

STUDENT INFORMATION SYSTEMS PROJECT BOARD
Tuesday 31 March 2009

M I N U T E S

Present:

Dean Curtis (in the Chair)	Wendy Appleby	Stefan Milik
Dr Alastair Owens	Mangal Patel	Dr John Patterson
James Roberts	Professor Morag Shiach	Professor Julia Shelton
Dr Tony Stockman	Heidi Voulstaker	

In attendance:

Simon Hayter

Apologies:

Mazdak Alizadeh	Sam Brenton	Dr John Holman
Deborah James	Nigel Relph	Dr Liz Smith
Leigh Ward		

Minutes of the previous meeting

2008.97 The Board **agreed** the minutes of 29 January 2009 as an accurate record of proceedings.

Student Portal

2008.98 The Board **noted** that multiple College systems other than SITS were capable of running some form of student portal. Multiple portals could lead to confusion for students.

2008.99 The Board **noted** that no decisions had yet been made as to ownership and implementation of the College portal.

2008.100 The Board **agreed** that the SIS Project Team would begin work on a portal that would provide only SITS functionality, and that work on other portal functionality would take this into account.

Transparency of assessment

2008.101 The Board **noted** issues surrounding transparency of individual elements of assessment in taught modules, giving rise to questions over the level of detail required for data capture and set-up in SITS.

2008.102 The Board **noted** that full transparency was required for some functionality including assessment submission logging, identification of module completion points, and automatic marks-entry from WebCT.

- 2008.103 The Board **noted** that retaining departmental systems for low-level data would undermine SITS' position as the definitive records system.
- 2008.104 The Board **noted** that full transparency should be robust and proportionate, and that bureaucracy should be minimised.
- 2008.105 The Board **agreed** that full transparency was in the best interests of the project, and further **agreed** that the matter would be taken to Academic Board in June 2009, via QEC and the Faculty Boards.
Action: WA
- 2008.106 The Board **noted** that this work could create a resource issue within both the Project Team and the Academic Secretariat (*v.i.* 2008.124).

Admissions: Points-based immigration and clearing

- 2008.107 The Board **noted** that work on points-based immigration had taken up an unexpected amount of resource, and that this had impacted upon implementation of other areas of the SITS admissions package.
- 2008.108 The Board **noted** that delivery of the non-critical departmental recommendation and online application form work would be deferred from 4 May 2009 to 1 August 2009 in order to divert resource to the mission critical points-based immigration and clearing work.

Deposits

- 2008.109 The Board **noted** that the SITS deposits module for direct entrants had gone live, and was working well.

Examination timetabling

- 2008.110 The Board **agreed** that the College would purchase the SITS examination timetabling module.

Approval of module amendments

- 2008.111 The Board **noted** that variance between the College's quality assurance records and module data returned by departments and schools for SITS set-up demanded an amendment approval exercise.
- 2008.112 The Board **agreed** that Heads of Departments and Schools would be given the option of delegating authority to other staff in this process.
- 2008.113 The Board **agreed** that the approval process should be complete in time for the start of the next academic year in September 2009.
- 2008.114 The Board **agreed** that amendments would be batch-processed by the Project Team in collaboration with ARCS to minimise risk of both delay to the project and overburdening departments and schools.
Action: WA/SM
- 2008.115 The Board **noted** that this work could create a resource issue within both the Project Team and the Academic Secretariat (*v.i.* 2008.124).

SITS module and pathway data collection exercise

2008.116 The Board **noted** that there had been delays in the return of validated module and pathway data from some departments and schools.

2008.117 The Board **agreed** to escalate the issue to the Vice-Principals Group to impress the importance of this work upon departments and schools.
Action: LW

School of Medicine and Dentistry taught postgraduate provision

2008.118 The Board **noted** that the lack of subscription to the Academic Credit Framework among SMD taught postgraduate programmes rendered those programmes impossible to set-up in SITS.

2008.119 The Board **noted** that a general absence of documentation on SMD PGT provision was also worrying from a quality assurance standpoint.

2008.120 The Board **noted** that an inability to set-up SMD PGT programmes in SITS posed a significant risk to timely project delivery.

2008.121 The Board **agreed** that a paper outlining the issue in full would be submitted to the SMD Warden's Team for urgent address.
Action: WA

2008.122 The Board **noted** the need to be realistic in setting timeframes for modularisation in SMD, given the scope of the task.

Exception report

2008.123 The Board **noted** that issues surrounding assessment and progression, barcode submission of coursework, and finance and fees would be explored in depth at the next Board meeting:

Project resource

2008.124 The Board **noted** that the Project Team would have a breakdown of requirements for additional project resource by mid- to late April 2009

2008.125 The Board **noted** comments from the Tribal Project Manager that cumulative risks could potentially threaten the implementation date of September 2010 if further resource was not allocated.

2008.126 The Board **noted** that funding was available for further resource.

2008.127 The Board **agreed** that the Tribal Project Manager, the SIS Project Manager, and the Academic Secretary would discuss project resource, including resources in departments and schools, and report back at the next meeting of Project Board.
Action: SM/HV/WA
Action: LW

2008.128 The Board **noted** that the Academic Secretariat had submitted bids for permanent posts to manage SITS in its steady state form.

Project risks

2008.129 The Board **agreed** that the risk register would be distributed to the Board by the SIS Project Manager in order to elicit feedback.

Action: SM

Project costs

2008.130 The Board **noted** that there were no current project cost risks.

2008.131 The Board **noted** that a plan for new SITS offices had been agreed, and that the Project Team awaited the costing for the move.

Project communications

2008.132 The Board **noted** that the SIS Communications Manager was in-post.

2008.133 The Board **agreed** that the SIS Communications Strategy would be disseminated to the Board by email to elicit feedback.

Action: SM

2008.134 The Board **noted** the need to establish precisely what was to be communicated, and further **noted** that the Academic Secretary and the SIS Project Manager would shortly visit departments and schools to discuss the outcomes of the Process Review, and the use of SITS in its steady state.

Change management, and project audit and quality assurance

2008.135 The Board **agreed** that items on change management and on project audit and quality assurance would be considered at the next meeting.

Action: LW

Project tolerance

2008.136 The Board **noted** that the project contingency fund constituted the limit of financial tolerance.

2008.137 The Board **agreed** that in respect of scope and time there was no tolerance in regard to critical path items, and that delays on other items would be discussed on an individual basis at Project Board.

Next meeting

2008.138 The Board **noted** that the next meeting would take place on 5 May 2009 from 13.00 in the Robert Tong Room, Queens' Building.

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ACTIONS

Minute	Action	Led by	Deadline
2008.105	Lead work to introduce full assessment transparency, submitting papers to June 2009 Faculty Boards, QEC and Academic Board.	WA	June 2009
2008.114	Allocate resource and oversee work on module amendments.	WA/SM	Sept 2009
2008.117	Escalate delays in data collection exercise to the Vice-Principals Group (with Project Report Appendix 3).	LW	ASAP
2008.121	Submit SMD PGT validation issues to Warden's Team.	WA	ASAP
2008.127	Discuss project staffing requirements and report back to Project Board.	WA/SM/HV	05/05/09
2008.127	Add 'Project resource' to agenda.	LW	05/05/09
2008.129	Distribute Risk Register to Project Board.	SM	ASAP
2008.133	Circulate SIS Communications Strategy to Project Board.	SM	ASAP
2008.135	Add 'Change management' and 'Project audit and quality assurance' to agenda.	LW	05/05/09
2008.138	Date of next meeting	All	05/05/09