

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 21st October 2008

Present Professor Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), Librarian, Mr Liam Dowling, Bursar, Head of School of Social Sciences and Philosophy, Acting Secretary, Academic Secretary, Education Officer, Students’ Union.

Apologies Deans’ Representative, Vice-Provost.

In attendance Chief Operating Officer, Deputy Librarian, Acting Deputy Director of IS Services, Acting MIS Manager, Ms Karen Coogan.

SECTION A

IPC/08-09/1 Minutes The Minutes of the meeting held on 3rd July 2008 were approved.

IPC/08-09/2 Matters Arising

2.1 Under 65.3 of the previous meetings minutes the membership of the ‘*Library and Information Services User Committee*’ was agreed; to date there has been no progression on this. It was also noted that the agreed membership included ‘*Heads of School (or nominee) (2)*’, these positions have since been abolished. The Chair will raise these issues at the next meeting of Board.

2.2 Under 66.1 of the previous meetings minutes it was 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*’. The Acting Director of IS Services advised the Committee that due to the impending changes in College reporting structures this suggestion will not be considered at present.

IPC/08-09/3 IS Services Project Prioritisation List

3.1 The IS Services Project Prioritisation list was tabled and presented by the Acting Deputy Director of IS Services. He outlined the structure of the document and advised the Committee that a more in-depth document would be presented at the next meeting of IPC in December. The Acting Director of IS Services highlighted that there had been nine new projects added to the list in the last week alone and advised the Committee that he expected the Chief Operating Officer would provide more clarity on who will be responsible for prioritising projects in future.

3.2 The Acting Deputy Director of IS Services advised the Committee that IS Services was now using more integrated project management across

all groups in IS Services and that this was enabling improved resource management within IS Services.

- 3.3 The Bursar enquired of the status of the Exchange Project. The Acting Director of IS Services advised that migration was now complete in IS Services and was due to be reviewed in the near future, before going College-wide. He highlighted that this project was due for completion over the summer months but that a recent project for Bloomfield Hospital had taken priority. The Deputy Librarian suggested that the statement on the IS Services website regarding the Exchange Project be amended to reflect a more accurate completion date of this project.
- 3.4 The Acting Director of IS Services pointed out that project prioritisation depended on the eStrategy proposal being brought forward by the Chief Operating Officer and that the three main projects under eStrategy would be a replacement Student Administration system, a replacement Financial Information system and a replacement Human Resources Management system. He also advised the Committee that there is a need to clarify the respective roles of the Information Policy Committee and the Chief Operating Officer in regard to project prioritisation. He also advised the Committee that maintenance and support activities are not included in the project prioritisation list, but are part of normal operations.
- 3.5 The Acting MIS Manager advised the Committee that access to student information is tightly controlled. The Academic Secretary stated that the Senior Lecturers Area had control over this area and she would look into the possibility of teaching staff being able to view only their own class lists.
- 3.6 Liam Dowling also enquired as to what the 'Time and Attendance, Nursing' project entailed. The Acting MIS Manager outlined the system and its legal requirements. Liam Dowling asked if this was a system that could be extended to the Engineering Department. The Acting Deputy Director of IS Services responded that this may be possible but resources were limited at present. The Academic Secretary suggested that this may be something that could be included in the requirements for the new Student Information System.
- 3.7 The Committee agreed that an updated version of the document should be circulated before the next meeting of IPC.

IPC/08-09/4 College eStrategy – Update from the Chief Operating Officer

- 4.1 The Chair introduced the Chief Operating Officer and welcomed him to the meeting; he expressed the Committees concerns concerning the overlap of functions with IPC Committee and e-Strategy Group.

- 4.2** The Chief Operating Officer informed the Committee that he will be presenting his initial views of the current College administrative systems to Board in November and will propose what he intends for e-Strategy. By the end of next year, he intends to have carried out a high level and detailed needs analysis and to have chosen implementation partners to work on the key systems required by College. The key systems to be replaced will include the Student Information System and the Finance system. It is intended that the successful partner will also be responsible for integration of the new systems with all other systems in College. Going forward, there will be an overall restructuring of administrative processes throughout the one year period. Decisions need to be made on whether a best of breed or all embracing system for College should be adopted.
- 4.3** The Chief Operating Officer informed the Committee of the need to be mindful of the current review of committee structures in determining the relationship between Committee and the eStrategy Group. He emphasised the need to streamline relationships between committees and the eStrategy group to derive maximum benefit for College. He expressed the view that committees should mirror the work of key management functions, of which the provision of information is a key function. He suggested that proposals to Board from the eStrategy Group should be reviewed by the IPC.
- 4.4** He noted that, at present, decisions were often made in isolation and that, in future, there was a need for a broader strategic approach to information systems provision to ensure that all parties benefit.
- 4.5** The Librarian noted that within the present structures there was more than one source of prioritisation of projects and that more order was required. The Chief Operating Officer responded that once overall criteria were agreed on, proposals could be assessed against these.
- 4.6** The Bursar queried how the Full Economic Cost Model, for example, would be prioritised in the short term. The Chief Operating Officer responded that the eStrategy Group should have overall responsibility in the future for prioritising projects. Provided that other project proposals did not conflict with the overall strategy, it should be possible for areas that have resources to implement new projects that meet their own specific needs to do so.
- 4.7** The Bursar enquired of the current process for agreeing new project proposals and whether decisions should be made at IPC or eStrategy Group. The Chief Operating Officer informed the Committee that all new administrative system project proposals within his area of responsibility need to be signed off by him. However, under current committee arrangements, and provided that funding is available, it lies within the remit of IPC to approve other projects.
- 4.8** Members of the Committee enquired as to the future of the IPC Committee and questioned its benefits in light of decisions also being

made at e-Strategy Group. The Chief Operating Officer informed the group that with the new committee structures there would be only one decision making group for prioritising new IT proposals going forward and the e-Strategy Steering Group is the most appropriate team to do this. However, IPC will still retain a role in relation to oversight and policy and will have final sanction on behalf of Board to either accept or reject the e-Strategy Steering Groups recommendations regarding prioritisation of work programmes. He stressed the fact that there needs to be a clear distinction between oversight, policy and implementation.

- 4.9** The Acting Secretary suggested that the views expressed by the Committee should be conveyed to the Review Committee on Committees, as the issues raised were common among other Committees as well.

IPC/08-09/5 System Project Proposals

5.1 Research Finance Proposal

The Acting Director of IS Services presented the Research Proposal Management System (RPMS) as agreed at a recent meeting of the Senior Management Group. He advised that the document did not clearly identify the resources for the project and that, although IS Services supported the project, this could only be agreed in principle until further clarification was received. The cost of IS Services and other staff, and of software development and acquisition also needs to be included. He also referred to an email received from the Dean of Science and Engineering with regard to project governance and the need for a sponsor who is not an annual officer. He advised that it was proposed that Dr. James Callaghan, the Executive Director, be appointed as sponsor for the project.

- 5.2** The Bursar enquired if this proposal would be beneficial for Academic Staff and commented that the new Graduate Studies System created more work for the end user. The Acting MIS Manager responded that the system would be more streamlined, and therefore more beneficial. The Acting Deputy Director of IS Services added that the document was in initial stage and did not yet give a clear understanding of the scope of the project. During the definition phase, all stakeholders would be consulted to determine their specific requirements.
- 5.3** The Acting Deputy Director of IS Services advised that the proposed system would need to be fully integrated with existing and new systems and that the cost and resources required for the project should not be underestimated. There is a need to identify where the resources for the project will come from, as staff are not currently available in IS Services to undertake the project.
- 5.4** The Head of the School of Social Sciences and Philosophy queried the current position for management of research projects, and enquired if commitment had previously been given. The Acting Deputy Director of

IS Services responded that this project was delayed due to e-Strategy and no previous commitment had been given due to lack of resources.

5.5 The Acting Director of IS Services advised the Committee that the Dean of Research had proposed James Callaghan as sponsor for the Research Finance Project. It was agreed that the proposal should be referred back to the Dean of Research and Dr. Callaghan with comments from the Committee on resourcing and stakeholder consultation, and to seek greater clarity on overall project cost.

5.6 Full Economic Cost Model

The Acting MIS Manager presented the Full Economic Cost Model and noted that the roll out date for this was ambitious. He also pointed out that the requirements for the project are not clear at this stage.

5.8 The Bursar informed the Committee that funding would come from SIF II. The Acting Director of IS Services advised that the status of SIF II funding was in question at present. The Acting Deputy Director of IS Services noted that the Full Economic Cost Model was not on any active project list at present so no resources were allocated.

5.9 The Academic Secretary advised the Committee that there had been a 30% reduction in the College's SIF II allocation and that it was as yet unclear what projects were being funded under SIF II. She suggested, and the Committee agreed, that this proposal should be looked at again when the situation with regards to availability of SIF II funding was clearer.

5.10 Position Paper on Access Control

The Acting MIS Manager presented the proposal and highlighted that the current system was no longer fit for purpose. He explained that there was a need to engage consultants in the first instance to identify costs and requirements.

5.11 Liam Dowling enquired as to whether this project could be extended College wide. The Acting MIS Manager responded that this would be a College-wide System. The Acting Deputy Director of IS Services added that if the correct card technology was provided, it should integrate with other systems.

5.12 The Chair asked if Director of Buildings were to be involved in the project. The Acting Director of IS Services responded that the Director of Buildings was involved and were providing 50% of the cost of hiring the consultants in the first instance and prior to the full project.

5.13 The Librarian pointed out the serious difficulties with the existing system and the pressing need for a replacement system to be implemented

- 5.14** The Committee agreed to approve the appointment of consultants at an approximate cost of €30,000 with IS Services and Director of Buildings each paying 50% of the cost.

IPC/08-09/6 AOB

IPC/08-09/7 Next Meeting At **3pm**, Tuesday 2nd December, 2008, Henry Jones Room, Old Library

SECTION B

IPC/08-09/8 Minutes from sub-committees
The Committee noted the minutes of the Web Committee Meeting held on 10th June 2008.

SECTION C

- IPC08-09/9 9.1 Library Policy Statements:** This item was deferred to the next meeting.
- 9.2 Web Procurement Report:** The Committee noted and approve the Web Procurement Report.
- 9.3 Information Compliance Office Annual Report:** The Committee noted and approved the Information and Compliance Office Annual Report.
- 9.4 Senior Administration Group** – note on modularisation and semesterisation. The Committee noted and approved the Senior Administration Group – note on modularisation and semesterisation.