

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from the meeting held on Wednesday 8th July 2009 at 1pm in Room 6.02, G O Jones Building, Mile End

Minute	Action	By whom	By when
2008.180.1	Meetings with departments to discuss re-assessment methods	WA & SM	Ongoing
2008.181.1	Healthcheck report to be discussed at September meeting	SM	02-09-09
2008.182.3.2	Timetabling and Module Registration to be discussed at September meeting	SM	02-09-09
2008.186	Update risk status for Risk 2	SM	ASAP
2008.188	Combine Risks 3 and 12	SM	ASAP
2008.189	Proposed risk scores for Risks 13 – 15 to be passed to Project Manager	ALL	ASAP
2008.190	Project Communications Strategy to be discussed at next meeting	SM/JR	02-09-09
2008.191	Date of next meeting	ALL	02-09-09

**Minutes of the meeting held on Wednesday 8th July 2009 at 1pm in Room 6.02,
G O Jones Building, Mile End**

Present: Professor Morag Shiach (Chair), Dr John Holman, Stefan Milik,
Mangal Patel, James Roberts, Professor Julia Shelton, Dr Liz Smith,
Dr Tony Stockman, Leigh Ward

1. Apologies for Absence

2008.177 RECEIVED: from Wendy Appleby, Dean Curtis, Deborah
James, Dr Alastair Owens, Dr John Patterson,
Heidi Voulstaker

2. Minutes of the Meeting held on 9th June 2009

2008.178 NOTED: that Professor Julia Shelton was present at the
meeting.

2008.179 APPROVED: with the above correction, as an accurate record.

3. Matters Arising from the Minutes

2008.180 [Ref Min 2008.160.1] Re-Assessment Methods meetings

2008.180.1 NOTED: as ongoing.

ACTION: WA & SM

2008.181 [Ref Min 2008.161.1] Healthcheck Report

2008.181.1 NOTED: that this would be discussed at the next meeting.

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

4. Project Manager's Report

2008.182 Alerts (Ref 2.1)

2008.182.1 Re-assessment methods

2008.182.1.1 NOTED: that this will require a data collection exercise.

2008.182.2 Transparency of Assessment

2008.182.2.1 NOTED: that Academic Board had decided not to insist that
all assessments in a module be listed separately on
transcripts.

2008.182.2.2 NOTED: that this was due to individual practices in
departments were some scaling of marks may take
place.

- 2008.182.3 Module Registration & Timetabling
- 2008.182.3.1 DISCUSSED: potential issues with module registration in SITS and timetabling in Syllabus+.
- 2008.182.3.2 AGREED: that this would be considered further at the next meeting.
ACTION: SM
- 2008.183 Clearing (ref 4.2.2)
- 2008.183.1 NOTED: that the basic e-Vision screen prepared for Confirmation & Clearing for 2009 would not allow entry of data in both directions (from and to departments).
- 2008.183.2 NOTED: that in order to solve this some departments would be dealing with all Clearing calls, rather than being dealt with by the Clearing call centre.
- 2008.184 SITS/VLE (Ref 4.9.2)
- 2008.184.1 NOTED: that a working group had been formed and had met on 17th June.
- 5. Project Risks**
- 2008.185 RECEIVED: project risk log.
- 2008.186 NOTED: that Risk 2 (College Engagement) should be shown as Green on the detailed risk log.
ACTION: SM
- 2008.187 NOTED: that a mechanism was now in place for Risk 3 (Decision Making).
- 2008.188 NOTED: that Risk 12 (Definition of Suitable Business Processes) should be combined with Risk 3 (Decision Making).
ACTION: SM
- 2008.189 NOTED: that proposed risk scores for Risks 13 – 15 should be passed to the Project Manager.
ACTION: ALL
- 6. Project Communications**
- 2008.190 AGREED: that Communications Strategy with priorities, key actions and timescales would be discussed at next meeting.
ACTION: JR & SM (LW for agenda)

7. Date of Next Meeting

2008.191 NOTED: as 2nd September 2009 at 1pm in Room 6.02, G O Jones Building, Mile End.

ACTION: ALL

8. Items of Other Business

2008.192 NOTED: that there were no other items of business.

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