Action points from the meeting held on Thursday 1st October 2009 at 12noon in Room E101, Queens’ Building, Mile End

<table>
<thead>
<tr>
<th>Minute</th>
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<tr>
<td>2009.24.3</td>
<td>SITS User Review to be set up</td>
<td>SM/DSC</td>
<td>ASAP</td>
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<tr>
<td>2009.25.5.1</td>
<td>Line management of SITS Project Comms Officer to be followed up by Chair</td>
<td>DSC</td>
<td>ASAP</td>
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<td>2009.29</td>
<td>Definitive list of processes for primary systems to be drafted</td>
<td>SM/DSC</td>
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<td>2009.31.1</td>
<td>Parallel Systems paper to be revised and circulated to Board members for comment</td>
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<td>2009.35.1</td>
<td>Lack of progress with providing module and diet data to be escalated to relevant sectoral VPs</td>
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<tr>
<td>2009.39</td>
<td>Dates for 2010 meetings to be organised</td>
<td>Lauren Hall via DSC</td>
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<td>2009.40.2</td>
<td>SITS and HESA/HESES paper to be considered at next meeting</td>
<td>Tribal Rep (LW for agenda)</td>
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QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of the meeting held on Thursday 1st October 2009 at 12noon in Room E101, Queens’ Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Mangal Patel, Professor Julia Shelton, Professor Morag Shiach, Dr Tony Stockman, Leigh Ward, Carron Windsor (Tribal)

In attendance: Marlon Gomes

1. Apologies for Absence

2009.21 RECEIVED: from Sam Brenton, Dr Alastair Owens, James Roberts and Nas Tarmann.

2. Minutes of the Meeting held on 2nd September 2009

2009.22 APPROVED: as an accurate record.

3. Matters Arising from the Minutes

2009.23 [Ref Min 2009.12.3] SEMS Data

2009.23.1 NOTED: that SEMS Data had been passed to SITS Business Analyst.


2009.24.1 NOTED: that the report had been written and circulated to Board members.

2009.24.2 NOTED: that an Admissions Process Review Group had been set up by PSG and that part of the work of this Group was to review the implementation of SITS for Admissions.

2009.24.3 AGREED: that a SITS User Review would also be undertaken. ACTION: SM/DSC


2009.25.1 NOTED: that no project communications document had been prepared for the meeting.

2009.25.2 NOTED: that the Project Manager and SITS Team had met with the Project Communications Officer and that a range of practical activities had been suggested and discussed, including a College-wide campaign to launch SITS.

2009.25.3 NOTED: that a document had been sent to the Project Manager outlining some of these practical activities.
2009.25.4 NOTED: the Board's concern at lack of impact in terms of communication plan and also a lack of documentation for the Board to review, including a Communications Strategy.

2009.25.5 NOTED: that the Board felt that there had been very little practical results from the dedicated resource and felt that the line management and reporting lines for the Project Communications Officer should be reviewed with a view to making the Comms Officer a permanent member of the SITS Team for the foreseeable future.

2009.25.5.1 AGREED: that this would be followed-up by the Chair.

ACTION: DSC

4. Update from Academic Board Advisory Group (ABAG)

2009.26 NOTED: that ABAG had met on 29th September and had agreed to the proposals considered at the last Project Board.

2009.27 NOTED: that ABAG had also had a detailed discussion concerning Assessment and Re-Assessment Methods and had agreed that a reduction in re-assessment methods around the College would be introduced with immediate effect.

5. Parallel Systems

2009.28 RECEIVED: a paper from the Project Manager outlining proposed approaches to parallel departmental systems.

2009.29 AGREED: that a definitive list of processes for which College systems, including SITS, would be the primary systems needed to be drafted and considered by the SITS Project Board and also the IT Projects Board.

ACTION: SM & DSC

2009.30 NOTED: that in some instances complimentary or subsidiary systems within Departments would be permitted if used to fulfil a particular local requirement not covered by SITS.

2009.30.1 AGREED: that in such instances, SITS would still be the only source of data.

2009.30.2 AGREED: that the functionality of SITS would also need to be communicated clearly to departments using such systems.
2009.31 AGREED: that the distinctions between the primary system and any secondary/complimentary departmental systems would need to be refined further.

2009.31.1 AGREED: that the paper would be revised and circulated to Board members for final comment. ACTION: SM

6. Project Manager’s Report

2009.32 RECEIVED: the Project Manager’s report.

2009.33 [Ref 2.1] Project Board Alerts

2009.33.1 NOTED: the resignation of Nancy Cooper, SITS Business Analyst, who would be taking up a post with Tribal.

2009.33.2 NOTED: that a new role of SIS Technical Manager was required within the SITS team.

2009.34 [Ref 3.2] QM/Tribal Actions

2009.34.1 NOTED: that the Tribal extra resource plan was working well.

2009.35 [Ref 4.1] Academic Model

2009.35.1 AGREED: that lack of progress in some departments in providing information on modules and diets needed to be escalated to Sectoral VPs. ACTION: SM/DSC

7. Project Communications

2009.36 NOTED: see minute 2009.25 above.

8. Project Risk Log

2009.37 NOTED: the updated project risk log.

9. Date of Next Meeting

2009.38 NOTED: the date of the next meeting as 28th October 2009 at 1pm in the Robert Tong Room, Queens’ Building, Mile End

2009.39 AGREED: that dates for meetings in 2010 needed to be arranged. ACTION: Lauren Hall via DSC
10. Items of Other Business

2009.40 SITS and HESA/HESES Reporting

2009.40.1 NOTED: concerns regarding capability of SITS to deal with HESA and HESES reporting.

2009.40.2 AGREED: that a paper outlining SITS processes for HESA and HESES reporting would be considered at the next meeting.

ACTION: Tribal Rep
ACTION: LW for agenda

There being no other business, the meeting closed at 1.10pm.