Action points from a meeting held on Thursday 24th April 2008 at 11am in Room 6.02, Physics Building, Mile End

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007.99</td>
<td>Communications Plan and the management of expectations to be discussed at next Project Board</td>
<td>LW for agenda</td>
<td>22-05-08</td>
</tr>
<tr>
<td>2007.102.2</td>
<td>Admissions Implementation plan to be considered at next Project Board</td>
<td>SM (LW for agenda)</td>
<td>22-05-08</td>
</tr>
<tr>
<td>2007.106</td>
<td>Project Risk Register to be considered at next Project Board</td>
<td>SM (LW for agenda)</td>
<td>22-05-08</td>
</tr>
<tr>
<td>2007.107</td>
<td>Date of Next Meeting</td>
<td>ALL</td>
<td>22-05-08</td>
</tr>
<tr>
<td>2007.108</td>
<td>Dates of remaining meetings</td>
<td>ALL</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Thursday 24th April 2008 at 11am in Room 6.02, Physics Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Dr John Holman, Stefan Milik, Dr Alastair Owens, Mangal Patel, Professor Edmund Robinson, Professor Julia Shelton, Professor Morag Shiach, Leigh Ward.

In attendance: Andy Robinson
Steve Prior

1. Apologies for absence:

2007.94 RECEIVED: apologies from Deborah James and Professor John Patterson.

2. Minutes of the meeting held on 27th March 2008

2007.95 APPROVED: the minutes as an accurate record of the meeting’s proceedings.

3. Matters Arising from the Minutes

2007.96 NOTED: that there were no matters arising from the minutes.

4. Academic Model

2007.97 RECEIVED: presentation on progress with Academic Model and its application at QM (see attached).

2007.98 AGREED: that the management of expectations within the College would be crucial.

2007.99 AGREED: Communications Plan and the management of expectations to be discussed at next Project Board.

ACTION: LW for agenda

5. Project Manager’s Report

2007.100 RECEIVED: report from Project Manager.

2007.101 Enquiries Module

2007.101.1 NOTED: that all elements of the Enquiries had been tested.

2007.101.2 NOTED: that there were severe delays in the User Acceptance Testing (UAT) system that had not been present in the Development system.

2007.101.3 NOTED: that currently staff from Computing Services were investigating this issue.

2007.102 Admissions Module

2007.102.1 NOTED: that a meeting would be held on 6th May with Tribal rep and Admissions consultant to discuss plan for module implementation.
2007.102.2  AGREED: that this plan would be considered at the next Project Board.  
            ACTION: SM  
            ACTION: LW for agenda

2007.102.3  NOTED: that an Admissions Working Group had been set up.

2007.103  Agresso Interface

2007.103.1  NOTED: that a demonstration of the SAMS module would be held shortly.

2007.104  Accommodation

2007.104.1  NOTED: that the interface issues had been resolved.

2007.105  Exam Timetabling

2007.105.1  NOTED: that a final report from the Exam Timetabling working group would be ready by mid-May.

6.  Project Risk Register

2007.106  AGREED: that this would be considered in detail at the next meeting.  
            ACTION: SM  
            ACTION: LW for agenda

7.  Date of Next Meeting

2007.107  NOTED: date of next meeting as Thursday 22nd May 2008 at 11am in the Room 6.02, Physics Building, Mile End.  
            ACTION: ALL

8.  Dates of remaining meetings for 2008

2007.108  NOTED: dates of remaining meetings for 2008 as follows:  
            26 June, 11am, Physics 602  
            24 July, 11am, Physics 602  
            11 September, 11am, Robert Tong Room  
            16 October, 11am, Robert Tong Room  
            13 November, 1pm, Robert Tong Room  
            11 December, 1pm, Physics 6.02  
            ACTION: ALL

9.  Items of Other Business

2007.109  NOTED: that there were no other items of business.

There being no other business, the meeting closed at 12noon.
SIS Project

The Academic Model

24th April 2008
What is the Academic Model?

- Underlying framework of all QM’s academic provision.
- Defines the coding for Programmes, Courses, Award Classifications, Modules, Rules and Fees.
- The structure of the Academic Model plays a pivotal role in the efficiency of business processes.
- It is a pre-requisite to all other business process implementations (modules) within SITS.
Why is it Important?

- Multi-faceted structure to permit:
  - flexibility in an ever-changing academic environment;
  - minimise administration, maximise efficiency and effectiveness;
  - maps to multiple business process
- The coding strategy adopted will facilitate data manipulation, record processing and reporting.
SRS and SITS

- A new vocabulary will be in use for SITS.
- A more complex data model will be in use for SITS.
- A more logical and structured approach to data – hierarchical data structures will be used.
- SITS will be in use College wide – everyone will see the same data.
- SITS data will be live – as it is NOW.
SRS Data Model:
BSc Honours Biological Sciences Scheme
SITS Academic Model:
BSc Honours Biological Sciences Scheme
SITS Academic Model:
Course Structure Definition

Core tables requiring population in SITS:

1. SCH – Scheme
2. LEV – Level
3. SCH>SLE – Scheme Level
4. VAL – Validating Body
5. AYR – Academic Year
6. PRD – Period Definition
7. PSL – Period Slots
8. AYR>AYW – Academic Year Weeks
9. AYR>YPS – Year Period Slots
10. AYR>YPS>YPD – Year Period Weekly Dates
11. SUB – Subject
12. DPT – Department
13. FAC – Faculty
14. PRS – Personnel
15. PWT – Pathway Type
16. PWG – Pathway Group
17. PSD – Pathway Subject Department
18. PWY – Pathway
19. ROU – Route
20. ROE – Route Elements
21. PRG – Programme
22. AWD – Award
23. PAW – Programme Award
24. PRU – Programme Route
25. MOA – Mode of Attendance
26. CRS – Course
27. CBK – Course Block
28. CSD – Course subject Department
29. CBO – Course Block Occurrence
30. MCR – Admissions Course
31. VAR – Valid Admissions Routes
Work To Date (1)

- Migration set decided (from 2000 onwards), approximately 42,000 studyships.
- Spoken to all academic departments to identify current programme offerings.
- Setting up of core tables (30 tables), eg academic year (20 entries up to 2019/20), scheme (4 entries), qualification (36 entries), programme (275 entries), route (585 entries), pathway (450 entries), course block (700+ entries), course block occurrence (more than 10,000 entries) etc.
- Audited departmental data which has led to departments updating their data to reflect reality.
Work To Date (2)

- Cleansed data in SRS eg 17,000 module records in SRS and these have been reduced to <10,000.
- Comparing data between central systems eg SRS/RAE/HR/ICT etc to obtain a consistent data set.
- Starting to populate SITS database with person data which involves new coding strategies – with ICT.
Work to Do

- For Admissions need to define MCR and VAR records within SITS.
- Further analysis of CBK and CBO.
- Need to define the STA (Status) table – defines any status for any purpose (eg Admissions, enrolment, progression) within SITS.
- Ongoing data cleansing of SRS – continuing the significant improvements of data quality.
- Continuing liaison with CASA on new Academic Credit Framework.
- Need to agree the Migration Strategy with ICT and Tribal.
Issues

- Still waiting for a few remaining departments to provide accurate information on academic offerings.
- Difficulties in getting time from key resource – due to operational work pressures.
- Near go-live dates resource will need to be released within departments to help in the testing.
- Original goal – “replace SRS with some business change” will not be met as SITS will mean significant change to the way the College works. Need to get this message out.
Question and Answer Session