

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from the meeting held Tuesday 5th May 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By whom	By when
2008.146.1	Project Resource report to be prepared for next meeting	SM	09-06-09
2008.142.2.1	Meet with Departments and Schools (including SMD) re re-assessment methods	WA & SM	Ongoing
2008.148.3.1	Technical Audit report on UCAS issues to be prepared for next meeting	SM	09-06-09
2008.149	Risk and Impact Scores for Risk Log to be passed to Project Manager before next meeting	ALL	09-06-09
2008.155	Date of next meeting	ALL	09-06-09

Minutes of the meeting held on Tuesday 5th May 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Deborah James, Stefan Milik, Dr Alastair Owens, Mangal Patel, Dr John Patterson, James Roberts, Professor Morag Shiach, Dr Liz Smith, Dr Anthony Stockman, Heidi Voulstaker, Leigh Ward

1. Apologies for Absence

2008.139 RECEIVED: from Professor Julia Shelton.

2. Minutes of the Meeting held on 31st March 2009

2008.140 [Ref Min 2008.105] Transparency of Assessment

2008.140.1 NOTED: that minute should read as 'NOTED' and not 'AGREED'.

2008.141 APPROVED: with above correction, as an accurate record.

3. Matters Arising from the Minutes

2008.142 [Ref Min 2008.99] Ownership & Implementation of Student Portal

2008.142.1 NOTED: that a College Portal Group would be formed shortly.

2008.143 [Ref Min 2008.108] Points-based Immigration & Clearing

2008.143.1 NOTED: that there were no issues.

2008.144 [Ref Min 2008.117] SITS Module Pathway Data Collection Exercise

2008.144.1 AGREED: that relevant departments would be contacted by Vice-Principals to stress importance of completing data collection.

2008.145 [Ref Min 2008.121] SMD PGT Provision

2008.145.1 NOTED: that a paper would be prepared for SMD Warden's Team.

2008.146 [Ref Min2008.124] Project Resource

2008.146.1 NOTED: that this would be discussed at the next meeting.
ACTION: SM to produce report

4. Project Plan

2008.147 RECEIVED: project plan and report from Project Manager.

- 2008.148 NOTED: following issues:
- 2008.148.1 Authorities & Change (Item 4.1 in PM Report)
- 2008.148.1.1 NOTED: risks related to diverse practices across College.
- 2008.148.1.2 AGREED: that exceptions needed to be dealt with quickly and that this could be via delegated authority of Academic Board.
- 2008.148.2 Re-Assessment Methods (Item 4.2 in PM Report)
- 2008.148.2.1 AGREED: that Project Manager and Academic Secretary should discuss reassessment methods with individual Schools and Departments (including SMD).
- ACTION: WA & SM**
- 2008.148.3 UCAS (Item 4.3 in PM Report)
- 2008.148.3.1 NOTED: that a Technical Audit report would be available for the next Project Board.
- ACTION: SM**
- 2008.148.4 Confirmation & Clearing (Item 6.2 in PM Report)
- 2008.148.4.1 NOTED: that training was being planned.
- 2008.148.4.2 NOTED: that e-Vision screens were currently being developed for Confirmation & Clearing for use in departments, but that these screens would not offer full functionality in 2009.
- 2008.148.4.3 NOTED: that the above would be communicated to departments.
- 2008.148.5 Office Move to Gallery (Item 7.1 in PM Report)
- 2008.148.5.1 NOTED: that SITS Project Team should be relocated to Gallery by June 2009.

5. Project Risks

- 2008.149 AGREED: that Risk and Impact Scores for Risk Log to be passed to Project Manager before next meeting.
- ACTION: ALL**

6. Project Communications

- 2008.150 RECEIVED: Project Communications Strategy.
- 2008.151 NOTED: that Process Review communications would be actioned as soon as possible to provide key stakeholders with more information.

2008.152 NOTED: that individual discussions would be held with Departments and Schools to ensure that everyone understands that SITS will be used in place of secondary, local systems.

7. Change Management

2008.153 NOTED: need to ensure enabling resources for change management processes.

8. Project Audit & QA

2008.154 NOTED: that this would be discussed at the next Project Board

9. Date of Next Meeting

2008.155 NOTED: as 9th June 2009, 1pm, Robert Tong Room, Queens' Building.

ACTION: ALL

10. Items of Other Business

2008.156 External Member for Project Board

2008.156.1 NOTED: that a final decision had not yet been made.

There being no other business, the meeting closed at 2.05pm.