STUDENT INFORMATION SYSTEMS PROJECT BOARD  
Tuesday 31 March 2009  

M I N U T E S

Present:  
Dean Curtis (in the Chair)  
Wendy Appleby  
Stefan Milik  
Dr Alastair Owens  
Mangal Patel  
Dr John Patterson  
James Roberts  
Professor Morag Shiach  
Professor Julia Shelton  
Dr Tony Stockman  
Heidi Voulstaker

In attendance:  
Simon Hayter

Apologies:  
Mazdak Alizadeh  
Sam Brenton  
Dr John Holman  
Deborah James  
Nigel Relph  
Dr Liz Smith  
Leigh Ward

Minutes of the previous meeting  
2008.97 The Board agreed the minutes of 29 January 2009 as an accurate record of proceedings.

Student Portal  
2008.98 The Board noted that multiple College systems other than SITS were capable of running some form of student portal. Multiple portals could lead to confusion for students.

2008.99 The Board noted that no decisions had yet been made as to ownership and implementation of the College portal.

2008.100 The Board agreed that the SIS Project Team would begin work on a portal that would provide only SITS functionality, and that work on other portal functionality would take this into account.

Transparency of assessment  
2008.101 The Board noted issues surrounding transparency of individual elements of assessment in taught modules, giving rise to questions over the level of detail required for data capture and set-up in SITS.

2008.102 The Board noted that full transparency was required for some functionality including assessment submission logging, identification of module completion points, and automatic marks-entry from WebCT.
2008.103 The Board noted that retaining departmental systems for low-level data would undermine SITS’ position as the definitive records system.

2008.104 The Board noted that full transparency should be robust and proportionate, and that bureaucracy should be minimised.

2008.105 The Board agreed that full transparency was in the best interests of the project, and further agreed that the matter would be taken to Academic Board in June 2009, via QEC and the Faculty Boards.

Action: WA

2008.106 The Board noted that this work could create a resource issue within both the Project Team and the Academic Secretariat (v.i. 2008.124).

Admissions: Points-based immigration and clearing

2008.107 The Board noted that work on points-based immigration had taken up an unexpected amount of resource, and that this had impacted upon implementation of other areas of the SITS admissions package.

2008.108 The Board noted that delivery of the non-critical departmental recommendation and online application form work would be deferred from 4 May 2009 to 1 August 2009 in order to divert resource to the mission critical points-based immigration and clearing work.

Deposits

2008.109 The Board noted that the SITS deposits module for direct entrants had gone live, and was working well.

Examination timetabling

2008.110 The Board agreed that the College would purchase the SITS examination timetabling module.

Approval of module amendments

2008.111 The Board noted that variance between the College’s quality assurance records and module data returned by departments and schools for SITS set-up demanded an amendment approval exercise.

2008.112 The Board agreed that Heads of Departments and Schools would be given the option of delegating authority to other staff in this process.

2008.113 The Board agreed that the approval process should be complete in time for the start of the next academic year in September 2009.

2008.114 The Board agreed that amendments would be batch-processed by the Project Team in collaboration with ARCS to minimise risk of both delay to the project and overburdening departments and schools.

Action: WA/SM

2008.115 The Board noted that this work could create a resource issue within both the Project Team and the Academic Secretariat (v.i. 2008.124).
**SITS module and pathway data collection exercise**

2008.116 The Board noted that there had been delays in the return of validated module and pathway data from some departments and schools.

2008.117 The Board agreed to escalate the issue to the Vice- Principals Group to impress the importance of this work upon departments and schools.  

**Action:** LW

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**School of Medicine and Dentistry taught postgraduate provision**

2008.118 The Board noted that the lack of subscription to the Academic Credit Framework among SMD taught postgraduate programmes rendered those programmes impossible to set-up in SITS.

2008.119 The Board noted that a general absence of documentation on SMD PGT provision was also worrying from a quality assurance standpoint.

2008.120 The Board noted that an inability to set-up SMD PGT programmes in SITS posed a significant risk to timely project delivery.

2008.121 The Board agreed that a paper outlining the issue in full would be submitted to the SMD Warden’s Team for urgent address.  

**Action:** WA

2008.122 The Board noted the need to be realistic in setting timelines for modularisation in SMD, given the scope of the task.

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**Exception report**

2008.123 The Board noted that issues surrounding assessment and progression, barcode submission of coursework, and finance and fees would be explored in depth at the next Board meeting:

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**Project resource**

2008.124 The Board noted that the Project Team would have a breakdown of requirements for additional project resource by mid- to late April 2009

2008.125 The Board noted comments from the Tribal Project Manager that cumulative risks could potentially threaten the implementation date of September 2010 if further resource was not allocated.

2008.126 The Board noted that funding was available for further resource.

2008.127 The Board agreed that the Tribal Project Manager, the SIS Project Manager, and the Academic Secretary would discuss project resource, including resources in departments and schools, and report back at the next meeting of Project Board.  

**Action:** SM/HV/WA  

**Action:** LW

2008.128 The Board noted that the Academic Secretariat had submitted bids for permanent posts to manage SITS in its steady state form.
Project risks

2008.129 The Board agreed that the risk register would be distributed to the Board by the SIS Project Manager in order to elicit feedback.

Action: SM

Project costs

2008.130 The Board noted that there were no current project cost risks.

2008.131 The Board noted that a plan for new SITS offices had been agreed, and that the Project Team awaited the costing for the move.

Project communications

2008.132 The Board noted that the SIS Communications Manager was in-post.

2008.133 The Board agreed that the SIS Communications Strategy would be disseminated to the Board by email to elicit feedback.

Action: SM

2008.134 The Board noted the need to establish precisely what was to be communicated, and further noted that the Academic Secretary and the SIS Project Manager would shortly visit departments and schools to discuss the outcomes of the Process Review, and the use of SITS in its steady state.

Change management, and project audit and quality assurance

2008.135 The Board agreed that items on change management and on project audit and quality assurance would be considered at the next meeting.

Action: LW

Project tolerance

2008.136 The Board noted that the project contingency fund constituted the limit of financial tolerance.

2008.137 The Board agreed that in respect of scope and time there was no tolerance in regard to critical path items, and that delays on other items would be discussed on an individual basis at Project Board.

Next meeting

2008.138 The Board noted that the next meeting would take place on 5 May 2009 from 13.00 in the Robert Tong Room, Queens’ Building.
# STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Tuesday 31 March 2009**

## ACTIONS

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>Led by</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008.105</td>
<td>Lead work to introduce full assessment transparency, submitting papers to June 2009 Faculty Boards, QEC and Academic Board.</td>
<td>WA</td>
<td>June 2009</td>
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<tr>
<td>2008.114</td>
<td>Allocate resource and oversee work on module amendments.</td>
<td>WA/SM</td>
<td>Sept 2009</td>
</tr>
<tr>
<td>2008.117</td>
<td>Escalate delays in data collection exercise to the Vice-Principals Group (with Project Report Appendix 3).</td>
<td>LW</td>
<td>ASAP</td>
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<tr>
<td>2008.121</td>
<td>Submit SMD PGT validation issues to Warden’s Team.</td>
<td>WA</td>
<td>ASAP</td>
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<tr>
<td>2008.127</td>
<td>Discuss project staffing requirements and report back to Project Board.</td>
<td>WA/SM/HV</td>
<td>05/05/09</td>
</tr>
<tr>
<td>2008.127</td>
<td>Add 'Project resource' to agenda.</td>
<td>LW</td>
<td>05/05/09</td>
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<tr>
<td>2008.129</td>
<td>Distribute Risk Register to Project Board.</td>
<td>SM</td>
<td>ASAP</td>
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<tr>
<td>2008.133</td>
<td>Circulate SIS Communications Strategy to Project Board.</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2008.135</td>
<td>Add 'Change management' and 'Project audit and quality assurance' to agenda.</td>
<td>LW</td>
<td>05/05/09</td>
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<tr>
<td>2008.138</td>
<td>Date of next meeting</td>
<td>All</td>
<td>05/05/09</td>
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