

University of Dublin

Trinity College

Library & Information Policy Committee

Minutes of the meeting held on Monday 16th January 2012 at 15.00 in the Henry Jones Room, Old Library.

Present: Professor Eunan O'Halpin (in the chair), Librarian (Secretary), Director of IS Services, Ms Mary A. Coffey, Dean of Arts Humanities & Social Science, Professor James Wickham, Professor Brian McGing, Dean of Research, College Secretary, Chief Operating Officer, Students' Union Representative

Apologies: Academic Secretary, President Graduate Students' Union

In attendance: Deputy Librarian, MIS Manager, Ms. S McIntyre

Section A

LIPC/11-12/14 Minutes

Minutes of the meeting of 21st November 2011 were amended as follows and approved:

LIPC/11-12/04 Virtual Learning Environment (VLE)

4.3 Several members of the committee expressed serious concern regarding this decision, as there were significant issues regarding the performance of this system as an academic support.

LIPC/11-12/15 Matters Arising

15.1 Impact of budget reductions in Library & IS Services

The Students' Union Representative raised this issue of impact of staff reduction on Library services and noted that the interim measures put in place did not cover counter reserve and queried whether counter reserve would be included self issue.

The Librarian responded, confirming that self issue is scheduled to commence on April 1st with the 'LEN' collection. Further details of the programme will be brought to the Library & College Archives Users Committee

15.2 Cloud Computing Policy

The MIS manager confirmed this item was deferred to the next meeting.

15.3 Virtual Learning Environment (VLE)

1. The Director of IS Services updated the committee on the current status with the VLE. Following the last meeting of this committee, the matter of the VLE reverted to the Digital Communication Strategy Group, which approved the decision to proceed with Blackboard. The proposal was then taken to a meeting of the Project Managements Group. Approval was granted to start engaging with Blackboard on this project and the contract was reviewed, approved and returned to the vendor by year end.
2. The Director of IS Services will be the project sponsor for the 1st phase, and the project team will comprise members from IS Services, Centre for Learning Technology (CLT), users and academics.
3. The Students' Union Representative confirmed that she had seen a demo of the proposed system and that the students are happy with this as long as there is academic support.
4. The Librarian reported that the system would integrate with library applications.
5. Several queries were raised regarding operational and communications issues which the Director of IS Services will forward to the Centre for Learning Technology (CLT) for response.
6. The committee agreed that clear information needed to be given to the academics regarding the time line for implementation, and what input would be required of them in order to migrate to the new version and what would be handled automatically. The Director of IS Services agreed to raise these issues with CLT / Academic Secretary

LIPC/11-12/16 e-strategy update

- 16.1 The Chief Operating Officer, reported on the current status with the e-strategy project.
- 16.2 The team have identified the following areas of risk:

- Managing the scale of change required across college
- Availability of key resources when required.
- Managing the integration where necessary across the 4 projects.
- External influences such as Shared Services, ECF
- Vendor management – specifically GeneSIS at this point.

16.3 Of the 4 strands in e-strategy GeneSIS is the lead project, however a number of deliverables are currently amber in status. The current situation is the result of the vendor failing to deliver on time. The Chief Operating Officer confirmed there would be a workable plan by the end of the week.

16.4 Following resolution of this situation we will review our vendor management process and other aspects of the project.

LIPC/11-12/17 e-mail for College pensioners

17.1 The Director of IS Services reported that the current provision of e-mail for retired staff is ad hoc, and is proving time consuming for both HR and IS Services, and needs to be resolved.

17.2 The committee considered a paper proposing the provision of e-mail for life for all retired college staff irrespective of grade.

17.3 A mechanism will be in place to allow pensioners the option to opt out. While using the college e-mail address they will have to agree to be bound by the College e-mail policy.

17.4 The committee approved the proposal

Section B

LIPC/11-12/18 Terms of reference for IS Services Users' Committee

18.1 The Director of IS Services presented a Memo from the IS Services User Committee, requesting:

- Approval for an increase in the number of members on this committee to allow for better representation from the college users.

- Approval for the papers from this committee to be published on the LIPC website under the sub committees tab.

18.2 The committee approved both requests

Section C

LIPC/11-12/19 Minutes from sub-committees

The Committee noted the minutes of;

- IS Services Users' Committee Meeting held on 29/11/11
- Web Management Committee Meeting held on 30/11/11

The College Secretary noted that the Web Committee are revising the College Web Policy which will be presented to this committee for approval.

LIPC/11-12/20 Project Management Group – Top 10 Projects

20.1 The MIS Manager presented the updated status of the top College IT projects.

LIPC/11-12/21 Any Other Business

21.1 College Smart Card System

The MIS Manager confirmed that the request for tender for this project was due to go out by the month end. He will bring a revised time line for this project to the next meeting.

LIPC/11-12/25 Next meeting

Monday 12th March 2012 at 15.00 in the Henry Jones Room, Old Library

Signed

Date