QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 20th January 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive 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>2009.100.1</td>
<td>Update membership of Board and circulate to Board</td>
<td>LW</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.103.3</td>
<td>Request paper on VLE/Marks Entry issues from Deputy Director of ESD</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.107.1</td>
<td>Resolve and report on finance and fees issues by next meeting</td>
<td>SM</td>
<td>25-02-10</td>
</tr>
<tr>
<td>2009.109.2</td>
<td>Email to relevant members of staff in SMD re slow progress with SMD PGT module and diet information</td>
<td>DSC</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.109.3</td>
<td>Raise issue of slow progress with SMD PGT module and diet information at next Medical Education Board meeting</td>
<td>PR</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.116</td>
<td>breakdown of SIS Awareness Survey results by category of staff would be needed in order to ensure prioritised communications</td>
<td>JR</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.118</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>25-02-10</td>
</tr>
</tbody>
</table>
QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Wednesday 20th January 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shinach, Dr Liz Smith, Dr Tony Stockman, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.93 RECEIVED: from Sam Brenton, Dr Alastair Owens, Mangal Patel and James Roberts.

2. Minutes of the meeting held on 25th November 2009

2009.94 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising

2009.95 [Ref Min 2009.76.2] Module Registration meeting

2009.95.1 NOTED: that this issue was addressed in the Project Manager’s report.

2009.96 [Ref Min 2009.78.2] Non-Credit Bearing Courses

2009.96.1 NOTED: that this had been discussed with the Vice-Principal (Teaching & Learning) and would be included in Phase 3.

2009.97 [Ref Min 79.2] Modules & Diets Data from Departments

2009.97.1 NOTED: that further information had been received from departments following emails from Vice-Principal (Teaching & Learning).

4. Terms of Reference & Membership

2009.98 RECEIVED: current ToR and Membership for Project Board.

2009.99 AGREED: to existing ToRs.

2009.100 NOTED: several changes to membership.

2009.100.1 AGREED: that membership would be modified and circulated to Board for information.

ACTION: LW

5. Project Manager’s Report


2009.102 Departmental Systems [4.1]

2009.102.1 NOTED: that Oakleigh Consultants would be reporting on departmental systems by late February 2010.
2009.102.2 AGREED: that report would be considered by the Project Board when received.

2009.103 Marks Entry Process [4.2]

2009.103.1 NOTED: issues around mark entry and interaction between SITS and VLE.

2009.103.2 NOTED: that a process was needed to eliminate re-keying of marks.

2009.103.3 AGREED: that a paper would be requested from the Deputy Director of ESD.

ACTION: SM

Post-meeting note: paper circulated by SM on 21st January 2010

2009.104 Candidate Numbers [4.3]

2009.104.1 NOTED: that candidate numbers would not be used in SITS for exam board reports.

2009.105 Academic Model and NCBs [4.4]

2009.105.1 NOTED: that NCBs will be included in Phase 3.

2009.106 Module Registration [4.5]


2009.107 Finance and Fees [4.6]

2009.107.1 AGREED: that Finance and Fee issues would be resolved and reported by next Board meeting.

ACTION: SM

2009.108 Migration Set [4.7]

2009.108.1 NOTED: composition of data migration set.

2009.109 PGT SMD [4.8]

2009.109.1 NOTED: slow progress in getting module and diet information for SMD PGT programmes.

2009.109.2 AGREED: that an email would be sent from the Chair to those involved in the SMD.

ACTION: DSC

2009.109.3 AGREED: that this would also be raised at the Medical Education Committee.

ACTION: PR

6. ID Card Management Issues

2009.110 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining proposals for resolution of ID Card management issues.

2009.111 APPROVED: proposals contained within paper.
7. **Project Communications**

2009.112 **NOTED:** that an updated Project Communications Plan had not been provided for the meeting.

8. **SIS Survey Results**

2009.113 **RECEIVED:** a paper from the Student Comms Manager outlining results of recent SIS Awareness Survey.

2009.114 **NOTED:** that survey appeared to highlight issues with use of internal communications tools including Bulletin/e-Bulletin etc.

2009.115 **NOTED:** that it would appear that the project was currently failing to reach a wide audience.

2009.116 **AGREED:** that a breakdown of the results by category of staff would be needed in order to ensure prioritised communications.

    **ACTION:** JR

9. **Risk Log**

2009.117 **RECEIVED:** updated risk log for project from Project Manager.

10. **Date of Next Meeting**

2009.118 **NOTED:** as 25th February 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

    **ACTION:** ALL

11. **Items of Other Business**

2009.119 **NOTED:** that there were no other items of business.

There being no other business the meeting closed at 3.05pm.