### Action points from a meeting held on Wednesday 27th October 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>2010.54</td>
<td>Address issues with access to mark entry on a School-by-School basis</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2010.63</td>
<td>Comments on priorities for January 2011 onwards to be passed to Project Manager</td>
<td>ALL</td>
<td>ASAP</td>
</tr>
<tr>
<td>2010.63.1</td>
<td>Priorities for January 2011 onwards to be considered at next meeting</td>
<td>SM (LW for agenda)</td>
<td>25-11-10</td>
</tr>
<tr>
<td>2010.65</td>
<td>Risk log to be revised for January 2011</td>
<td>SM</td>
<td>January 2011</td>
</tr>
<tr>
<td>2010.67</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>25-11-10</td>
</tr>
<tr>
<td>2010.68</td>
<td>Timings for amendments to Academic Model for 2011/12</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Minutes of a meeting held on Wednesday 27th October 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Chris Day, Deborah James, Stefan Milik, Jim O’Meara, Dr Alastair Owens, Professor Julia Shelton, Professor Morag Shiach, Dr Tony Stockman

1. Apologies for Absence

2010.046 RECEIVED: from Wendy Appleby, Sam Brenton, Professor Susan Dilly, Dr John Holman, Carron Windsor.

2. Minutes of the meeting held on 29th September 2010

2010.047 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising

2010.048 NOTED: that there were no matters arising.

4. Project Manager’s Report


4.1 Module Registration

2010.050 NOTED: that there had been some issues raised with processes used for 2010/11.

2010.050.1 NOTED: that some of the issues related to existing School processes which led to duplication of work for this year only.

2010.052 NOTED: that there will be a review meeting at end of November 2010 to consider processes.

2010.053 NOTED: that generally processes have worked well and that the implementation of SITS has provided a number of benefits to Schools.

4.2 Awards, Assessment & Progression

2010.054 NOTED: possible issues with universal mark entry access for academic staff and that this should be organised on a School-by-School basis.

ACTION: SM

4.3 WASP

2010.055 NOTED: good progress on exam timetabling processes.

2010.056 NOTED: that testing was currently taking place by Registry.
4.4 Research Degree Management Module

2010.057 NOTED: that a meeting was held on 27th October 2010 and that a set of priorities will be considered at VPRAG on 3rd November.

2010.058 NOTED: session being organised for November 2010 to understand and take forward business priorities following VPRAG.

4.5 External Reporting

2010.059 NOTED: some issues with HEFCE T reporting that are being addressed.

2010.060 NOTED: completion date of 1st November.

4.6 Help Desk

2010.061 NOTED: that a Service Level Agreement has been proposed within the SISPT that will be published via MySIS.

2010.061.1 DISCUSSED: whether a response time of 24 hours was sufficiently flexible and that this could be extended.

2010.061.2 NOTED: need to consider this as part of 'business as usual' processes.

2010.061.3 NOTED: that this would have resource implications.

5. Priorities for January 2011 onwards

2010.062 NOTED: as not yet completed.

2010.063 AGREED: that all SIS PB members should pass comments on to the Project Manager.

**ACTION: ALL**

2010.063.1 NOTED: that this will be considered at the next meeting.

**ACTION: SM**
(LW for agenda)

6. Project Risk Log

2010.064 RECEIVED: updated risk log for project.

2010.065 NOTED: that this will be updated for January 2011.

**ACTION: SM**

7. Project Communications

2010.066 NOTED: that an article had been featured in the QM Student newsletter for October 2010.

8. Date of Next Meeting


**ACTION: ALL**
9. Items of Other Business

9.1 Amendments to Academic Model for 2011/12

2010.068 NOTED: that timings for amendments needed to be considered to ensure best fit with programme and module amendments/approvals and other considerations such as sabbatical/research leaves of individual staff.

ACTION: SM

There being no other business the meeting closed at 2.30pm.