

## SAINT User Forum

Date: 9<sup>th</sup> April 2008

Time: 2pm-4pm

Location: Richmond N3

### Minutes

1. Apologies for Absence / Members Present

#### Apologies received

David Coates, Chris Toft, Joanne Hirst, Linda Coldwell

#### Members present

Simon Croll, Mandy Ainsworth, Ele Cosgrove, Andrea Ryan, Traci Wright, Janet Scrimgeour, Sue Ledger, Mike Mooney, Lawrence Gains, Beth Hilditch, Jane Gibb, D Hastings, Rae Earnshaw, Richard Davis, Rick Graves, Karen Parker, Pete Crosier, Pauline Martin, Claire Edwards, Doreen Ratcliffe, Sharon Cogzell, Louise Stead, Lynda Allen

2. Minutes of the last meeting

The following action was re-worded correctly.

**ACTION:** Is it possible to add these (i.e. indication of the component to be re-sat) to the pass list or some other way of showing them?

*Work on student letters is ongoing and this option will be reviewed for feasibility.*

3. Matters Arising

**ACTION:** TSW to seek clarification from ASSU. (are new SPIs required for Chair's action). *Implementation guidance to be published to the SAINT website.*

This Action still needs clarification and arguments for and against were made by both sides, TSW to seek wide consultation. This also led to a debate about access to SPI records generally by SAINT Users. Many Users felt that they should have access to these records but were not necessarily aware of the 'responsibilities' that went with this. It was felt that this matter should be opened up to a wider forum / working group. In addition access and 'ownership' of other key tables such as SMR, SPR and SAW was also discussed and should be included in the discussion.

**ACTION:** TSW to help set up a working group to look at this issue with clear terms of reference.

4. Actions from last meeting

#### **Module flags for suspended students.**

After some discussion it was agreed that a new SS flag would be created for students who were suspended. This flag will close a record off but will not increase any attempt numbers.

**Action:** SAINT Support Team to create this SS flag for use.

**Result:** This has been implemented and documentation updated.

#### **Editing of student enrolment information (including course, route, block, batch).**

**Action:** TSW to raise this with SAS.

**Result:** Work is still on going. It has been put on hold pending current development work.

#### **BASIL / BUSCA timing out.**

**Action:** These problems with BASIL/BUSCA to be passed on to MIS for investigation / resolution.

**Result:** This has been passed on to MIS. However, it has been pointed out to me that these applications are not supported by MIS.

### **BRAD Report amendment – inclusion of blanks.**

**Action:** None needed at this stage but it may be possible to include a parameter to control this. It is worth noting that a adaptation of this report would incur considerable cost in development from SITS/Tribal.

**Code ND modules.** Some queries were raised as to what these modules were used for. The modules are for no specific department and are used for APEL.

**Action:** TSW to look into this and report back to the next SAINT User Forum.

**Result:** They have not been used since 2003 as they have been superseded. As an SMC module they will not appear on e:Vision or via student letters but will appear on transcripts and will be included in the award and progression calculations. They will also appear on the Business Objects report.

### **5. Talk about the use of Blackboard – N McKeown**

Neil gave a presentation to the forum about the use of Blackboard, especially the Discussion Boards facility. Documentation is available for help with Blackboard and Neil will be happy to respond if people are having problems with its use. Users can email him directly or via the ICT Helpdesk.

### **6. Talk about the work of Student Administrative and Support – L Allen, L Stead, S Croll**

The presentation from Simon Croll was very informative about the work of SAS, their internal and external deadlines and the scope of their work. A question and answer session at the end of the meeting also enabled further clarification of issues and problems some people were having or had experienced in the past.

### **7. Measuring Compliance – TSW / DM**

The SAINT Support Team will again be measuring compliance. This means that the use of pre and post exam board processing will be looked at. This is to enable the SAINT Support Team to focus support on key areas of the University that may be having problems but also to ensure that data is being processed in time for external deadlines e.g. the HESA return.

**ACTION:** TSW to give further details about this issue at the next User Forum.

### **8. Board of Examiners documentation update –TSW / MM**

Following a discussion about the deliverables for this report and the timescales involved, it was reported that the development work was still on target for completion by 1<sup>st</sup> May 2008.

**Noted:** Users would like it noted that future developments should be made available and completed earlier in the year in order for more familiarisation and greater confidence with the new reports / system developments.

### **9. Communication of regulation changes – TSW**

As part of the discussion with SAINT Users about the recent changes, many of those present felt that the recent situation had not been acceptable and caused them extra work and stress in the run up to a very busy time of year.

The time taken for clarification of the changes to regulations was felt to be far too long and unsatisfactory, some Users were concerned that they had responded to documents released but were not replied to or made aware that their concerns / opinions had been noted.

There was general agreement that changes to the regulations of this nature must be better planned for and due consideration made with regard to their resourcing and implementation. The newly constituted Departmental Administrators Forum will also consider this issue.

**ACTION:** TSW to follow up concerns with ASSU / SAINT Support Team and others.

**10.** Any other business.

- a. Notes added to SAINT via e:Vision. Proposal for development. – C.E. Life Sciences

This request was widely discussed as an issue for other schools and departments. The notes would be for staff to add but not to be viewed by students. A clearer specification would enable the SAINT Support Team to size the job for a vote for inclusion in the development plan for the SAINT Support Team be made. In addition, Life Sciences were keen to be able to access and make use of 'e-Pository' for storage electronically of paper documents.

**ACTION:** RD from MIS to work with CE/PM from Life Sciences to help set this up.

- b. Issues concerned with texting students via SAINT. – S.L. SLED

This had been a problem reported from time to time but was not generally an issue.

**ACTION:** SLED staff to keep a log of further incidents for investigation if this becomes an ongoing problem.

- c. Identifying students on Old Regulations – PC / TSW

Request for a list of students from each department to be sent to the SAINT Support Team students for whom the Old Regulations would apply to enable the 'old rules' to be attached to them for processing.

- d. Students topping up from ordinary to honours without attendance – PM

This should no longer be a problem as there is a proposal from APC that once an Ordinary award has been accepted, students will not be permitted to top up to honours.

It was also suggested and agreed that the 'User Issues' section of the forum meeting be moved to earlier in the agenda.

- 11.** Date of Next Meeting – **Wednesday 4<sup>th</sup> June 2008** 2pm – 4pm, Horton D0.10