### School Information Management Systems Group (SIMS) Meeting Minutes

**Date/Time/Place**

|       | Tuesday 31/3/2015 14:00 (Room IF1.15) |

**Attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Attending</th>
<th>Apologies</th>
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<tbody>
<tr>
<td>Martin Wright (Chair)</td>
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<tr>
<td>Gillian Bell</td>
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<tr>
<td>Jenny Chard</td>
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<tr>
<td>Tim Colles</td>
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<tr>
<td>Graham Dutton</td>
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<tr>
<td>Kate Farrow</td>
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<tr>
<td>Kate Hardman</td>
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<tr>
<td>Teresa Ironside</td>
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<tr>
<td>Steve Scott</td>
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<td>X</td>
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<td>Tamise Totterdell</td>
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<td>Julie Young</td>
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<td>Urara Hiroeh (secretary)</td>
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**Items 1 and 2**

Purpose, Remit and Representation/Theon Overview

- Both items covered in previous meeting

**Item 3**

Theon Developments – Existing projects, ongoing developments and priorities – TC updated on various projects

**IGS review**

- Update completed
- Administrative report completed
- About to hold Q&A meeting, then can go live.

**ITO**

- Post-Application Visit Day (PAVD) process – migration to new system completed
- Desktop shift done – staff now using it
- Mail to students and PAVD report – all done, bar small adjustments

**Post Graduate Taught – Taught MSc (PGT)**

- Email to postgrad applicants to remind them they have an application pending
- Different process from last time – this year, all automated with a week’s lag to allow ITO time to preview before sending out
- Minor glitch in phase 1, but only affected 2 out of 400 students (due to the fact that PGT can apply to CDT at the same time); all ultimately okay
- Not a good idea to forego the ITO check, because application process changes all the time, and even without that, there is always room for error (Stirling University’s case was sited)
- Some records not closed off from years ago identified

**ITO Board of examiner progression report**

- Release expected for May-June this year with tests prior

**Purge of legacy student data**

- Pre-2005 needs to be kept for 80 years, ‘golden copy status;
  - Extract into a spreadsheet and archive within ITO
  - Helpful to hold snapshot of the originals electronically
- Data goes back to 1996, but noted that older data has much less information
INF.RR Technical Report Series

- Used before advent of PURE to submit published papers to the central system; it has now been taken over by PURE
- Even before that, was only used 4-5 times a year
- People have been told this system is dying for years, so should be okay to go
- Some static information needs to be kept for archiving purpose
- Mike Fourman is looking into alternatives

INF.HR

- JC has meeting regarding this Thursday 2 April, so will report back

**Actions**  | **JC** | Report back to committee on the meeting on this issue

Reform

- Stalled all of last year, used to be in paper form, but has now moved to electronic format
- ITO can look at a table of info and okay it before it goes out
- Allow information to be presented in a more constrained and controlled format

In future, there should be a separate meeting to go through item specific issues with relevant members.

**Actions**  | **TC** | Will arrange individual item meetings

Last project Neil McGillivray raised – to make staff portal mage like student portal page

- Updated

Student numbers

- Getting accurate student numbers has been difficult
- Have to go to multiple sources, and the sources do not match up where they overlap
- Good to have some kind of quick query for numbers, something very simple
- Need to define what we need and what exists now

**Item 4** Resource

- No update
- New post to recruit, ongoing

**Item 6** AOB

- Maybe we need to look wider than Theon?
  - Remit does include issues outside Theon
  - Other issues may include:
    - Room booking system
    - RT roll out beyond ISS
      - Knowledge Management already use RT
    - Will be introducing the system to level office staff dealing with PURE entries