

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from a meeting held on Tuesday 8th June 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>
2009.210.1	Report on UAT deliverables for next meeting	SM (LW for agenda)	22-06-10
2009.211.2	Training in post-implementation steady state	SM	Ongoing
2009.212	Circulate Go Live plan to Board	SM	ASAP
2009.213.1	SMD PGT Academic Model data to be passed to Deputy Chief Operating Officer for verification	SM	ASAP
2009.215.1	WebCT to be known as Blackboard in all documentation	SM	Ongoing
2009.215.2	Feed of marks from SITS to VLE to read 'from VLE to SITS' with a completion date of March 2011 (also change from Amber to Green)	SM	ASAP
2009.215.3	Advice & Counselling Interface to be changed from Green to Amber	SM	ASAP
2009.216.2	Circulate departmental responsibilities and named contacts to departments	WA/SM	ASAP
2009.219	Date of next meeting	ALL	22-06-10

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STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Minutes of a meeting held on Tuesday 8th June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Dr John Holman, Deborah James, Tom King (for Dr Tony Stockman), Stefan Milik, Jim O'Meara, Dr Alastair Owens, Professor Julia Shelton, Liz Smith, Leigh Ward

**1. Apologies for Absence**

2009.196 RECEIVED: from Nigel Relph, Dr Patricia Revest, Professor Morag Shiach, and Dr Tony Stockman.

**2. Minutes of the meeting held on 20th May 2010**

2009.197 APPROVED: as an accurate record of the meeting's proceedings.

**3. Matters Arising**

2009.198 NOTED: that there were no matters arising.

**4. Risk Log**

2009.199 NOTED: that changes to Risk Log were highlighted in Project Manager's report.

**6. Project Manager's Report**

2009.200 RECEIVED: Project Manager's report for period 21st May 2010 – 8th June 2010.

2009.201 5.1: Mark Entry – English & Drama

2009.201.1 NOTED: that this issue had been resolved.

2009.202 5.2: ELQ Rates

2009.202.1 NOTED: that ELQ rates for SMD would be approved at Costing & Pricing Group meeting to be held on 10th June.

2009.203 5.3: Associates

2009.203.1 NOTED: that this issue had been resolved.

2009.204 5.4: Academic Model

2009.204.1 NOTED: that progress had been made with outstanding data from SLLF and History.

2009.204.2 NOTED: that progress had been made with outstanding data from SMD and that an extraordinary Programmes Committee had been organised for July to consider all PGT programmes in SMD.

- 2009.205 5.5: Enrolment Deadlines
- 2009.205.1 NOTED: that this issue had been approved by QMSE.
- 2009.206 5.6: Departmental Analysis – Oakleigh Report
- 2009.206.1 AGREED: that this would be revisited in the autumn.
- 2009.207 5.7: PBI
- 2009.207.1 NOTED: that progress was being made with PBI solution in SITS.
- 2009.208 5.8: Special Regulations
- 2009.208.1 NOTED: that progress was being made with Special Regulations led by Kate Dunster in ARCS.
- 2009.209 5.9: Outputs from Programmes Committee
- 2009.209.1 NOTED: as ongoing.
- 2009.210 5.10: UAT
- 2009.210.1 NOTED: that a report on UAT deliverables would be considered at the next meeting.
- ACTION: SM**  
**ACTION: LW for agenda**
- 2009.211 5.11: Training
- 2009.211.1 NOTED: that progress had been made with a training plan and that this would be published by mid-June.
- 2009.211.2 NOTED: that attention needed to be paid to training in steady-state post-SITS implementation.
- ACTION: SM**
- 2009.212 5.12: Health Clearance Checks
- 2009.212.1 NOTED: that a policy on Health Clearance Checks would be developed by mid-July.
- 2009.213 5.13: SBCS – Wednesday Afternoons
- 2009.213.1 NOTED: that this issue had been referred to the Vice-Principal (Teaching & Learning) for resolution.
- 2009.212 AGREED: that Board would be provided with a copy of the Go Live plan.
- ACTION: SM**
- 2009.213 NOTED: that information held in SITS regarding the Academic Model (modules, availability and diets) had been distributed to academic departments for checking.

- 2009.213.1    **AGREED:**            that SMD PGT information would be passed to the Deputy Chief Operating Officer for checking.  
**ACTION: SM**
- 2009.214      **DISCUSSED:**        Performance Testing issues.
- 2009.214.1    **NOTED:**              that Platform Services had been working with Tribal to provide stable and sufficient servers.
- 2009.215      [Ref 6.8 Interfaces]
- 2009.215.1    **NOTED:**              that WebCT should be known as Blackboard in all documentation.  
**ACTION: SM**
- 2009.215.2    **NOTED:**              that the feed of marks from SITS to VLE should read from VLE to SITS and would be completed by March 2011 and should be changed from Amber to Green.  
**ACTION: SM**
- 2009.215.3    **NOTED:**              that the Advice & Counselling interface should be changed from Green to Amber.  
**ACTION: SM**
- 2009.216      **DISCUSSED:**        issues relating to departmental responsibilities.
- 2009.216.1    **NOTED:**              that Departments had been asked to confirm all responsibilities and named contacts.
- 2009.216.2    **AGREED:**              that this information should be circulated to Departments.  
**ACTION: WA/SM**
- 2009.217      **DISCUSSED:**        MySIS and related issues, including its role and how departments will be able to use the MySIS interface.
- 2009.218      **DISCUSSED:**        Contingency Plans and need to ensure business as usual should the implementation not run according to plan.
- 7.              Date of Next Meeting**
- 2009.219      **NOTED:**              as 22nd June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.  
**ACTION: ALL**
- 8.              Items of Other Business**
- 2009.220      **NOTED:**              that there were no other items of business.

There being no other business the meeting closed at 2.40pm.