A

IPC/07-08/63 Minutes  The minutes of the meeting held on 27th May 2008 were amended as follows:

IPC/07-08/55 Management of Information Technology Projects
55.1 The Acting Director of IS Services presented a policy document created jointly by the Audit Committee and IS Services. This document is proposed as a format to manage major software projects in the future.

IPC/07-08/60
60.1 Signing of Service Level Agreements for software projects
The Acting Director of IS Services queried who should be responsible for the signing of Service Level Agreements, as there had been a lack of clarity recently with regard to signing such contracts.
The Assistant Secretary suggested that this be referred back to the Secretary’s Office and considered at a future meeting.

IPC/07-08/64  Matters Arising
IPC/07-08/65  Library and IS Services Committee membership and remit - draft

65.1 The Committee considered the draft remit and membership for the Library and Information Services Policy Committee
65.2 The Committee agreed to formally establish the ‘Library and Information Services User Committee’ to replace the Library Committee and IS Services User Committee.
65.3 The Committee agreed the membership of the ‘Library and Information Services User Committee’ should be as follows:
   Chair
   Deputy Librarian
   Deputy Director of Information Systems Services
   Keeper (Readers Services)
   Heads of School (or nominee)(2)
   Education Officer, Students’ Union
   Students’ Union Representative
   President of Graduate Students’ Union (or nominee)
   Library Staff representative (2)
   Information Systems Services Staff representative
   MIS User Groups representative

IPC/07-08/66  Review of College Statutes

66.1 The Committee agreed that the Acting Director of IS Services in consultation with the Librarian should prepare a suggestion for the inclusion of IS Services in the College Statutes

IPC/07-08/67  Management of Information technologies projects - Policy Document

67.1 The Acting Director of IS Services reported work on this policy is ongoing; a revised draft will be re submitted for the October meeting. This will include an outline of the concerns raised.
67.2 The Committee noted that extension of this policy could impact the area of the Chief Operations Officer. It was agreed to invite the Chief Operations Officer to the next IPC meeting

IPC/07-08/68  Management Committee Report

68.1 The Assistant Secretary presented a two year report from the Web Management Committee, highlighting the following achievements over the past two years have been:
   - The introduction of a new design for the Trinity Homepage, a number of top level related pages and standard templates for the College website
   - The implementation of the standard banner for all websites on the tcd.ie domain thereby providing a search facility and consistent navigation for key information sources throughout the College
   - Further integration of the website with College databases including the Courses and Research websites
• The introduction of the virtual servers enabling a flexible approach to providing hitherto unavailable functions on College websites
• The achievement of the highest levels of accessibility standards for the College website

68.2 The Assistant Secretary highlighted that there had been a panel of four preferred suppliers following a review of this process in March/April 2008 it was agreed to defer establishment of a new panel for at least one year.

68.3 Under future challenges the Assistant Secretary highlighted the importance of good content.

68.4 The Assistant Secretary noted with thanks the input from Maura Horan and Maria Fogarty

IPC/07-08/69 e-strategy update

69.1 The Acting Deputy Director of IS Services reported that there was no update on e-strategy at present.

IPC/07-08/70 Service Level Agreements

70.1 This item was deferred to a future meeting

IPC/07-08/71 System Project Proposals

71.1 Student Counselling Service Database
The Committee noted receipt of this proposal from Student Counselling, and acknowledged the merit of this project, which would provide a very welcome advance especially in light of the increase in the numbers of non traditional students. However the application needs to be re submitted for approval once confirmation can be provided of the available resources for this project.

71.2 Library Manuscripts Online Catalogue
Following consideration of the Project Initiation Document presented by The Deputy Librarian and Ms. Jane Maxwell the Committee formally approved.

IPC/07-08/72OB

72.1 Web CT
The Acting Director of IS Services confirmed there is a meeting this week between the various parties to resolve the resourcing for this project.

72.2 Thanks
The Chair thanked the Student Union & Graduate Student Union representatives for their input throughout this year.

IPC/07-08/73 Next Meeting
The next meeting will take place on:
Tuesday 21st October 2008 at 14.30, Henry Jones Room, Old Library
SECTION B

SECTION C

IPC/07-08/74  Autonomously Managed Network Licences (AMNL) approval
74.1 AMNL Agreement School of Computer Science and Statistics
74.2 AMNL Department of Electronic and Electrical Engineering
74.3 AMNL Trinity Centre for High Performance Computing
74.4 AMNL School of Mathematics
74.5 Operating Agreement Dublin University Internet Society (NETSOC)
74.6 Operating Agreement Dublin Dental School & Hospital