Action points from a meeting held on Tuesday 8th June 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>2009.211.2</td>
<td>Training in post-implementation steady state</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.212</td>
<td>Circulate Go Live plan to Board</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.213.1</td>
<td>SMD PGT Academic Model data to be passed to Deputy Chief Operating Officer for verification</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.215.1</td>
<td>WebCT to be known as Blackboard in all documentation</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.215.2</td>
<td>Feed of marks from SITS to VLE to read ‘from VLE to SITS’ with a completion date of March 2011 (also change from Amber to Green)</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.215.3</td>
<td>Advice &amp; Counselling Interface to be changed from Green to Amber</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.216.2</td>
<td>Circulate departmental responsibilities and named contacts to departments</td>
<td>WA/SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.219</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>22-06-10</td>
</tr>
</tbody>
</table>
Minutes of a meeting held on Tuesday 8th June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Dr John Holman, Deborah James, Tom King (for Dr Tony Stockman), Stefan Milik, Jim O'Meara, Dr Alastair Owens, Professor Julia Shelton, Liz Smith, Leigh Ward

1. Apologies for Absence

2009.196 RECEIVED: from Nigel Relph, Dr Patricia Revest, Professor Morag Shiach, and Dr Tony Stockman.

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

2009.197 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising

2009.198 NOTED: that there were no matters arising.

4. Risk Log

2009.199 NOTED: that changes to Risk Log were highlighted in Project Manager’s report.

6. Project Manager’s Report


2009.201 5.1: Mark Entry – English & Drama

2009.201.1 NOTED: that this issue had been resolved.

2009.202 5.2: ELQ Rates

2009.202.1 NOTED: that ELQ rates for SMD would be approved at Costing & Pricing Group meeting to be held on 10th June.

2009.203 5.3: Associates

2009.203.1 NOTED: that this issue had been resolved.

2009.204 5.4: Academic Model

2009.204.1 NOTED: that progress had been made with outstanding data from SLLF and History.

2009.204.2 NOTED: that progress had been made with outstanding data from SMD and that an extraordinary Programmes Committee had been organised for July to consider all PGT programmes in SMD.
2009.205 5.5: Enrolment Deadlines
2009.205.1 NOTED: that this issue had been approved by QMSE.

2009.206 5.6: Departmental Analysis – Oakleigh Report
2009.206.1 AGREED: that this would be revisited in the autumn.

2009.207 5.7: PBI
2009.207.1 NOTED: that progress was being made with PBI solution in SITS.

2009.208 5.8: Special Regulations
2009.208.1 NOTED: that progress was being made with Special Regulations led by Kate Dunster in ARCS.

2009.209 5.9: Outputs from Programmes Committee
2009.209.1 NOTED: as ongoing.

2009.210 5.10: UAT
2009.210.1 NOTED: that a report on UAT deliverables would be considered at the next meeting.

ACTION: SM
ACTION: LW for agenda

2009.211 5.11: Training
2009.211.1 NOTED: that progress had been made with a training plan and that this would be published by mid-June.

2009.211.2 NOTED: that attention needed to be paid to training in steady-state post-SITS implementation.

ACTION: SM

2009.212 5.12: Health Clearance Checks
2009.212.1 NOTED: that a policy on Health Clearance Checks would be developed by mid-July.

2009.213 5.13: SBCS – Wednesday Afternoons
2009.213.1 NOTED: that this issue had been referred to the Vice-Principal (Teaching & Learning) for resolution.

2009.212 AGREED: that Board would be provided with a copy of the Go Live plan.

ACTION: SM

2009.213 NOTED: that information held in SITS regarding the Academic Model (modules, availability and diets) had been distributed to academic departments for checking.
2009.213.1 AGREED: that SMD PGT information would be passed to the Deputy Chief Operating Officer for checking.

ACTION: SM


2009.214.1 NOTED: that Platform Services had been working with Tribal to provide stable and sufficient servers.

2009.215 [Ref 6.8 Interfaces]

2009.215.1 NOTED: that WebCT should be known as Blackboard in all documentation.

ACTION: SM

2009.215.2 NOTED: that the feed of marks from SITS to VLE should read from VLE to SITS and would be completed by March 2011 and should be changed from Amber to Green.

ACTION: SM

2009.215.3 NOTED: that the Advice & Counselling interface should be changed from Green to Amber.

ACTION: SM

2009.216 DISCUSSED: issues relating to departmental responsibilities.

2009.216.1 NOTED: that Departments had been asked to confirm all responsibilities and named contacts.

2009.216.2 AGREED: that this information should be circulated to Departments.

ACTION: WA/SM

2009.217 DISCUSSED: MySIS and related issues, including its role and how departments will be able to use the MySIS interface.

2009.218 DISCUSSED: Contingency Plans and need to ensure business as usual should the implementation not run according to plan.

7. Date of Next Meeting

2009.219 NOTED: as 22nd June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

8. Items of Other Business

2009.220 NOTED: that there were no other items of business.

There being no other business the meeting closed at 2.40pm.