

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from the meeting held on Thursday 1st October 2009 at 12noon  
in Room E101, Queens' Building, Mile End**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
2009.24.3	SITS User Review to be set up	SM/DSC	ASAP
2009.25.5.1	Line management of SITS Project Comms Officer to be followed up by Chair	DSC	ASAP
2009.29	Definitive list of processes for primary systems to be drafted	SM/DSC	Ongoing
2009.31.1	Parallel Systems paper to be revised and circulated to Board members for comment	SM	ASAP
2009.35.1	Lack of progress with providing module and diet data to be escalated to relevant sectoral VPs	SM/DSC	ASAP
2009.39	Dates for 2010 meetings to be organised	Lauren Hall via DSC	ASAP
2009.40.2	SITS and HESA/HESES paper to be considered at next meeting	Tribal Rep (LW for agenda)	23-10-09

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STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Minutes of the meeting held on Thursday 1st October 2009 at 12noon in Room E101, Queens' Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Mangal Patel, Professor Julia Shelton, Professor Morag Shiach, Dr Tony Stockman, Leigh Ward, Carron Windsor (Tribal)

**In attendance:** Marlon Gomes

**1. Apologies for Absence**

2009.21 RECEIVED: from Sam Brenton, Dr Alastair Owens, James Roberts and Nas Tarmann.

**2. Minutes of the Meeting held on 2nd September 2009**

2009.22 APPROVED: as an accurate record.

**3. Matters Arising from the Minutes**

2009.23 [Ref Min 2009.12.3] SEMS Data

2009.23.1 NOTED: that SEMS Data had been passed to SITS Business Analyst.

2009.24 [Ref Min 2009.15] Confirmation & Clearing Report

2009.24.1 NOTED: that the report had been written and circulated to Board members.

2009.24.2 NOTED: that an Admissions Process Review Group had been set up by PSG and that part of the work of this Group was to review the implementation of SITS for Admissions.

2009.24.3 AGREED: that a SITS User Review would also be undertaken.  
**ACTION: SM/DSC**

2009.25 [Ref Min 2009.17] Project Communications document

2009.25.1 NOTED: that no project communications document had been prepared for the meeting.

2009.25.2 NOTED: that the Project Manager and SITS Team had met with the Project Communications Officer and that a range of practical activities had been suggested and discussed, including a College-wide campaign to launch SITS.

2009.25.3 NOTED: that a document had been sent to the Project Manager outlining some of these practical activities.

- 2009.25.4 NOTED: the Board's concern at lack of impact in terms of communication plan and also a lack of documentation for the Board to review, including a Communications Strategy.
- 2009.25.5 NOTED: that the Board felt that there had been very little practical results from the dedicated resource and felt that the line management and reporting lines for the Project Communications Officer should be reviewed with a view to making the Comms Officer a permanent member of the SITS Team for the foreseeable future.
- 2009.25.5.1 AGREED: that this would be followed-up by the Chair.  
**ACTION: DSC**

**4. Update from Academic Board Advisory Group (ABAG)**

- 2009.26 NOTED: that ABAG had met on 29th September and had agreed to the proposals considered at the last Project Board.
- 2009.27 NOTED: that ABAG had also had a detailed discussion concerning Assessment and Re-Assessment Methods and had agreed that a reduction in re-assessment methods around the College would be introduced with immediate effect.

**5. Parallel Systems**

- 2009.28 RECEIVED: a paper from the Project Manager outlining proposed approaches to parallel departmental systems.
- 2009.29 AGREED: that a definitive list of processes for which College systems, including SITS, would be the primary systems needed to be drafted and considered by the SITS Project Board and also the IT Projects Board.  
**ACTION: SM & DSC**
- 2009.30 NOTED: that in some instances complimentary or subsidiary systems within Departments would be permitted if used to fulfil a particular local requirement not covered by SITS.
- 2009.30.1 AGREED: that in such instances, SITS would still be the only source of data.
- 2009.30.2 AGREED: that the functionality of SITS would also need to be communicated clearly to departments using such systems.

- 2009.31      AGREED:      that the distinctions between the primary system and any secondary/complimentary departmental systems would need to be refined further.
- 2009.31.1    AGREED:      that the paper would be revised and circulated to Board members for final comment.
- ACTION: SM**

**6.            Project Manager's Report**

- 2009.32      RECEIVED:    the Project Manager's report.
- 2009.33      [Ref 2.1]     Project Board Alerts
- 2009.33.1    NOTED:        the resignation of Nancy Cooper, SITS Business Analyst, who would be taking up a post with Tribal.
- 2009.33.2    NOTED:        that a new role of SIS Technical Manager was required within the SITS team.
- 2009.34      [Ref 3.2]     QM/Tribal Actions
- 2009.34.1    NOTED:        that the Tribal extra resource plan was working well.
- 2009.35      [Ref 4.1]     Academic Model
- 2009.35.1    AGREED:       that lack of progress in some departments in providing information on modules and diets needed to be escalated to Sectoral VPs.
- ACTION: SM/DSC**

**7.            Project Communications**

- 2009.36      NOTED:        see minute 2009.25 above.

**8.            Project Risk Log**

- 2009.37      NOTED:        the updated project risk log.

**9.            Date of Next Meeting**

- 2009.38      NOTED:        the date of the next meeting as 28th October 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End
- 2009.39      AGREED:       that dates for meetings in 2010 needed to be arranged.
- ACTION: Lauren Hall via DSC**

**10. Items of Other Business**

2009.40 SITS and HESA/HESES Reporting

2009.40.1 NOTED: concerns regarding capability of SITS to deal with HESA and HESES reporting.

2009.40.2 AGREED: that a paper outlining SITS processes for HESA and HESES reporting would be considered at the next meeting.

**ACTION: Tribal Rep**  
**ACTION: LW for agenda**

There being no other business, the meeting closed at 1.10pm.