Action points from a meeting held on Thursday 25th November 2010 at 2pm in SIS Meeting Room, Catering 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>2010.075</td>
<td>Take forward discussions with Teaching Room Facilities re timetabling</td>
<td>WA</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2010.083</td>
<td>Clarify issues relating to fees processes</td>
<td>LS</td>
<td>ASAP</td>
</tr>
<tr>
<td>2010.087</td>
<td>ARCS rep for Associate Students TFG</td>
<td>LW</td>
<td>January 2011</td>
</tr>
<tr>
<td>2010.091</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>19-01-11</td>
</tr>
</tbody>
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QUEEN MARY, UNIVERSITY OF LONDON

SIS PROJECT BOARD

Minutes of a meeting held on Thursday 25th November 2010 at 2pm in SIS Meeting Room, Catering Building, Mile End

Present: Professor Morag Shiach (Acting Chair), Wendy Appleby, Dr John Holman, Deborah James, Stefan Milik, Jim O’Meara, Professor Julia Shelton, Dr Liz Smith

1. Apologies for Absence
2010.069 RECEIVED: from Dean Curtis, Dr Alastair Owens,

2. Minutes of the meeting held on 27th October 2010
2010.070 APPROVED: as an accurate record.

3. Matters Arising from the Minutes
2010.071 NOTED: that there were no matters arising.

4. Project Manager’s Report
2010.072 RECEIVED: report from the Project Manager for the period 28th October to 25th November 2010.

4.1 Marks Entry and Exam Timetabling
2010.073 NOTED: that both went live in week beginning 22nd November and that both were performing well.

4.2 Module Registration
2010.074 NOTED: some concerns from Schools over timing of processes for pre-registration, including links to timetabling issues and deadlines.

2010.075 NOTED: that process would be driven by Registry but that discussions would take place with Teaching Room Facilities to see if deadlines could be made more flexible.

   ACTION: WA

2010.076 NOTED: need to ensure that all module approvals and amendments needed to be included in Academic Model by end of March 2011.

2010.076.1 NOTED: that Programme & Module Board did not meet until end of March 2011.

2010.076.2 NOTED: that there would need to be some flexibility with deadlines to take into account sabbatical leave etc.

2010.077 NOTED: issues with availability of modules to students from other Schools and approval process for module diets.

4.3 Research Management Module
4.4 External Reporting

2010.079 NOTED: that data extracts had been produced and met requirements.

4.5 Fees and SITS

2010.080 NOTED: that a review meeting held been held with regards UKBA uploads (SRS29).

2010.081 NOTED: that assumptions were being made with regards fees and that this could have a potential impact on CAS production.

2010.082 NOTED: that fees are considered by CPG and that a fees schedule is approved by QMSE on an annual basis and that no variation is permitted without prior agreement by CPG and QMSE.

2010.083 AGREED: that this would be resolved as soon as possible.

ACTION: LS

4.6 Post Project Support

2010.083 NOTED: meeting held with Brunel University with regards their post-project support mechanisms and structures.

4.7 Phase 3 Functionality

2010.084 NOTED: functionality requests for Phase 3 and priorities.

2010.085 NOTED: that HEAR transcripts would only be introduced for students who start in 2011 rather than those who graduate in 2011.

2010.086 NOTED: that Diploma Supplement Transcript needed to be produced as a matter of priority.

2010.087 NOTED: ARCS rep for Associate Students TFG.

ACTION: LW

2010.088 APPROVED: the following ‘Priority 1’ functions:

- SMD PAPeRS
- LLU Course Bookings
- Campus Day - On Line Bookings - ELSS
- CPG - Fee Profile Report
- Academic Model - CMS Link

5. Risk Log

2010.089 NOTED: that this would be considered in January 2011.

6. Project Communications

2010.090 NOTED: that there was nothing to report.

7. Training

2010.091 NOTED: that there was nothing to report.
8. Date of Next Meeting

2010.092 NOTED: as 19th January 2011 at 1pm in the Robert Tong Room, Queens' Building, Mile End.

ACTION: ALL

9. Items of Other Business

9.1 Unit Changes

2010.093 NOTED: issues with changing School names and links to other systems using department codes from SITS.

9.2 Membership

2010.094 NOTED: that this would be the last meeting attended by Professor Morag Shiach.

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