

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 24th March 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2009.122.3	Raise missing module and diet information at next SMD School Executive Team meeting	NR	ASAP
2009.125.1.2	Information concerning missing module and diet information to be communicated to the Vice-Principal (Teaching & Learning) who would then contact the relevant departments	SITS Team and MS	Ongoing
2009.125.4.2	Module rules to be implemented from 2011/12 onwards following systematic review	SM	Ongoing
2009.126.4.2	BUPT Transcripts to show both Chinese and QM marks	WA	Ongoing
2009.126.4.3	Ensure decisions made regarding BUPT are verified with Head of School of Electronic Engineering and Computer Science	SM/WA	Ongoing
2009.128.2	Consider other means of communication to students (other than QM email address)	SITS Team & NR	Ongoing
2009.129.1.2	Revised Project Communications Plan to be considered at next meeting	SM & NR (LW for agenda)	20-04-10
2009.129.2.1	Plans for post 'Go-Live' support to be considered	SM	ASAP
2009.133.1	Identify departments for discussions re business process re-engineering	WA	ASAP
2009.135	Circulate Oakleigh Consultants report on Admissions Processes	LW	ASAP
2009.137	Date of next meeting	ALL	22-04-10

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**Minutes of a meeting held on Wednesday 24th March 2010 at 3pm in the SIS Project Office,
2nd Floor, The Hive Building, Mile End**

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Stefan Milik, Jim O'Meara, Dr Alastair Owens, Mangal Patel, Nigel Relph, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.120 RECEIVED: from Dr John Holman and Dr Tony Stockman.

2. Minutes of the meeting held on 20th January 2010

2009.121 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2009.122 [Ref Min 109.2] SMD PGT Module & Diet Information

2009.122.1 NOTED: that SMD PGT module and diet information was still incomplete.

2009.122.2 AGREED: that this needed to be resolved urgently.

2009.122.3 AGREED: that the issue would be raised at the next School Executive Team meeting.

ACTION: NR

2009.123 [Ref Min 2009.116] SIS Awareness Survey

2009.123.1 NOTED: that work on SIS Awareness-raising activities was ongoing.

4. Project Manager's Report

2009.124 RECEIVED: Project Manager's report for period 3rd March 2010 to 24th March 2010.

2009.125 Academic Model (5.1)

2009.125.1 Collection of Data

2009.125.1.1 NOTED: that difficulties were still being experienced with the collection of data for inclusion in the academic model.

2009.125.1.2 AGREED: that where information was missing this should be communicated to the Vice-Principal (Teaching & Learning) who would then contact the relevant departments.

ACTION: SITS Team and MS

2009.125.2 Start Dates

2009.125.2.1 NOTED: that Academic Board agrees all programme start dates and that any variation from these needs to be approved by Academic Board.

- 2009.125.3 MPhil/PHD HESA Returns
- 2009.125.3.1 NOTED: issues related to student programme details for MPhil/PhD and HESA returns.
- 2009.125.3.2 NOTED: that MPhil was offered as both an exit award and also a programme in its own right and should be reflected as such in SITS.
- 2009.125.4 Module Rules
- 2009.125.4.1 RECEIVED: paper outlining options for module rules.
- 2009.125.4.2 AGREED: that module rules would be implemented from 2011/12 onwards following systematic review.
- ACTION: SM**
- 2009.126 Student Records (5.2)
- 2009.126.1 OLAF
- 2009.126.1.1 NOTED: that the On-Line Application Form would be made a lower priority for support once Enrolment goes live.
- 2009.126.2 Module Registration
- 2009.126.2.1 NOTED: that for 2010/11 only there was not the capability to control module numbers.
- 2009.126.3 PBI
- 2009.126.3.1 NOTED: that the business requirements for PBI would be defined.
- 2009.126.4 BUPT
- 2009.126.4.1 NOTED: that discussions had taken place with the BUPT Co-Director concerning conversion of Chinese marks in to SITS and the QM mark scheme.
- 2009.126.4.2 AGREED: that transcripts would need to show both QM and Chinese marks.
- ACTION: WA**
- 2009.126.4.3 AGREED: that decisions made regarding BUPT would be verified with Head of School of Electronic Engineering and Computer Science.
- ACTION: WA/SM**
- 2009.127 Finance and Fees (5.4)
- 2009.127.1 NOTED: concerns from Fees Office over interface between SITS and Agresso for student fees.
- 2009.128 Portals (5.9)
- 2009.128.1 NOTED: that information on SITS and impact on students had been sent to all students QM email addresses.

2009.128.2 AGREED: that other means of communication should also be considered and used.

ACTION: SITS Team/NR

2009.129 Other Work (5.10)

2009.129.1 Communications

2009.129.1.1 AGREED: the Project Communications would be discussed further.

ACTION: SM and NR

2009.129.1.2 AGREED: that a revised Communications Plan would be considered at the next meeting of the Project Board.

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

2009.129.2 Post Go Live Support

2009.129.2.1 NOTED: that plans for post Go-Live support of SITS needed to be urgently considered.

ACTION: SM

2009.129.3 Unicode Upgrade

2009.129.3.1 NOTED: that release 8.3.1 (May 2010) would only support Unicode.

2009.129.3.2 NOTED: potential impact of this on interfaces with other College systems.

2009.129.4 Advice & Counselling

2009.129.4.1 NOTED: that a decision was still pending on which system would be used.

5. Report on Review of Departmental Student Systems

2009.130 RECEIVED: report from Oakleigh Consultants on the review of Departmental Student Systems.

2009.131 NOTED: report's recommendations.

2009.132 Phased Deployment (Recommendation 4)

2009.132.1 NOTED: that a phased deployment of SITS would not be desirable.

2009.133 Business Process Re-Engineering (Recommendation 5)

2009.133.1 AGREED: that departments would be identified to then discuss business process re-engineering.

ACTION: WA

2009.134 Data Feeds from Local Systems (Recommendation 6)

2009.134.1 AGREED: that clarity needed to be achieved with regards the relationship between SITS and local systems, including boundaries between SITS and local systems.

2009.134.2 NOTED: that there was a danger of 'project creep' with regards considerations concerning local systems.

2009.135 AGREED: that the Oakleigh Consultants report on Admissions Processes would be circulated after the meeting.

ACTION: LW

6. Risk Log

2009.136 RECEIVED: updated risk log for project from Project Manager.

7. Date of Next Meeting

2009.137 NOTED: as 22nd April 2010 at 1pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

8. Items of Other Business

2009.138 NOTED: that there were no other items of business.

There being no other business the meeting closed at 4.40pm.