**QUEEN MARY, UNIVERSITY OF LONDON**

**STUDENT INFORMATION SYSTEMS PROJECT BOARD**

*Action points from a meeting held on Wednesday 29th September 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>2010.028.1</td>
<td>Double check issues of GEP students and VLE enrolment</td>
<td>PR/SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2010.034</td>
<td>Proposed work schedule for the period January – August 2011 to be considered at the next meeting of the Board</td>
<td>SM</td>
<td>27-10-10</td>
</tr>
<tr>
<td>2010.036</td>
<td>Group to be formed to consider any development requests in steady-state</td>
<td>WA/SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2010.038</td>
<td>‘FAQ’ document to be drawn up to deal with common questions and issues</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2010.043</td>
<td>Date of Next Meeting</td>
<td>ALL</td>
<td>27-10-10</td>
</tr>
</tbody>
</table>
QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Wednesday 15th September 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dominic Barnes, Sam Brenton, Dr John Holman, Deborah James, Stefan Milik, Jim O'Meara, Dr Patricia Revest, Professor Julia Shelton, Dr Liz Smith, Dr Tony Stockman, Leigh Ward

1. Apologies for Absence

2010.025 RECEIVED: from Professor Susan Dilly, Dr Alastair Owens, Carron Windsor.

2. Minutes of the meeting held on 15th September 2010

2010.026 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising

2010.027 [Ref Min 2010.15] SLC Issues in SMD

2010.027.1 NOTED: there had been some communications issues with regards changes to Year 4 dates.

2010.028 [Ref Min 2010.18] GEP Students and Blackboard

2010.028.1 AGREED: that this issue would be double-checked.

ACTION: PR/SM

4. Project Manager’s Report


4.1 Enrolment

2010.030 NOTED: that enrolment processes had worked well.

4.2 Work for October – December 2010


4.3 Study Abroad Students

2010.032 NOTED: issues relating to records for Study Abroad students (from QM) including recording of assessments and their current non-inclusion in the HESA return.

2010.033 NOTED: that these issues would be discussed at Vice-Principal Teaching & Learning Advisory Group.
4.4 Work for January – August 2011

2010.034 AGREED: that the proposed work schedule for the period January – August 2011 needed further discussion and would be considered at the next meeting of the Board.

ACTION: SM

4.5 Data Feeds

2010.035 NOTED: that a small Group would be formed to consider any requests for data feeds from SITS.

4.6 SITS Development Group

2010.036 NOTED: that a Group would be formed to consider any development requests in steady-state.

ACTION: WA/SM

4.7 Help Desk

2010.037 NOTED: that SITS Help Desk had been working well and that issues were being resolved quickly.

2010.038 AGREED: that a ‘FAQ’ document would be drawn up to deal with common questions and issues.

ACTION: SM

4.8 Opt In/Opt Out for Resits

2010.039 RECEIVED: a paper from the Project Manager outlining possible options for resit Opt In/Opt Out task in SITS.

2010.040 AGREED: that a manual process would be used for 2010/11 (Option 4 in paper).

5. Project Risk Log

2010.041 RECEIVED: updated risk log for project.

6. Project Communications

2010.042 NOTED: that various communications had been planned including an article in the forthcoming Bulletin, an article in the QM Student Newsletter.

7. Date of Next Meeting

2010.043 NOTED: as 27th October 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

8. Items of Other Business

8.1 VLE

2010.044 NOTED: that enrolment for the VLE had gone well for the majority of students.
8.2 Resit Task for Undergraduates

2010.045 NOTED: that the resit task for undergraduates would go live by early October 2010.

There being no other business the meeting closed at 2.45pm.