

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 18th August 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2009.295.3	Chair to write to Andy Robinson expressing thanks from Board	DSC	ASAP
2009.297.1	Project Risk Log to be presented to Audit & Risk Committee	SM	Ongoing
2009.299.2	Proposal on Opt In/Out for Re-Sit Registration to be considered at next Board	SM (LW for agenda)	01-09-10
2009.310	IT Services start of semester communication to staff to include SITS	CD	September 2010
2009.311	Date of Next Meeting	ALL	01-09-10

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STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Wednesday 18th August 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Chris Day, Stefan Milik, Jim O'Meara, Professor Morag Shiach, Leigh Ward, Carron Windsor

In attendance: Jane Pallant, Academic Registry & Council Secretariat
Tom King, EECS (for Dr Tony Stockman)

1. Apologies for Absence

2009.291 RECEIVED: from Wendy Appleby, Sam Creighton, Dr John Holman, Deborah James, Dr Alastair Owens, Nigel Relph, Dr Patricia Revest, Professor Julia Shelton and Dr Liz Smith.

2. Minutes of the meeting held on 4th August 2010

2009.292 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2009.293 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2009.294 RECEIVED: Project Manager's report for period 4th August 2010 – 18th August 2010.

2009.295 Academic Model

2009.295.1 NOTED: that all data for the Academic Model had been completed.

2009.295.2 NOTED: the Board's thanks to Andy Robinson.

2009.295.3 AGREED: that the Chair would write to Andy Robinson.

ACTION: DSC

2009.296 Student Personal Maintenance

2009.296.1 NOTED: that Student Personal Maintenance would be completed by September 2010.

2009.297 Audit & Risk Committee

2009.297.1 AGREED: that the Project Risk Log would be presented to Audit & Risk Committee.

ACTION: SM

2009.298 Business Continuity Plan

2009.298.1 NOTED: that no comments had been received on the Business Continuity Plan.

- 2009.299 Opt In/Out Task for Re-Sit Registration
- 2009.299.1 NOTED: complications for re-sit registration for PGT programmes.
- 2009.299.2 AGREED: that a proposal would be considered at the next Board.
ACTION: SM
- 2009.299.3 NOTED: that a sensible approach would be to focus on the College's large PGT programmes first.
- 2009.299.4 NOTED: that if College moved to all resits occurring in August this would not be an issue.

2009.300 Student Union Interface

- 2009.300.1 NOTED: data protection issues were being resolved with regards SU interface and sharing of personal information.

2009.301 Admissions

- 2009.301.1 NOTED: that no issues had been raised with Admissions.

2009.302 SRS Roll Forward

- 2009.302.1 NOTED: SRS roll forward had been successfully completed.

5. Programme and Module Amendments

- 2009.303 NOTED: that Chair's Action from Chair of Programmes Committee would be needed to deal with any minor amendments identified in September.
- 2009.304 NOTED: that a process would be designed during 2010/11 to streamline programme and module amendments in SITS.
- 2009.305 NOTED: that this would only be an issue for 2010/11 and new process would be in place for September 2011.

6. SITS Development

- 2009.306 RECEIVED: a paper from the Planning Unit requesting clarification of development issues in SITS.
- 2009.307 NOTED: that normal development request processes would apply.
- 2009.308 NOTED: that the SITS HESES module allowed local customisation (given the nature of the HESES return) which would require local development work.

7. Project Communications

- 2009.309 NOTED: that all students would receive information on MySIS as part of re-enrolment or pre-enrolment.
- 2009.310 AGREED: that a planned communication to staff from IT Services at the start of the semester would include information on SITS.
ACTION: CD

8. Date of Next Meeting

2009.311 NOTED: as 1st September 2010 at 2pm in the SIS Project Office, 2nd Floor,
The Hive, Mile End.

ACTION: ALL

9. Items of Other Business

2009.312 NOTED: that there were no other items of business.

There being no other business the meeting closed at 2.30pm.