

School Information Management Systems Group (SIMS) Meeting Minutes

Date/Time/Place	Wednesday 28 October 12:00-13:00 in IF 1.15	
Attendance	Attending	Apologies
Martin Wright (Chair)	X	
Jenny Chard	X	
Tim Colles	X	
Graham Dutton		X
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"> Meetings with Theon development team and users. Issues, to do list, etc. need to be organised/prioritised first before this can happen Issue regarding course marks directly entering into Euclid in the future. TC will keep an eye on this issue. 			
	Actions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">KF</td> <td>Follow this up and find out what has happened with this issue</td> </tr> </table>	KF	Follow this up and find out what has happened with this issue
KF	Follow this up and find out what has happened with this issue			
	<ul style="list-style-type: none"> PAVD management system – migrated to a new system, small adjustments required in mail-outs to students. Done Paperless meetings – UH done 			

Item 2	Theon Developments – Existing projects, ongoing developments and priorities – TC	
	List of larger ongoing project to discuss and prioritise	
	List of ongoing project within the Theon team was discussed in order to prioritise them.	
	Team Prioritisation Decision	Project
	BIGGER PROJECTS	
	RUNNING	Change management
	RUNNING	webmark reform including direct marks input to Theon by end DEC-2015: split into sub-projects
	NEXT TO RUN	moving to new status/currency on student desktops and ITO reports. * partially pending on spec of ITO portal reports review/refresh below
	NEXT TO RUN	BoE alignment changes (deadline for completion is end Apr2016)
	spec by end Dec2015	ITO enhancement wishlist
	spec by end Dec2015	ITO portal reports review/refresh
	spec by end Dec2015	ITO review and action on outstanding Trac list items
	spec by end Dec2015	taught student landing page enhancements

	spec by end Mar2016	PURE integration with and/or replacement of staff personal web pages
	STALLED	user editable letter text * consider a lightweight "training" option
	STALLED	prometheus api definition
	STALLED	IGS/ISS/ETC review and action on outstanding Trac list items (627)
	STALLED	staff portal landing page
	STALLED	mailing list handling refresh
	STALLED	UI refresh
	STALLED	projects db theon integration and enhancements
	STALLED	admin documentation
	STALLED	UI/Portal/Basecamp server upgrades for SL7
	DROPPED	online course questionnaires replacement * expecting new University system to be suitable/mandated
	SMALLER PROJECTS	
	RUNNING	InfHR enhancements and self-service
	RUNNING	specific projects db work (for Bonnie)
	NEXT TO RUN	IGS small enhancements (preferably for early in new admissions round)
	STALLED	legacy decommission
	STALLED	review backup arrangements
	STALLED	bootstrap docs and demo system

Item 3	Theon Permission	
	<ul style="list-style-type: none"> • TC to compile list of who has access to which areas of Theon and which roles grant Theon access. <ul style="list-style-type: none"> ○ Done bar few access issues ○ HR hierarchy of access • TC to confirm that permissions are removed for staff who go to other parts of the University. <ul style="list-style-type: none"> ○ Done ○ Once staff has left the school, Theon access is taken out as a default immediately ○ This does not affect uni account, such as emails. 	
	Actions	TC Will circulate HR hierarchy of access

Item 4	SIMS meeting remit	
	<ul style="list-style-type: none"> • UH send everyone a copy of the committee remit, done. • To be discussed in the next meeting. 	