

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 15th September 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2010.015	Investigate SLC issues in SMD	DJ	ASAP
2010.018	Pass names of GEP students unable to log in to Blackboard to Project Manager	PR	ASAP
2010.020	Inform SEMS that request for student photos for class groups would not be actioned	JS	ASAP
2010.021	Inform EECS that request for MAPs, MABs and MAVs would not be actioned	SM	ASAP
2010.023	Date of Next Meeting	ALL	29-09-10

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STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Wednesday 15th September 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, Dr Alastair Owens, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward,

1. Apologies for Absence

2010.001 RECEIVED: from Sam Brenton, Nigel Relph, and Carron Windsor.

2. Minutes of the meeting held on 18th August 2010

2010.002 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2010.003 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2010.004 RECEIVED: an oral report from the Project Manager for period 18th August 2010 – 15th September 2010.

4.1 Enrolment

2010.005 NOTED: that enrolment process for SMD had been successful in week beginning 6th September 2010.

2010.006 NOTED: that all students had been enrolled but that an error message was being received which required users to log out and log back in again.

2010.006.1 NOTED: that the error message was being investigated and would be resolved as soon as possible.

4.2 Pre-Enrolment/Re-Enrolment

2010.007 NOTED: that approximately two-thirds of pre-enrolments had taken place (4,800 with 2,200 remaining).

2010.008 NOTED: that approximately two-thirds of re-enrolments had taken place (5,500 with 3,300 remaining).

2010.009 NOTED: that 9,050 module registrations had been completed.

4.3 Invoice Production

2010.010 NOTED: that an issue had arisen relating to the timing of invoice production in Finance, which meant that all students with an outstanding invoice had been flagged as debtors.

2010.011 NOTED: that this had now been resolved.

- 4.4 Year 5 SMD Enrolment
- 2010.012 NOTED: that there had been timing issues with Year 5 SMD enrolment (for this year only) as SITS was not live at the time of their enrolment.
- 2010.013 NOTED: that it had been agreed previously that the Manager of Registry Services in SMD would institute a temporary solution for this year and that this had not been put in to place.
- 4.5 Student Loans Company
- 2010.014 NOTED: some issues with SLC returns for SMD students.
- 2010.015 AGREED: that this would be investigated further in the SMD. **ACTION: DJ**
- 4.6 Help Desk
- 2010.016 NOTED: that the Help Desk had received 261 logs since 1st September and that there were only 40 logs outstanding.
- 4.7 SITS/Blackboard
- 2010.017 NOTED: that there were some issues with GEP students logging in to Blackboard.
- 2010.018 AGREED: that student details would be passed to the Project Manager to investigate. **ACTION: PR**
- 4.8 Data Feeds to Schools
- 2010.019 NOTED: that there had been eight requests for data feeds from Schools.
- 2010.020 AGREED: that request from SEMS for student photos for class groups would not be actioned. **ACTION: JS to inform School**
- 2010.021 AGREED: that request from EECS for MAPs, MABs and MAVs would not be actioned. **ACTION: SM to inform School**
- 4.9 Bulletin and QM Student
- 2010.022 NOTED: that articles on SITS had appeared in both the Bulletin and QM Student and that there were links to SITS on the student portal and Connect.
- 6. Date of Next Meeting**
- 2010.023 NOTED: as 29th September 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End. **ACTION: ALL**

7. Items of Other Business

7.1 Module Registration

2010.024 NOTED: that there had been some small issues with the Academic Model in terms of students registering for modules outside of their home School.

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