

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 25th November 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By Whom	By When
2009.76.2	Organise meeting to discuss module registration issues	WA,SM, JH	ASAP
2009.76.3	Chair's Action to be taken on module registration issues	DSC	ASAP
2009.78.2	Plan to include NCBs to be drawn up	SM/Tribal	ASAP
2009.79.2	More detailed information to be passed to the Vice-Principal (Teaching & Learning) to enable Modules and Diets data follow up with Departments	SM/SITS Team	Ongoing
2009.85	Paper on ID Card Management issues and solutions to be prepared for next meeting	JH (LW for agenda)	20-01-10
2009.88	All-staff email regarding SITS Awareness Survey	JR/LW	ASAP
2009.90	Review risk scores to ensure correct risk status	SM	ASAP
2009.91	Date of Next Meeting	ALL	20-01-10

Minutes of a meeting held on Wednesday 25th November 2009 at 1pm in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Dr John Holman, Deborah James, Stefan Milik, James O'Meara, Dr Alastair Owens, Mangal Patel, James Roberts, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.69 RECEIVED: from Dr Patricia Revest and Dr Tony Stockman

2. Minutes of the meeting held on 28th October 2009

2009.70 NOTED: that minute 2009.60 should have read 'for each department' and not 'for each work-area'.

2009.71 APPROVED: as an accurate record of the meeting's proceedings, with the above correction.

3. Matters Arising

2009.72 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2009.73 RECEIVED: Project Manager's report for period 26th October to 21st November 2009.

2009.74 Parallel Systems in Departments [2.1.1]

2009.74.1 NOTED: Oakleigh Consultants had been contacted with a view to carrying out review of parallel systems at QM.

2009.74.2 NOTED: that this would cost approximately £30k – £35k.

2009.74.3 AGREED: Departmental Analysis to be conducted by Oakleigh on behalf of the SISPB. SISPM to help manage the workload. Provisional Date end of January to be reviewed in the light of further discussions with Oakleigh, and the availability of relevant staff.

2009.74.4 NOTED: issues related to SITS core functionality, additional SITS functionality and supplementary departmental systems.

2009.75 Absence Recording and PBIS [2.1.3]

2009.75.1 NOTED: that PBIS Attendance monitoring would not be done through SITS.

2009.76 Module Registration [2.1.4]

2009.76.1 RECEIVED: a paper from the Project Manager outlining key issues related to module registration for 2010/11.

- 2009.76.2 AGREED: that a meeting would be organised to discuss these issues with John Holman, Wendy Appleby and Stefan Milik.
ACTION: SM/WA
- 2009.76.3 AGREED: that final action would be agreed by Chair's Action.
ACTION: DSC
- 2009.77 Business Process Ownership [2.1.5]
- 2009.77.1 RECEIVED: a paper from the Project Manager outlining key issues related to business process ownership.
- 2009.77.2 AGREED: that the three senior officers would be the Vice-Principal (Teaching & Learning), the Chief Administrative Officer and the Academic Secretary.
- 2009.78 Non-Credit Bearing Courses and the Academic Model [2.1.6]
- 2009.78.1 NOTED: the SISPM has been asked to look into the impact of enlarging the scope of the project to include NCBs into the Academic Model.
- 2009.78.2 AGREED: that a report would be provided at the next meeting.
ACTION: SM/Tribal
- 2009.79 Academic Model [4.1]
- 2009.79.1 NOTED: that data on Modules and Diets was still outstanding from several departments.
- 2009.79.2 AGREED: that the Vice-Principal (Teaching & Learning) required more detailed information before being able to follow up with Departments.
ACTION: SM/SITS Project Team
- 2009.80 Tuition Fee Matrix and Generation [4.4.1]
- 2009.80.1 NOTED: that fees had been agreed by both CPG and QMSE.
- 2009.81 SEB – Board Reports [4.5.5]
- 2009.81.1 NOTED: resource issues in ARCS to support this area.
- 5. Legacy Systems**
- 2009.82 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining issues with Legacy Systems.
- 2009.83 NOTED: continued need to access historical student data once SRS is decommissioned.
- 2009.84 NOTED: that Advice & Welfare would still require a sub-system to be in place to support their departmental system for case notes and appointments.
- 2009.84.1 NOTED: that solutions did exist in SITS for this kind of use (*Enterprise ServiceDesk*).

2009.85 AGREED: that a report would be prepared for the next Board meeting outlining issues and possible solutions for ID Card management.
ACTION: JH
ACTION: LW for agenda

6. Project Communications

2009.86 RECEIVED: an update document on project communications from the Student Communications Manager.

2009.87 NOTED: that an article would appear in the December issue of Bulletin.

2009.88 AGREED: that an all staff email would be sent with SITS awareness survey.
ACTION: JR/LW

7. Risk Log

2009.89 RECEIVED: updated risk log document from Project Manager.

2009.90 NOTED: that the risk scores needed to be reviewed to ensure they were producing the correct risk status.
ACTION: SM

8. Date of Next Meeting

2009.91 NOTED: as 20th January 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.
ACTION: ALL

9. Items of Other Business

2009.92 NOTED: that there were no other items of business.

There being no other business the meeting closed at 2.20pm.