

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 4th August 2010 at 4pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2009.275.3	Jane Pallant to be invited to next meeting	LW	ASAP
2009.285	Comments on Business Continuity Plan to Wendy Appleby	ALL	ASAP
2009.289	Date of next meeting	ALL	18-08-10

Minutes of a meeting held on Wednesday 4th August 2010 at 4pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Sam Creighton (QMSU), Dr John Holman, Deborah James, Stefan Milik, Jim O'Meara, Dr Alastair Owens, Dr Liz Smith, , Dr Tony Stockman, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.269 RECEIVED: from Wendy Appleby, Professor Julia Shelton, Professor Morag Shiach and Dr Patricia Revest.

2. Minutes of the meeting held on 7th July 2010

2009.270 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2009.271 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2009.272 RECEIVED: Project Manager's report for period 8th July 2010 – 4th August 2010.

2009.273 Disability & Dyslexia Service

2009.273.1 NOTED: that the work to deliver functionality to DDS would not be completed by August and would be rescheduled as a Phase 3 deliverable.

2009.274 SMD Mark Schemes

2009.274.1 NOTED: that work on SMD mark schemes was very nearly complete.

2009.275 Academic Model

2009.275.1 NOTED: that progress had been made with the Academic Model outstanding data and issues and that at the time of the meeting the Academic Model was 97% complete with only 64 remaining modules to be entered.

2009.275.2 NOTED: that confirmation of structures was still required from some Schools and Departments.

2009.275.3 AGREED: that the Deputy Academic Registrar would be invited to the next meeting to discuss process issues regarding programme amendments and modifications.

ACTION: LW to invite Jane Pallant

2009.276 Student Loans Company

2009.276.1 NOTED: proposed methodologies for invoicing SLC students.

- 2009.277 Data Feed to Departments
- 2009.277.1 AGREED: that module results would not form part of the data feed to departments.
- 2009.278 PAA Approval Process
- 2009.278.1 NOTED: issues with module selections from other departments being approved by a student's home department.
- 2009.278.2 NOTED: that this would only be an issue for 2010/11 and that a resolution would be developed during 2010/11 for 2011/12.
- 2009.279 SIS Time Line
- 2009.279.1 NOTED: that the revised SIS time line had been circulated to HoDs and the SIS PB.
- 2009.280 Research Records
- 2009.280.1 AGREED: that during migration a blank SPI record would be created for all research students.
- 2009.281 SITS/Agresso
- 2009.281.1 NOTED: progress with SITS/Agresso interfaces.
- 2009.282 Assessment, Progression and Awards
- 2009.282.1 NOTED: temporary appointment to this area.
- 2009.283 SITS Enrolment
- 2009.283.1 NOTED: progress with SITS Enrolment.
- 2009.284 Load Testing
- 2009.284.1 NOTED: that Tribal have reviewed the College's existing provision of hardware and had agreed that this would be sufficient.
- 2009.284.2 NOTED: that additional hardware has been purchased for the Disaster Recovery system, which will be installed between go live and enrolment.
- 2009.284.3 NOTED: that load testing had been undertaken against the Live system.
- 5. Business Continuity Plan**
- 2009.285 NOTED: that the Business Continuity plan had been circulated to all SIS PB members and that any comments should be passed to the Academic Secretary.
- ACTION: ALL as necessary**
- 6. Risk Log**
- 2009.286 RECEIVED: an updated Risk Log for the project.

7. Timeline

2009.287 NOTED: that a timeline had now been agreed with ARCS and had been distributed to HoDs and was also available on the SITS website.

8. Project Budget

2009.288 RECEIVED: updated budget for project.

9. Date of Next Meeting

2009.289 NOTED: as 18th August 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

10. Items of Other Business

2009.290 NOTED: that there were no other items of business.

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