

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from a meeting held on Wednesday 20th January 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
2009.100.1	Update membership of Board and circulate to Board	LW	ASAP
2009.103.3	Request paper on VLE/Marks Entry issues from Deputy Director of ESD	SM	ASAP
2009.107.1	Resolve and report on finance and fees issues by next meeting	SM	25-02-10
2009.109.2	Email to relevant members of staff in SMD re slow progress with SMD PGT module and diet information	DSC	ASAP
2009.109.3	Raise issue of slow progress with SMD PGT module and diet information at next Medical Education Board meeting	PR	ASAP
2009.116	breakdown of SIS Awareness Survey results by category of staff would be needed in order to ensure prioritised communications	JR	ASAP
2009.118	Date of next meeting	ALL	25-02-10

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**Minutes of a meeting held on Wednesday 20th January 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Dr Tony Stockman, Leigh Ward, Carron Windsor

**1. Apologies for Absence**

2009.93 RECEIVED: from Sam Brenton, Dr Alastair Owens, Mangal Patel and James Roberts.

**2. Minutes of the meeting held on 25th November 2009**

2009.94 APPROVED: as an accurate record of the meeting's proceedings.

**3. Matters Arising**

2009.95 [Ref Min 2009.76.2] Module Registration meeting

2009.95.1 NOTED: that this issue was addressed in the Project Manager's report.

2009.96 [Ref Min 2009.78.2] Non-Credit Bearing Courses

2009.96.1 NOTED: that this had been discussed with the Vice-Principal (Teaching & Learning) and would be included in Phase 3.

2009.97 [Ref Min 79.2] Modules & Diets Data from Departments

2009.97.1 NOTED: that further information had been received from departments following emails from Vice-Principal (Teaching & Learning).

**4. Terms of Reference & Membership**

2009.98 RECEIVED: current ToR and Membership for Project Board.

2009.99 AGREED: to existing ToRs.

2009.100 NOTED: several changes to membership.

2009.100.1 AGREED: that membership would be modified and circulated to Board for information.

**ACTION: LW**

**5. Project Manager's Report**

2009.101 RECEIVED: Project Manager's report for period 26th November 2009 to 20th January 2010.

2009.102 Departmental Systems [4.1]

2009.102.1 NOTED: that Oakleigh Consultants would be reporting on departmental systems by late February 2010.

- 2009.102.2 AGREED: that report would be considered by the Project Board when received.
- 2009.103 Marks Entry Process [4.2]
- 2009.103.1 NOTED: issues around mark entry and interaction between SITS and VLE.
- 2009.103.2 NOTED: that a process was needed to eliminate re-keying of marks.
- 2009.103.3 AGREED: that a paper would be requested from the Deputy Director of ESD.  
**ACTION: SM**  
*Post-meeting note: paper circulated by SM on 21st January 2010*
- 2009.104 Candidate Numbers [4.3]
- 2009.104.1 NOTED: that candidate numbers would not be used in SITS for exam board reports.
- 2009.105 Academic Model and NCBs [4.4]
- 2009.105.1 NOTED: that NCBs will be included in Phase 3.
- 2009.106 Module Registration [4.5]
- 2009.106.1 NOTED: proposed process for 2010.
- 2009.107 Finance and Fees [4.6]
- 2009.107.1 AGREED: that Finance and Fee issues would be resolved and reported by next Board meeting.  
**ACTION: SM**
- 2009.108 Migration Set [4.7]
- 2009.108.1 NOTED: composition of data migration set.
- 2009.109 PGT SMD [4.8]
- 2009.109.1 NOTED: slow progress in getting module and diet information for SMD PGT programmes.
- 2009.109.2 AGREED: that an email would be sent from the Chair to those involved in the SMD.  
**ACTION: DSC**
- 2009.109.3 AGREED: that this would also be raised at the Medical Education Committee.  
**ACTION: PR**

## 6. ID Card Management Issues

- 2009.110 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining proposals for resolution of ID Card management issues.
- 2009.111 APPROVED: proposals contained within paper.

**7. Project Communications**

2009.112 NOTED: that an updated Project Communications Plan had not been provided for the meeting.

**8. SIS Survey Results**

2009.113 RECEIVED: a paper from the Student Comms Manager outlining results of recent SIS Awareness Survey.

2009.114 NOTED: that survey appeared to highlight issues with use of internal communications tools including Bulletin/e-Bulletin etc.

2009.115 NOTED: that it would appear that the project was currently failing to reach a wide audience.

2009.116 AGREED: that a breakdown of the results by category of staff would be needed in order to ensure prioritised communications.

**ACTION: JR**

**9. Risk Log**

2009.117 RECEIVED: updated risk log for project from Project Manager.

**10. Date of Next Meeting**

2009.118 NOTED: as 25th February 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

**ACTION: ALL**

**11. Items of Other Business**

2009.119 NOTED: that there were no other items of business.

There being no other business the meeting closed at 3.05pm.