

QUEEN MARY, UNIVERSITY OF LONDON

SIS PROJECT BOARD

Action points from a meeting held on Thursday 25th November 2010 at 2pm in SIS Meeting Room, Catering Building, Mile End

Minute	Action	By Whom	By When
2010.075	Take forward discussions with Teaching Room Facilities re timetabling	WA	Ongoing
2010.083	Clarify issues relating to fees processes	LS	ASAP
2010.087	ARCS rep for Associate Students TFG	LW	January 2011
2010.091	Date of next meeting	ALL	19-01-11

Minutes of a meeting held on Thursday 25th November 2010 at 2pm in SIS Meeting Room, Catering Building, Mile End

Present: Professor Morag Shiach (Acting Chair), Wendy Appleby, Dr John Holman, Deborah James, Stefan Milik, Jim O'Meara, Professor Julia Shelton, Dr Liz Smith

1. Apologies for Absence

2010.069 RECEIVED: from Dean Curtis, Dr Alastair Owens,

2. Minutes of the meeting held on 27th October 2010

2010.070 APPROVED: as an accurate record.

3. Matters Arising from the Minutes

2010.071 NOTED: that there were no matters arising.

4. Project Manager's Report

2010.072 RECEIVED: report from the Project Manager for the period 28th October to 25th November 2010.

4.1 Marks Entry and Exam Timetabling

2010.073 NOTED: that both went live in week beginning 22nd November and that both were performing well.

4.2 Module Registration

2010.074 NOTED: some concerns from Schools over timing of processes for pre-registration, including links to timetabling issues and deadlines.

2010.075 NOTED: that process would be driven by Registry but that discussions would take place with Teaching Room Facilities to see if deadlines could be made more flexible.

ACTION: WA

2010.076 NOTED: need to ensure that all module approvals and amendments needed to be included in Academic Model by end of March 2011.

2010.076.1 NOTED: that Programme & Module Board did not meet until end of March 2011.

2010.076.2 NOTED: that there would need to be some flexibility with deadlines to take into account sabbatical leave etc.

2010.077 NOTED: issues with availability of modules to students from other Schools and approval process for module diets.

4.3 Research Management Module

2010.078 NOTED: progress with Research Management Module.

4.4	External Reporting		
2010.079	NOTED:	that data extracts had been produced and met requirements.	
4.5	Fees and SITS		
2010.080	NOTED:	that a review meeting held been held with regards UKBA uploads (SRS29).	
2010.081	NOTED:	that assumptions were being made with regards fees and that this could have a potential impact on CAS production.	
2010.082	NOTED:	that fees are considered by CPG and that a fees schedule is approved by QMSE on an annual basis and that no variation is permitted without prior agreement by CPG and QMSE.	
2010.083	AGREED:	that this would be resolved as soon as possible.	ACTION: LS
4.6	Post Project Support		
2010.083	NOTED:	meeting held with Brunel University with regards their post-project support mechanisms and structures.	
4.7	Phase 3 Functionality		
2010.084	NOTED:	functionality requests for Phase 3 and priorities.	
2010.085	NOTED:	that HEAR transcripts would only be introduced for students who start in 2011 rather than those who graduate in 2011.	
2010.086	NOTED:	that Diploma Supplement Transcript needed to be produced as a matter of priority.	
2010.087	NOTED:	ARCS rep for Associate Students TFG.	ACTION: LW
2010.088	APPROVED:	the following 'Priority 1' functions: <ul style="list-style-type: none"> - SMD PAPeRS - LLU Course Bookings - Campus Day - On Line Bookings - ELSS - CPG - Fee Profile Report - Academic Model - CMS Link 	
5.	Risk Log		
2010.089	NOTED:	that this would be considered in January 2011.	
6.	Project Communications		
2010.090	NOTED:	that there was nothing to report.	
7.	Training		
2010.091	NOTED:	that there was nothing to report.	

8. Date of Next Meeting

2010.092 NOTED: as 19th January 2011 at 1pm in the Robert Tong Room,
Queens' Building, Mile End.

ACTION: ALL

9. Items of Other Business

9.1 Unit Changes

2010.093 NOTED: issues with changing School names and links to other
systems using department codes from SITS.

9.2 Membership

2010.094 NOTED: that this would be the last meeting attended by Professor
Morag Shiach.

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