

School Information Management Systems Group (SIMS) Meeting Minutes

Date/Time/Place	Wednesday 25 August 2015 12:00-13:00 I(F1.15)	
Attendance	Attending	Apologies
Martin Wright (Chair)	X	
Jenny Chard	X	
Tim Colles	X	
Graham Dutton		
Kate Farrow		X
Kate Hardman	X	
Neil Heatley	X	
Fraser Pullar	X	
Pim Totterdell		X
Julie Young	X	
Urara Hiroeh (secretary)	X	

Item 1	Previous Minutes	
	<ul style="list-style-type: none"> Neil Heatley (ISS) will be joining this group in the future Meetings between the Theon development team (TC) and the users from different groups using Theon. This has not been done yet. Also suggestion that NH join in these meetings 	
	Actions	TC Will arrange these meetings
	<ul style="list-style-type: none"> Telephone directory issue – now resolved – PT and Kenny Bell worked on this; now working a lot faster Issue regarding course marks directly entering into Euclid in the future–requires testing using one of the more complicated courses that may present more problems in switchover 	
	Actions	TC/ KF To track this issue

Item 2	Theon Developments – Existing projects, ongoing developments and priorities – TC	
	PAVD (Post Application Visit Day) management system – migration to new system – mail to students require small adjustments	
	<ul style="list-style-type: none"> Still outstanding 	
	PGT (Post Graduate Taught) – system to email to applicants to remind them they have an application pending	
	<ul style="list-style-type: none"> Finished 	
	Changes to 3 rd year marks during resit period last session	
	<ul style="list-style-type: none"> Done 	
HR – meeting between TC and JC		
<ul style="list-style-type: none"> Done 		

Item 3	Staff profile pages (KH)	
	<ul style="list-style-type: none"> Have all the staff and their activities (inc. research, teaching and admin) to be presented in one place. Similar available for students, but not staff Some of the information available on Theon, but Theon doesn't capture research Data collection specifically for this may not be justified Concerns about privacy issues around maternity or sick leave, etc. Also generally about whether staff would feel comfortable having this information publicised even internally within the department 	

	<ul style="list-style-type: none"> • All this information is already in available to all internally. However, it's not in one place, and putting it in one place would create more transparency • In terms of IT side of things, can be done easily • Needs to include FTE, fellowship, etc. Either way needs to be discussed with the Teaching Committee before proceeding
--	--

Item 4	Theon resource update	
	<ul style="list-style-type: none"> • No additional resources for Theon for the foreseeable future, so take this item off the agenda 	
	Actions	UH Take this item off agenda

Item 5.1	Room creation – who is responsible	
	<ul style="list-style-type: none"> • PT has finished this work • Query about who is responsible for managing rooms not in our buildings – KH is taking this issue 	

Item 5.2	List of larger development requests for Theon	
	Actions	TC Bring it to the next meeting

Item 5.3	Paperless meetings	
	<ul style="list-style-type: none"> • Should maintain committee website (like ones in college): <ul style="list-style-type: none"> ○ Up to date with members, remits, agendas, minutes and all related papers ○ Cut down in paper printed for meetings. ○ This currently exists for SIMS, but not for other meetings. ○ Accessibility and standardisation of documentation. ○ May need working group to organise this 	
	Actions	UH Send everyone links to agendas and meetings; solicit request for paper copies at the meeting

Item 5.4	SIMS meeting – remit	
	<ul style="list-style-type: none"> • Redefine the remit of this meeting? • Originally Neil MacGillivray created this to help with prioritisation of Theon issues, increase transparency and discussion around this area • Is this effectively now a Theon user group? In which case, perhaps name should be changed. • It is mainly concerned with Theon, but not exclusively so, which was why it was called SIMS <ul style="list-style-type: none"> ○ MSc project tracking ○ WebMark – integrated into Theon, but is still a separate thing • Once everyone has had a chance to look at the committee remit, need to discuss this again as an agenda item in the next meeting. 	
	Actions	UH Send everyone a copy of the committee remit