

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 29th September 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2010.028.1	Double check issues of GEP students and VLE enrolment	PR/SM	ASAP
2010.034	Proposed work schedule for the period January – August 2011 to be considered at the next meeting of the Board	SM	27-10-10
2010.036	Group to be formed to consider any development requests in steady-state	WA/SM	Ongoing
2010.038	'FAQ' document to be drawn up to deal with common questions and issues	SM	ASAP
2010.043	Date of Next Meeting	ALL	27-10-10

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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, Dominic Barnes, Sam Brenton, Dr John Holman, Deborah James, Stefan Milik, Jim O'Meara, Dr Patricia Revest, Professor Julia Shelton, Dr Liz Smith, Dr Tony Stockman, Leigh Ward

1. Apologies for Absence

2010.025 RECEIVED: from Professor Susan Dilly, Dr Alastair Owens, Carron Windsor.

2. Minutes of the meeting held on 15th September 2010

2010.026 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2010.027 [Ref Min 2010.15] SLC Issues in SMD

2010.027.1 NOTED: there had been some communications issues with regards changes to Year 4 dates.

2010.028 [Ref Min 2010.18] GEP Students and Blackboard

2010.028.1 AGREED: that this issue would be double-checked.

ACTION: PR/SM

4. Project Manager's Report

2010.029 RECEIVED: a report from the Project Manager for period 15th September 2010 – 29th September 2010.

4.1 Enrolment

2010.030 NOTED: that enrolment processes had worked well.

4.2 Work for October – December 2010

2010.031 NOTED: proposed work schedule for the period October – December 2010.

4.3 Study Abroad Students

2010.032 NOTED: issues relating to records for Study Abroad students (from QM) including recording of assessments and their current non-inclusion in the HESA return.

2010.033 NOTED: that these issues would be discussed at Vice-Principal Teaching & Learning Advisory Group.

- 4.4 Work for January – August 2011
- 2010.034 AGREED: that the proposed work schedule for the period January – August 2011 needed further discussion and would be considered at the next meeting of the Board.
ACTION: SM
- 4.5 Data Feeds
- 2010.035 NOTED: that a small Group would be formed to consider any requests for data feeds from SITS.
- 4.6 SITS Development Group
- 2010.036 NOTED: that a Group would be formed to consider any development requests in steady-state.
ACTION: WA/SM
- 4.7 Help Desk
- 2010.037 NOTED: that SITS Help Desk had been working well and that issues were being resolved quickly.
- 2010.038 AGREED: that a 'FAQ' document would be drawn up to deal with common questions and issues.
ACTION: SM
- 4.8 Opt In/Opt Out for Resits
- 2010.039 RECEIVED: a paper from the Project Manager outlining possible options for resit Opt In/Opt Out task in SITS.
- 2010.040 AGREED: that a manual process would be used for 2010/11 (Option 4 in paper).
- 5. Project Risk Log**
- 2010.041 RECEIVED: updated risk log for project.
- 6. Project Communications**
- 2010.042 NOTED: that various communications had been planned including an article in the forthcoming Bulletin, an article in the QM Student Newsletter.
- 7. Date of Next Meeting**
- 2010.043 NOTED: as 27th October 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.
ACTION: ALL
- 8. Items of Other Business**
- 8.1 VLE
- 2010.044 NOTED: that enrolment for the VLE had gone well for the majority of students.

8.2 Resit Task for Undergraduates

2010.045 NOTED: that the resit task for undergraduates would go live by early October 2010.

There being no other business the meeting closed at 2.45pm.