Present: Teresa Ironside, Tim Colles, Graham Dutton, Julie Young, Jenny Chard, Steve Scott, Tamise Totterdell, Kate Farrow, Kate Hardman, Fraser Pullar

1. Purpose, Remit & Representation
  a) TI discussed the proposed remit of the meetings which are designed to focus on the sustainability of Theon and associated systems whilst providing a platform for group members to discuss issues which may arise.
  b) Proposed Remit: 'Oversight of School information management systems/procedures, focussing on the sustainability of Theon and associated systems including Webmark and related forms, UG4/Hons Projects database, Room Booking System, RT etc. This group will also consider administrative procedures relating to the usage and workflow for such systems, and commits to pro-actively liaise with academic colleagues and committees where necessary.'
  c) Julie Young suggested that it may be useful to have Alison Downie from Computing Support at future meetings. Tim Colles stated that AD expertise lies mainly in frontline operational support which is unlikely to be discussed at SIMS meetings.
  d) It was thought that at future meetings only one member from each department need attend, this will be left at the departments discretion.

2. Theon Overview
  a) Tim Colles distributed and discussed a document which gives an overview of the workflow behind Theon. TC discussed in more detail the data sets behind Theon, where certain upstream data comes in and how this data is then distributed throughout the School resulting in the outputs downstream. This was designed to give everyone a good insight and better understanding of Theon Support.

3. Theon Developments
  a) TI explained that 'Theon Developments' would be a regular agenda item where current Theon projects, ongoing developments and project priorities would be discussed.
  b) TC gave an update on current Theon projects:
      i. InfHR Migration – This is mostly done with, though there are a few 'teething problems' still to be fixed. JY noted that there were a few issues she wished to discuss with TC regarding this but would do so outwith the meeting. TC noted that the majority of resources were likely to move to another department now, but that arising issues would still be dealt with.
      ii. IGS Review Reports – The current project work was included in a document produced by Kate Farrow in June 2014 reviewing the services provided by Theon to IGS. The work has been delayed until January 2015 by other priorities within the School, namely the InfHR Migration, new University Direct Admissions interface, and the new University Tier 4 monitoring policy.

TC noted there is still a lot of work to be done but that the fixes required were fairly common.

iii. ITO PAVD/PGT – This is a priority project for Theon Support. A small but time-critical project.

iv. Legacy System – The old system is being updated to purge old data in order to comply with Records Management policy. Some of the data still may be required but this needs to be a retention policy decision.

v. Reform Project - This is designed to allow Webmark to push data directly into Theon in order to eliminate rekeying of data, for example, coursework marks.

vi. UG4 Honours Project database – This is an ongoing project however is not currently live.

c) IGS is the main priority at the moment however the PAVD project is taking precedence at the moment.

d) It was stated that the ongoing Theon project priorities will be discussed at future SIMS meetings. If in the event that priority decisions could not be agreed upon then the Head of School would have the final say.

4. Theon Resource Update

a) The general consensus within the group was that resource issues have always been a problem with regards to Theon which is continuously developing and growing. TC noted that the Theon Support team also have other computing responsibilities which are not being given any time.

b) Approval had been granted for a technical operations post but this is yet to be confirmed; it is now more uncertain due to the recent embargo on recruitment across the University. The post is designed to take the load off both Tim and Graham starting with the smaller jobs before progressing onto the larger projects.

5. Regular Monthly Meeting Slot

a) It was thought SIMS meetings should occur at least once a month. Urara Hireoh will send out a doodlepoll to group members in order to find a regular slot where everyone can attend.

b) It was thought that the agenda will mostly remain the same month to month unless specific issues arise.