CHSS Programme Meeting – July

Minutes from Meeting on 11th August 2016

Attendees: Fraser Muir (FM), Andy Stewart (AS)

1. **Overall Programme Review**
   1.1. In general all is progressing well with regards to existing projects

2. **Projects In Progress**
   2.1. HSS009 – Peace Database
       2.1.1. The project has now been closed

   2.2. HSS011 – OLL Book Upgrade to ColdFusion 11
       2.2.1. The changes have been successfully deployed to the Live environment and the project was formally closed on 10th June

   2.3. HSS013 – Learning Outcomes Reporting
       2.3.1. The solution has been successfully delivered and deployed to the live environment
       2.3.2. The project is now scheduled to be closed in August

   2.4. HSS014 – CAHSS School and Programme Quality System
       2.4.1. The project brief and planning phase of the project has been completed

   2.5. HSS015 – School of Economics Job Study
       2.5.1. New project commissioned by the School of Economics
       2.5.2. Muriel Mewissen is the project manager
       2.5.3. Preparatory work has commenced within the IS Applications Development team

3. **Project Adjustments for 2016/17**

   In reviewing the projects for the forthcoming year, the following observations were noted

   3.1. The following projects carried forward from 2015/16 will not be undertaken
       3.1.1. AP56-062: HSS Student Engagement Analytics
       3.1.2. AP56-094: Better Integration of Corporate and School Administration systems – Options Appraisal

   3.2. Due to the feedback by FM regarding the uncertainty of the following projects, they have not been included within the programme
       3.2.1. OLL – CESAR integration to EUCLID student systems
       3.2.2. OLL – CESAR integration to Timetabling system
       3.2.3. OLL – Upgrade CESAR system to Oracle 12 and ColdFusion 12
       3.2.4. Upgrade Scottish Studies Archive – Calumn Maclean

4. **Additional Topics**
   4.1. Academic Workload management Solution
       4.1.1. FM expressed requirement to commence in-year project for the college

                                                        Action: AS to request a project manager

4.2. Panopto Authentication Repair and Additional Integration

AS advised
4.2.1. The technical investigation has concluded that a software driven fix will be required
4.2.2. Geir Granum from IS Applications Development is currently investigating the matter to determine what can be achieved in the given time scales
4.2.3. FM expressed required for solution to be implemented for start of term

Action: AS to update regarding progress

4.3. Space Planning – Room Utilisation
4.3.1.FM outlined background of requirements

 There is the need to improve space utilisation within the college. At present there are 2 – 3 schools experiencing severe issues in managing their space to the extent that it is starting to constrain their growth
 A solution is required to manage desk space utilisation with regards to shared space
 FM enquired if the Archibus Space Management module could be utilised to assist and additionally what information is available to the schools regarding space management
 It was noted that there could be licensing implications regarding Archibus

4.3.2. AS advised that having completed some initial investigations within the Archibus Space management module, it would appear that whilst it is possible to detail the number of occupants within a room, it does not appear possible to define the day / time when an individual utilises the desk space.   Discussions are on-going with the Archibus business partner support to determine any alternative solutions
4.3.3. Requirement to set-up a meeting with both Estates and CAHSS representatives to further discuss requirements

Action: AS to coordinate

4.4. ECA Student Portal
4.4.1. With regards the recent confirmation that the ECA Portal will now be required to be retained for a further academic year, there is now the requirement to consider upgrading the ECA portal to ColdFusion 10 for Windows as support for ColdFusion 9 ends at the end of the calendar year.
FM requested a risk analysis be carried out to determine whether time and effort should be utilised with regards this

Action: AS to determine risks and advise

4.5. Office 365 Staff Profiles
4.5.1. Outline discussions were held regarding the creation of staff profiles within Office 365.
4.5.2.FM to create project proposal

Action: AS to forward project proposal form