

School Information Management Systems Group

27th May 2015
12 noon, IF 4.02

Present: Martin Wright (Chair), Jenny Chard, Tim Colles, Kate Hardman, Teresa Ironside, Pim Totterdell, Julie Young

Apologies: Fraser Pullar, Steve Scott

1. Previous Minutes

Previous minutes were approved.

2. Theon Developments - Existing projects, ongoing developments and priorities

TC gave an update on ongoing projects as follows:

IGS Review - this is now complete.

ITO PAVD - this is ongoing. The date a PAVD letter is sent needs to be added to the desktop. Also, a conversion report showing if applicants attending PAVDs take up their offers is still outstanding.

PGT - this is ongoing. The second letter has now been sent. There were some minor issues where applicants had applied to multiple programmes. GB and TC discussed the trigger process and this has now been resolved. The third letter will go out soon and KF will provide text.

ACTION: KF to send letter text to TC.

ITO BoE - this is ongoing. As the Board of Examiners process has started, this is currently the priority area as any problems need to be resolved very quickly. The progression, CDT and Advanced Design Informatics reports have now been completed and should be working.

Theon will now also pull marks for external courses from EUCLID though some manual entry will still be needed. Informatics marks will also be pulled as a check and an exception report will be provided. Due to differences in the level of detail in Theon and EUCLID, there will be some noise in the exception report.

Purge of legacy student data - this is now complete.

INF-RR - this is almost complete, with some tidy up still required.

InfHR - this is ongoing. TC has provided a proposal that JC and Irene Madison are looking at. They will then follow up with MW and TC.

Reform - this is ongoing, but there is nothing to add at this stage.

Individual meetings with relevant teams have been delayed due to BoE priorities and various moves/decant.

ACTION CARRIED: TC to set up individual meetings to discuss TRAC issues.

3. Theon Resource Update

There was nothing to update.

4. AOB

Telephone Directory: This was discussed and it was confirmed that there are still performance issues and it was added that the list is no longer being updated automatically on a daily basis, but rather manually on an ad-hoc basis. It was suggested that a temporary measure could be to move the list to a locally hosted webpage.

ACTION: PT to talk to Kenny Bell and Neil Brown about options.

ITO Theon Bug: This has been resolved. The bug had not reappeared, but some ITO staff were using a version of Theon that had not been fixed.

Course marks in EUCLID: TC gave an update on this. The service appears to be limited to functionality that SMART provided, but does not do as much as Theon on mark processing. The service also cannot currently deal with non-submits, exemptions, etc.

Reports for PMs: TI and JY met with the Portfolio Managers to discuss reports that might be useful for PMs. TI will pass details to TC who will continue with this.

ACTION: TI to pass information to TC.

ACTION: TC to liaise with Joanne Pennie.

Theon permissions: This was raised by JY in relation to permissions on HR screens. It was confirmed that most permissions are role based, and that when a staff member leaves, Theon permissions will be removed. There was some discussion about what happens when a staff member moves elsewhere within the University rather than just leave.

ACTION: TC to compile list of who has access to which areas of Theon and which roles grant Theon access.

ACTION: TC to confirm that permissions are removed for staff who go to other parts of the University.