

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 20th January, 2009

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

Apologies Dean of Research, Dean's Representative, Vice-Provost.

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

SECTION A

IPC/08-09/21 Minutes The minutes of the meeting held on 2nd December were amended as follows:

14.1 Management of IT Projects.

- *The Governance structure will now change from IPC to e-Strategy Steering Group*
Was amended to:
- *The Governance structure will change to reflect the role of the e-Strategy Steering Group.*

IPC/08-09/22 Matters Arising

IPC/08-09/23 IS Services Project Prioritisation List

23.1 The Acting Deputy Director of IS Services gave the following update on IS Services Project Prioritisation and informed the Committee of progress made since it was previously discussed at the meeting in October 2008.

23.2 Software is now being used to enable the tracking of all of IS Services projects. There are currently 45-50 live projects for which Project Managers are looking at realistic end dates at the moment, it is expected that this process will take around 2 weeks to complete.

23.3 The Acting Director of IS Services highlighted that there had been a link to the updated Project Prioritisation website included in the recently circulated IS Services Newsletter. The Acting Secretary commented that the website was very good.

23.4 The Acting Director of IS Services informed the Committee that there would be an integration of a Resource Management System into the Project Prioritisation System in the future. He commented that there had

been a lot of work involved in implementing this new system, but the benefits of it were beginning to be seen.

IPC/08-09/24 College e-Strategy – The Chief Operating Officer

- 24.1** The Chief Operating Officer gave the following update on e-Strategy.
- 24.2** The Chief Operating Officer informed the Committee that e-Strategy needed to be ring fenced in order to prevent interference from everyday pressures. There are currently 120 outstanding IT projects in College that will require the resources of IS Services, e-Strategy will also be calling on these resources alongside other administrative areas of College. All 120 projects need to be prioritised and aligned with e-Strategy; some may need to be put on hold. This prioritisation will be brought to IPC with the following criteria being assessed for each project: resources, risks, strategic goals, costs, pressures, and constraints.
- 24.3** The Chief Operating Officer highlighted that the proposed change of role for IPC would enhance its function rather than dilute it; he is mindful that IPC is a principle Committee of Board and foresees that these changes will allow IPC to gain fuller information on all outstanding projects. The Chief Operating Officer assured the Committee that a full list of projects would be provided.
- 24.4** The Chair raised the issue of WebCT as a main concern. It is still not possible to put teaching material on the web and it consistently fails to materialise as a project. He highlighted that we should not lose sight of the students needs. The Education Officer, Students' Union agreed that this was an ongoing problem and WebCT would be hugely beneficial to students.
- 24.5** The Chief Operating Officer commented that he had been very impressed with the recent IS Services Annual Report which detailed new initiatives for students. However, he stressed that we must remain clear on objectives for e-Strategy. The SAS, Finance and HR Systems are priority and crucial to ensure the functioning of College and interfacing of these is of huge importance.
- 24.6** The Acting Director of IS Services informed the Committee that he had been talking to the Director of CAPSL with regards to progressing the WebCT Project. He explained that, at present, both IS Services and CAPSL are involved in the service and provision of WebCT and there was a need to bring the 2 groups together to co-ordinate the service. He highlighted that there are considerable staff and ongoing costs to be taken into consideration and it is hoped that when new resources come in progress will be more evident.
- 24.7** Liam Dowling enquired if it was possible to set up a simple web site in the interim? The Acting Director of IS Services explained that the

responsibility was not only with IS Services only. Liam Dowling requested that this issue be raised with CAPSL

- 24.8** The Head of School of Social Sciences and Philosophy raised concern that e-Strategy could become too focused on infrastructure and front line services could be neglected. He suggested that there was a need for a governance structure to be in place to ensure that the e-Strategy Team was aware of front line concerns, and highlighted that more clarity was needed regarding the relationship between e-Strategy Steering Group and IPC.
- 24.9** The Chief Operating Officer responded that although there was an urgent need to invest in a key system, it was not suggested that other projects be ignored, a good balance between the two should be found. There is also a need for explicit criteria for prioritisation which will be scrutinised by the e-Strategy Steering group, with any issues being raised at IPC, before going to Board. The Bursar agreed that the role of IPC was still important under new governance structures.
- 24.10** The Chief Operating Officer suggested, and the Committee agreed, that he would draw up a document outlining the new governance structures to be considered at the next meeting.

IPC/08-09/25 Research Finance Proposal

- 25.1** The Acting Manager of Management Information Systems Services gave an update on the Research Finance Proposal.
- 25.2** He informed the Committee that the Project Manager had been briefed that the Academic Research Committee should be involved, and that tender will be necessary for this system.
- 25.3** The Head of School of Social Sciences and Philosophy commented that he had spoken to the Chair of the Research Committee and she has no knowledge of this. The Acting Deputy Director of IS Services assured him that an initial meeting had taken place and the Project Manager was asked to ensure involvement. The Head of School of Social Sciences and Philosophy suggested that it may be more appropriate to talk to the School Researchers.
- 25.4** The Acting Director of IS Services will be briefing the Dean of Research regarding the Research Finance Proposal tomorrow.

Full Economic Cost Model

- 25.5** The Acting Manager of Management Information Systems Services gave an update on the Full Economic Cost Model.
- 25.5** The Bursar explained that Academics will be required to complete what percentage of time is spent on certain areas of work; both in term time and summer months, and informed the Committee that anonymity is being sought by both College and UCD.

25.6 Liam Dowling enquired if the process would be voluntary? The Bursar responded that it was a voluntary exercise. Liam Dowling raised concerns that Heads of Schools may be overseeing the process and could therefore produce the report themselves. The Bursar advised that they were trying to include validation in the process; it has been decided to try the pilot and see what issues arise. She informed the Committee that support was not given by other Colleges and there may be concerns with response rates.

25.7 The Head of School of Social Sciences and Philosophy raised the issue that if data were to be given in percentages not totals credibility may be compromised; the Bursar responded that data could be given in totals if this were more acceptable. The Head of School of Social Sciences and Philosophy also added that it was impossible to look at 60 staff in his Department due to varying roles. Liam Dowling commented that there may be a temptation to give the 'right' answer. The Bursar reported that the IUA hoped that these and all other issues would be raised in the pilot.

Access Control

25.8 The Acting Manager of Management Information Systems Services outlined the Access Control System Proposal. He informed the Committee that Consultants, 'Smart Angle', had been appointed and a report was expected by the end of February.

25.9 The Chief Operating Officer highlighted that this needed to go ahead as a matter of urgency. Consultants will be asked to determine what the minimum functions required are, and what elements are additional. There is no core funding for this system at present.

25.10 The Acting Manager of Management Information Systems Services informed the Committee that basic issues would be addressed initially, and that a modular approach would be taken due to the financial situation.

IPC/08-09/26 Next Meeting At 2.30pm, Tuesday 24th February, 2009, Henry Jones Room, Old Library

SECTION B

SECTION C

IPC08-09/27 Joint proposal for a shared hosting facility

27.1 The Acting Director of IS Services highlighted the space issues for both IS Services and HPC that were outlined in the document. He stressed the urgency of this move and informed the Committee that this issue had previously been placed on the high level risk register.

27.2 Four venues have been considered, with either the O'Reilly Institute or the Basement of the Biosciences having been deemed the most suitable. The Acting Director of IS Services and the Director of HPC will report back the Chief Operating Officer within the next two weeks regarding the costs of using either of these premises.

Response to Strategic Plan

27.3 The Committee noted and approved the Response to the Strategic Plan.

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