### Action points from a meeting held on Wednesday 24th March 2010 at 3pm 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>2009.122.3</td>
<td>Raise missing module and diet information at next SMD School Executive Team meeting</td>
<td>NR</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.125.1.2</td>
<td>Information concerning missing module and diet information to be communicated to the Vice-Principal (Teaching &amp; Learning) who would then contact the relevant departments</td>
<td>SITS Team and MS</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.125.4.2</td>
<td>Module rules to be implemented from 2011/12 onwards following systematic review</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.126.4.2</td>
<td>BUPT Transcripts to show both Chinese and QM marks</td>
<td>WA</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.126.4.3</td>
<td>Ensure decisions made regarding BUPT are verified with Head of School of Electronic Engineering and Computer Science</td>
<td>SM/WA</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.128.2</td>
<td>Consider other means of communication to students (other than QM email address)</td>
<td>SITS Team &amp; NR</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.129.1.2</td>
<td>Revised Project Communications Plan to be considered at next meeting</td>
<td>SM &amp; NR (LW for agenda)</td>
<td>20-04-10</td>
</tr>
<tr>
<td>2009.129.2.1</td>
<td>Plans for post ‘Go-Live’ support to be considered</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.133.1</td>
<td>Identify departments for discussions re business process re-engineering</td>
<td>WA</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.135</td>
<td>Circulate Oakleigh Consultants report on Admissions Processes</td>
<td>LW</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.137</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>22-04-10</td>
</tr>
</tbody>
</table>
QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Wednesday 24th March 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Stefan Milik, Jim O’Meara, Dr Alastair Owens, Mangal Patel, Nigel Relph, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.120 RECEIVED: from Dr John Holman and Dr Tony Stockman.

2. Minutes of the meeting held on 20th January 2010

2009.121 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising

2009.122 [Ref Min 109.2] SMD PGT Module & Diet Information

2009.122.1 NOTED: that SMD PGT module and diet information was still incomplete.

2009.122.2 AGREED: that this needed to be resolved urgently.

2009.122.3 AGREED: that the issue would be raised at the next School Executive Team meeting.

ACTION: NR


2009.123.1 NOTED: that work on SIS Awareness-raising activities was ongoing.

4. Project Manager’s Report


2009.125 Academic Model (5.1)

2009.125.1 Collection of Data

2009.125.1.1 NOTED: that difficulties were still being experienced with the collection of data for inclusion in the academic model.

2009.125.1.2 AGREED: that were information was missing this should be communicated to the Vice-Principal (Teaching & Learning) who would then contact the relevant departments.

ACTION: SITS Team and MS

2009.125.2 Start Dates

2009.125.2.1 NOTED: that Academic Board agrees all programme start dates and that any variation from these needs to be approved by Academic Board.
2009.125.3  MPhil/PhD HESA Returns
2009.125.3.1 NOTED: issues related to student programme details for MPhil/PhD and HESA returns.
2009.125.3.2 NOTED: that MPhil was offered as both an exit award and also a programme in its own right and should be reflected as such in SITS.

2009.125.4  Module Rules
2009.125.4.1 RECEIVED: paper outlining options for module rules.
2009.125.4.2 AGREED: that module rules would be implemented from 2011/12 onwards following systematic review.

ACTION: SM

2009.126  Student Records (5.2)
2009.126.1 OLAF
2009.126.1.1 NOTED: that the On-Line Application Form would be made a lower priority for support once enrolment goes live.

2009.126.2 Module Registration
2009.126.2.1 NOTED: that for 2010/11 only there was not the capability to control module numbers.

2009.126.3 PBI
2009.126.3.1 NOTED: that the business requirements for PBI would be defined.

2009.126.4 BUPT
2009.126.4.1 NOTED: that discussions had taken place with the BUPT Co-Director concerning conversion of Chinese marks in to SITS and the QM mark scheme.
2009.126.4.2 AGREED: that transcripts would need to show both QM and Chinese marks.

ACTION: WA

2009.126.4.3 AGREED: that decisions made regarding BUPT would be verified with Head of School of Electronic Engineering and Computer Science.

ACTION: WA/SM

2009.127  Finance and Fees (5.4)
2009.127.1 NOTED: concerns from Fees Office over interface between SITS and Agresso for student fees.

2009.128  Portals (5.9)
2009.128.1 NOTED: that information on SITS and impact on students had been sent to all students QM email addresses.
2009.128.2 AGREED: that other means of communication should also be considered and used.

ACTION: SITS Team/NR

2009.129 Other Work (5.10)

2009.129.1 Communications

2009.129.1.1 AGREED: the Project Communications would be discussed further.

ACTION: SM and NR

2009.129.1.2 AGREED: that a revised Communications Plan would be considered at the next meeting of the Project Board.

ACTION: SM/NR (LW for agenda)

2009.129.2 Post Go Live Support

2009.129.2.1 NOTED: that plans for post Go-Live support of SITS needed to be urgently considered.

ACTION: SM

2009.129.3 Unicode Upgrade

2009.129.3.1 NOTED: that release 8.3.1 (May 2010) would only support Unicode.

2009.129.3.2 NOTED: potential impact of this on interfaces with other College systems.

2009.129.4 Advice & Counselling

2009.129.4.1 NOTED: that a decision was still pending on which system would be used.

5. Report on Review of Departmental Student Systems


2009.131 NOTED: report’s recommendations.

2009.132 Phased Deployment (Recommendation 4)

2009.132.1 NOTED: that a phased deployment of SITS would not be desirable.

2009.133 Business Process Re-Engineering (Recommendation 5)

2009.133.1 AGREED: that departments would be identified to then discuss business process re-engineering.

ACTION: WA

2009.134 Data Feeds from Local Systems (Recommendation 6)

2009.134.1 AGREED: that clarity needed to be achieved with regards the relationship between SITS and local systems, including boundaries between SITS and local systems.
2009.134.2 NOTED: that there was a danger of ‘project creep’ with regards considerations concerning local systems.

2009.135 AGREED: that the Oakleigh Consultants report on Admissions Processes would be circulated after the meeting.  

ACTION: LW

6. Risk Log

2009.136 RECEIVED: updated risk log for project from Project Manager.

7. Date of Next Meeting

2009.137 NOTED: as 22nd April 2010 at 1pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.  

ACTION: ALL

8. Items of Other Business

2009.138 NOTED: that there were no other items of business.

There being no other business the meeting closed at 4.40pm.