

School Information Management Systems Group (SIMS) Meeting Minutes

Date/Time/Place	Tuesday 31/3/2015 14:00 (Room IF1.15)	
Attendance	Attending	Apologies
Martin Wright (Chair)	X	
Gillian Bell		X
Jenny Chard	X	
Tim Colles	X	
Graham Dutton	X	
Kate Farrow	X	
Kate Hardman	X	
Teresa Ironside	X	
Steve Scott		X
Tamise Totterdell	X	
Julie Young		X
Urara Hiroeh (secretary)	X	

Items 1 and 2	Purpose, Remit and Representation/Theon Overview
	<ul style="list-style-type: none"> Both items covered in previous meeting

Item 3	Theon Developments – Existing projects, ongoing developments and priorities – TC updated on various projects
	IGS review
	<ul style="list-style-type: none"> Update completed Administrative report completed About to hold Q&A meeting, then can go live.
	ITO
	<ul style="list-style-type: none"> 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)
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Release expected for May-June this year with tests prior
	Purge of legacy student data
	<ul style="list-style-type: none"> Pre-2005 needs to be kept for 80 years, ‘golden copy status; <ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Updated 		
Student numbers		
<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • No update • New post to recruit, ongoing

Item 6	AOB
	<ul style="list-style-type: none"> • Maybe we need to look wider than Theon? <ul style="list-style-type: none"> ○ Remit does include issues outside Theon ○ Other issues may include: <ul style="list-style-type: none"> ▪ Room booking system ▪ RT roll out beyond ISS <ul style="list-style-type: none"> • Knowledge Management already use RT • Will be introducing the system to level office staff dealing with PURE entries