

School Information Management Systems Group (SIMS) Meeting Minutes

Date/Time/Place	Wednesday 29 April 2015 12:00-13:00; Room IF 4.02	
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
Fraser Pullar	X	
Steve Scott		X
Pim Totterdell	X	
Julie Young		X
Urara Hiroeh (secretary)	X	

Item 1	<p>Previous Minutes</p> <ul style="list-style-type: none"> • All ok, bar few corrections: <ul style="list-style-type: none"> ○ IGS: second point should be 'Administrative report changes completed' ○ PGT section: should be University of St. Andrews instead of University of Stirling ○ Last action on TC from previous minutes should read: 'In future, there should be separate meetings to go through specific TRAC issues with relevant members'
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Item 2	<p>Theon Developments – Existing projects, ongoing developments and priorities – TC will update on various ongoing projects</p> <p>IGS Review</p> <ul style="list-style-type: none"> • TC/FP have been working on it, effectively done except for few small snags • TC will wind up this project now <p>ITO</p> <ul style="list-style-type: none"> • PAVD – still ongoing (pending testing) • ITO team would like to see display of sent mail date on their desktop; discussed <p>PGT</p> <ul style="list-style-type: none"> • Second letter imminent • Letter sending process discussed – currently ITO check letters, contact TC if problems, and TC stops the send-outs. It was suggested whether ITO should have a trigger to send the letters out, to give them more control over this process • Will be further discussed/resolved in meeting between GB and TC happening on 30th April <p>ITO Board of examiner progression report</p> <ul style="list-style-type: none"> • Next in line; shouldn't take too long to complete • Board of examiner reports for new CDT programmes – to be modelled on DTC, should work fine • Report for 2 year Advanced Design Informatics needs setting up – modelled on 3rd-4th year honours student courses • Also discussed in meeting between GB and TC
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	Purge of legacy student data	
	<ul style="list-style-type: none"> Nearly complete 	
	Inf_RR	
	<ul style="list-style-type: none"> Submission now closed Tidying in the background, but apart from that, it is done 	
	Inf_HR	
	<ul style="list-style-type: none"> JC, IM and MW discussed this, raised some points to TC, who is now working on it. TC expects this will be completed by end of the week 	
	Reform	
	<ul style="list-style-type: none"> Nothing new to add 	
Action on TC (Arrange individual item meetings)		
<ul style="list-style-type: none"> Not done yet 		
Actions	TC	Will arrange these meetings

Item 3	Resource	
	<ul style="list-style-type: none"> Nothing new to add 	

Item 4	AOB	
	<ul style="list-style-type: none"> New informatics web – jarring to go from telephone list page to individual profiles page On PT and his team’s radar Staff telephone list – taking too long to upload Maybe update less? Perhaps once a week? Be v problematic for HR, as staff are having problems with the current status of 24 hour updates Being worked on, and points raised will be kept in mind 	
	<ul style="list-style-type: none"> Feedback from ITO – Theon bug still apparent Possibly a different bug, as original bug was fixed. Require more information on the current symptoms, to identify the problem 	
<ul style="list-style-type: none"> In future, course marks will be going directly into Euclid This new system will be tested using one of the more complicated courses that may present more problems in this switchover TC/KF (in place of GB now off for maternity) to track this issue 		