

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from the meeting held Tuesday 9th June 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By whom	By when
2008.159.1	Project Resource plan to be discussed at next meeting	SM (LW for agenda)	08-07-09
2008.160.1	Meetings with Departments regarding re-assessment methods	WA & SM	Ongoing
2008.161.1	Tribal Healthcheck Report to be discussed at next meeting	SM (LW for agenda)	08-07-09
2008.174	Project Communications to be discussed at next meeting	JR & SM (LW for agenda)	08-07-09
2008.175	Date of next meeting	ALL	08-07-09

Minutes of the meeting held on Tuesday 9th June 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

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

1. Apologies for Absence

2008.157 RECEIVED: from Dean Curtis, Dr Alastair Owens, Dr John Patterson.

2. Minutes of the Meeting held on 5th May 2009

2008.158 APPROVED: as an accurate record.

3. Matters Arising from the Minutes

2008.159 [Ref Min 2008.146.1] Project Resource report

2008.159.1 NOTED: that this would be considered at the next meeting.
**ACTION: SM
(LW for agenda)**

2008.160 [Ref Min 2008.142.2.1] Re-Assessment Methods meetings

2008.160.1 NOTED: as ongoing.
ACTION: WA & SM

2008.161 [Ref Min 2008.148.3.1] Technical Audit Report on UCAS issues

2008.161.1 NOTED: that this would be discussed at the next meeting as part of the Tribal healthcheck report.
**ACTION: SM
(LW for agenda)**

4. Project Manager's Report

2008.162 Awards Rationalisation (Ref 2.1)

2008.162.1 NOTED: range of award rules that exist in College and need for rationalisation.

2008.162.2 NOTED: that this would require a resolution by end of August 2009.

2008.163 Mark Schemes (Ref 2.2)

2008.163.1 AGREED: that individual mark entry and calculation systems within Departments would be discouraged to avoid duplication of data and potential for inconsistencies.

2008.163.2	NOTED:	complexity of schemes and arrangements currently in operation within College.
2008.164		Academic Board Advisory Group (Ref 2.3)
2008.164.1	NOTED:	that this would be discussed at Academic Board on 16th June 2009.
2008.165		Data and Process Ownership (Ref 2.4)
2008.165.1	NOTED:	need to ensure clarification of data and process ownership between academic and central departments.
2008.165.2	NOTED:	need for extensive training and support both before and after 'go live'.
2008.165.3	NOTED:	suggestion to create a User Forum from key users in academic and central departments.
2008.166		Project Additional Resource (Ref 2.5)
2008.166.1	NOTED:	project resource plan.
2008.167		Revised Payment Schedule (Ref 3.1)
2008.167.1	NOTED:	that still awaiting response from Tribal.
2008.168		Risks (Ref 4)
2008.168.1	NOTED:	risk register as separate document.
2008.169		Admissions – On-line Applications (Ref 6.1)
2008.169.1	NOTED:	that details of all primary contacts had now been received.
2008.170		Confirmation & Clearing (Ref 6.2)
2008.170.1	NOTED:	contingency plans for Confirmation and Clearing and that Tribal support would be available at this key time.
2008.170.2	NOTED:	that Technical Audit and performance testing should identify any potential system issues.
2008.171		SMD PGT Module Information (Ref 6.4.3)
2008.171.1	NOTED:	that SMD Institutes were receiving assistance in implementing the Academic Credit Framework.
2008.171.2	NOTED:	that MBBS should be completed by September 2009 but potential issues with Dentistry.

2008.172 Points Based Immigration System

2008.172.1 NOTED: requirement to monitor attendance of students under PBIS.

2008.172.2 AGREED: that monitoring needed to be proportionate and pastorally-based.

5. Project Risks

2008.173 RECEIVED: project risk log.

6. Project Communications

2008.174 AGREED: that Communications Plan would be discussed at next meeting.

**ACTION: JR & SM
(LW for agenda)**

7. Date of Next Meeting

2008.175 NOTED: as 8th July 2009, 1pm, Room 6.02, G O Jones Building.

ACTION: ALL

10. Items of Other Business

2008.176 NOTED: that there were no other items of business.

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