

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from a meeting held on Thursday 20th May 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>
2009.173	Risk Log to indicate changes to risks	SM	Ongoing
2009.175.1	UAT update from Technical Manager to be circulated	SM	ASAP
2009.176.1.2	Extraordinary meeting of Programmes Committee to be arranged	WA	Late June/early July
2009.176.1.3	Work on programmes and data for Academic Model to be taken forward as a critical matter in SMD	DJ	ASAP
2009.176.2.1	Arrange meetings with History and SLLF re missing data	SM	ASAP
2009.181	Front page of Connect to contain a permanent link to SITS	DSC	ASAP
2009.194	Date of next meeting	ALL	08-06-10

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

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

**1. Apologies for Absence**

2009.169 RECEIVED: from Jim O'Meara, Dr Alastair Owens, Mangal Patel, Dr Patricia Revest, and Dr Tony Stockman.

**2. Minutes of the meeting held on 22nd April 2010**

2009.170 APPROVED: as an accurate record of the meeting's proceedings.

**3. Matters Arising**

2009.171 NOTED: that there were no matters arising.

**4. Risk Log**

2009.172 RECEIVED: an up to date Risk Log for the Project.

2009.173 AGREED: that Risk Log would indicate where a risk had changed.

**ACTION: SM**

2009.174 Risk 8: Staff Training

2009.174.1 NOTED: that staff training plan was very nearly complete and would be communicated to the College by the end of May.

2009.174.2 NOTED: that there was resource to deliver training within Project Team.

2009.174.3 NOTED: that on-line training would also be provided for some aspects of the system.

2009.174.4 NOTED: importance of providing a training environment.

2009.175 Risk 11: UAT

2009.175.1 NOTED: that an update from the Technical Manager would be circulated as soon as possible.

**ACTION: SM**

2009.176 Risk 19: Academic Model

2009.176.1 DISCUSSED: outstanding data issues from SMD.

2009.176.1.1 DISCUSSED: associated QA issues and need for all programmes to be considered by Programmes Committee in standard format.

2009.176.1.2 AGREED: that an extraordinary meeting of the Programmes Committee would be organised for late June/early July to consider all SMD programmes.

**ACTION: WA**

2009.176.1.3 AGREED: that this work was now critical and needed to be taken forward as a matter of urgency in the School.

**ACTION: DJ**

2009.176.2 NOTED: outstanding data issues in History and SLLF.

2009.176.2.1 AGREED: that meetings would be arranged with the Head of History and Head of SLLF with the Vice-Principal (Teaching & Learning) and the SIS Project Manager.

**ACTION: SM**

2009.177 Risk 20: Special Regulations

2009.177.1 NOTED: that this issue was currently being resolved.

2009.178 Risk 22: PBI

2009.178.1 NOTED: that work was currently taking place on ensuring data from Agresso could be automatically transferred to SITS, including academic year data.

2009.178.2 AGREED: that all changes to data had to take place at data source and not in sub-screens and that a clear audit trail would also be needed.

## **5. Project Communications**

2009.179 NOTED: that the project website was currently being updated.

2009.180 NOTED: that a MySIS flier would be included in all students' results letters later in the year.

2009.181 AGREED: that the front page of Connect would contain a permanent link to SITS news etc.

**ACTION: DSC**

## **6. Project Manager's Report**

2009.182 RECEIVED: Project Manager's report for period 23rd April 2010 to 20th May 2010.

2009.183 5.2: ELQ Rates

2009.183.1 NOTED: that SMD ELQ rates had been discussed at the Costing & Pricing Group meeting held on 20th May.

2009.183.2 NOTED: that these would be discussed further at the next CPG meeting on 10th June.

2009.184 5.3: Associate Students

2009.184.1 NOTED: that this issue had been resolved.

- 2009.185 5.6: Department Analysis
- 2009.185.1 NOTED: that this would be revisited later in the year.
- 2009.186 5.12: Health Clearance Checks
- 2009.186.1 NOTED: that a policy was being developed in the SMD.
- 2009.187 5.13: SBCS and Wednesday Afternoon Teaching
- 2009.187.1 NOTED: that this issue was being resolved.

**7. SITS & VLE**

- 2009.188 RECEIVED: a paper from Dr Warren Boutcher, School of English and Drama, concerning SITS, VLE and marks.
- 2009.189 NOTED: that a meeting was being arranged between the Academic Secretary, the Project Manager and Dr Boutcher.
- 2009.190 NOTED: that double marking etc. would not be managed through SITS.
- 2009.191 NOTED: that marks (provisional) should only be entered into SITS at the point that they could be released to students.
- 2009.192 NOTED: need to be careful of possible project creep with differences between individual departments possibly requiring different solutions.
- 2009.193 AGREED: that marks should not be entered in to SITS until the point that they could be released to students.

**8. Date of Next Meeting**

- 2009.194 NOTED: as 8th June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

**ACTION: ALL**

**9. Items of Other Business**

- 2009.195 NOTED: that there were no other items of business.

There being no other business the meeting closed at 3.35pm.