

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 27th October 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2010.54	Address issues with access to mark entry on a School-by-School basis	SM	ASAP
2010.63	Comments on priorities for January 2011 onwards to be passed to Project Manager	ALL	ASAP
2010.63.1	Priorities for January 2011 onwards to be considered at next meeting	SM (LW for agenda)	25-11-10
2010.65	Risk log to be revised for January 2011	SM	January 2011
2010.67	Date of next meeting	ALL	25-11-10
2010.68	Timings for amendments to Academic Model for 2011/12	SM	Ongoing

Minutes of a meeting held on Wednesday 27th October 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Chris Day, Deborah James, Stefan Milik, Jim O'Meara, Dr Alastair Owens, Professor Julia Shelton, Professor Morag Shiach, Dr Tony Stockman

1. Apologies for Absence

2010.046 RECEIVED: from Wendy Appleby, Sam Brenton, Professor Susan Dilly, Dr John Holman, Carron Windsor.

2. Minutes of the meeting held on 29th September 2010

2010.047 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2010.048 NOTED: that there were no matters arising.

4. Project Manager's Report

2010.049 RECEIVED: a report from the Project Manager for period 29th September 2010 – 27th October 2010.

4.1 Module Registration

2010.050 NOTED: that there had been some issues raised with processes used for 2010/11.

2010.050.1 NOTED: that some of the issues related to existing School processes which led to duplication of work for this year only.

2010.052 NOTED: that there will be a review meeting at end of November 2010 to consider processes.

2010.053 NOTED: that generally processes have worked well and that the implementation of SITS has provided a number of benefits to Schools.

4.2 Awards, Assessment & Progression

2010.054 NOTED: possible issues with universal mark entry access for academic staff and that this should be organised on a School-by-School basis.

ACTION: SM

4.3 WASP

2010.055 NOTED: good progress on exam timetabling processes.

2010.056 NOTED: that testing was currently taking place by Registry.

- 4.4 Research Degree Management Module
- 2010.057 NOTED: that a meeting was held on 27th October 2010 and that a set of priorities will be considered at VPRAG on 3rd November.
- 2010.058 NOTED: session being organised for November 2010 to understand and take forward business priorities following VPRAG.
- 4.5 External Reporting
- 2010.059 NOTED: some issues with HEFCE T reporting that are being addressed.
- 2010.060 NOTED: completion date of 1st November.
- 4.6 Help Desk
- 2010.061 NOTED: that a Service Level Agreement has been proposed within the SISPT that will be published via MySIS.
- 2010.061.1 DISCUSSED: whether a response time of 24 hours was sufficiently flexible and that this could be extended.
- 2010.061.2 NOTED: need to consider this as part of 'business as usual' processes.
- 2010.061.3 NOTED: that this would have resource implications.
- 5. Priorities for January 2011 onwards**
- 2010.062 NOTED: as not yet completed.
- 2010.063 AGREED: that all SIS PB members should pass comments on to the Project Manager.
ACTION: ALL
- 2010.063.1 NOTED: that this will be considered at the next meeting.
ACTION: SM (LW for agenda)
- 6. Project Risk Log**
- 2010.064 RECEIVED: updated risk log for project.
- 2010.065 NOTED: that this will be updated for January 2011.
ACTION: SM
- 7. Project Communications**
- 2010.066 NOTED: that an article had been featured in the QM Student newsletter for October 2010.
- 8. Date of Next Meeting**
- 2010.067 NOTED: as 25th November 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.
ACTION: ALL

9. Items of Other Business

9.1 Amendments to Academic Model for 2011/12

2010.068 NOTED: that timings for amendments needed to be considered to ensure best fit with programme and module amendments/approvals and other considerations such as sabbatical/research leaves of individual staff.
ACTION: SM

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