Action points from the meeting held on Wednesday 8th July 2009 at 1pm in Room 6.02, G O Jones 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>2008.180.1</td>
<td>Meetings with departments to discuss re-assessment methods</td>
<td>WA &amp; SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2008.181.1</td>
<td>Healthcheck report to be discussed at September meeting</td>
<td>SM</td>
<td>02-09-09</td>
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<tr>
<td>2008.182.3.2</td>
<td>Timetabling and Module Registration to be discussed at September meeting</td>
<td>SM</td>
<td>02-09-09</td>
</tr>
<tr>
<td>2008.186</td>
<td>Update risk status for Risk 2</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2008.188</td>
<td>Combine Risks 3 and 12</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2008.189</td>
<td>Proposed risk scores for Risks 13 – 15 to be passed to Project Manager</td>
<td>ALL</td>
<td>ASAP</td>
</tr>
<tr>
<td>2008.190</td>
<td>Project Communications Strategy to be discussed at next meeting</td>
<td>SM/JR</td>
<td>02-09-09</td>
</tr>
<tr>
<td>2008.191</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>02-09-09</td>
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QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of the meeting held on Wednesday 8th July 2009 at 1pm in Room 6.02, G O Jones Building, Mile End

Present: Professor Morag Shiach (Chair), Dr John Holman, Stefan Milik, Mangal Patel, James Roberts, Professor Julia Shelton, Dr Liz Smith, Dr Tony Stockman, Leigh Ward

1. Apologies for Absence

2008.177 RECEIVED: from Wendy Appleby, Dean Curtis, Deborah James, Dr Alastair Owens, Dr John Patterson, Heidi Voulstaker

2. Minutes of the Meeting held on 9th June 2009

2008.178 NOTED: that Professor Julia Shelton was present at the meeting.

2008.179 APPROVED: with the above correction, as an accurate record.

3. Matters Arising from the Minutes


ACTION: WA & SM


2008.181.1 NOTED: that this would be discussed at the next meeting.

ACTION: SM (LW for agenda)

4. Project Manager’s Report

2008.182 Alerts (Ref 2.1)

2008.182.1 Re-assessment methods

2008.182.1.1 NOTED: that this will require a data collection exercise.

2008.182.2 Transparency of Assessment

2008.182.2.1 NOTED: that Academic Board had decided not to insist that all assessments in a module be listed separately on transcripts.

2008.182.2.2 NOTED: that this was due to individual practices in departments were some scaling of marks may take place.
2008.182.3 Module Registration & Timetabling

2008.182.3.1 DISCUSSED: potential issues with module registration in SITS and timetabling in Syllabus+.

2008.182.3.2 AGREED: that this would be considered further at the next meeting.

ACTION: SM

2008.183 Clearing (ref 4.2.2)

2008.183.1 NOTED: that the basic e-Vision screen prepared for Confirmation & Clearing for 2009 would not allow entry of data in both directions (from and to departments).

2008.183.2 NOTED: that in order to solve this some departments would be dealing with all Clearing calls, rather than being dealt with by the Clearing call centre.

2008.184 SITS/VLE (Ref 4.9.2)

2008.184.1 NOTED: that a working group had been formed and had met on 17th June.

5. Project Risks

2008.185 RECEIVED: project risk log.

2008.186 NOTED: that Risk 2 (College Engagement) should be shown as Green on the detailed risk log.

ACTION: SM

2008.187 NOTED: that a mechanism was now in place for Risk 3 (Decision Making).

2008.188 NOTED: that Risk 12 (Definition of Suitable Business Processes) should be combined with Risk 3 (Decision Making).

ACTION: SM

2008.189 NOTED: that proposed risk scores for Risks 13 – 15 should be passed to the Project Manager.

ACTION: ALL

6. Project Communications

2008.190 AGREED: that Communications Strategy with priorities, key actions and timescales would be discussed at next meeting.

ACTION: JR & SM (LW for agenda)
7. **Date of Next Meeting**

2008.191 NOTED: as 2nd September 2009 at 1pm in Room 6.02, G O Jones Building, Mile End.

**ACTION:** ALL

8. **Items of Other Business**

2008.192 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 2.05pm.