

SAINT Forum

Date: 27th November 2008

Time: 2pm-4pm

Location: Boardroom

Minutes

Present : Chris Toft (Chair), Donna Pankhurst, Tim Squire-Watt, Claire Cuvier, Karen Bailey, Micheala Smith, Andrea Ryan, Maureen Reedle, Traci Wright, Jane Gibb, Ellie Cosgrove, Linda Coldwell, John Ross

Apologies: Jo Hardcastle, Beth Hilditch, Pauline Sewell, Irene O'Hara, Phillip Briggs, Claire Edwards, Simon Croll, Lynda Allen

1. Terms of reference and membership
Agreed.
2. Minutes from the previous meeting
Agreed
3. Actions from the previous meeting

SAINT Plan

Action – CT – What is the definition of Associate Students and how are they to be processed in the system.

This work is still ongoing. CT will set up a group to look at this.

Action – TSW – Are substituted modules also included in the work plan for this year?

This is already possible. Please contact the SAINT Support Team with details and data can be updated easily.

Action – TSW – To investigate spanning modules at the School of Health Studies. This to also look at SLED modules that span.

This is still ongoing. TSW to report back at a future meeting.

Action – CT/TSW – To investigate further the need to increasing the number of columns on the BRAD report for assessment committees.

A revised specification is currently being investigated by SITS/Tribal for sizing.

The problems with processing collaborative provision were discussed with regard to the BRAD report. Users in EDT were having problems with wanting different occurrences of a module on the same report, is this possible?

Action – TSW – To investigate this and refer back to BH in EDT.

It is already possible to select multiple occurrences of modules by using the 'insert wildcard' right mouse click option when running the Brad report.

Pharmacy have a need to report down to individual exam question level. A discussion followed about the level of information required and whether this was necessary to report in SAINT.

Action –ADLTs to discuss what component data is used for and what level of reporting is considered sufficient and report back.

It was agreed that this level of reporting is not relevant and will not be included in exam board report specifications.

The need to move Supplementary Exams earlier in the year to allow for processing data before enrolment / re-enrolment was also discussed.

Action – CT /DP – This was raised as an issue with LTC.

A consultation paper has gone out for feedback and analysis of the feedback will take place in January.

System Performance Issues

TSW gave a brief introduction to the current situation and an overview of the problems encountered. TSW is preparing a report (attached). A wash up meeting has been arranged with SAS, IT Services and SAINT Support and Development Team.

PB gave an oral report about the current status of the hardware upgrade and is currently drawing up a plan. The second half of October seemed preferable.

Action - PB - to communicate installation dates to this forum for approval once outline dates are available.

This to be discussed at this meeting.

Many members felt that a weekend upgrade would be more useful and that disruption from hardware and software upgrades often comes at inconvenient times.

Action – PB to take to IT Services management issue about out of hours support to include but not limited to SAINT support.

Out of Hours support is currently under discussion.

Beta testing for the upgrade of SAINT to version 8.2.0 was available and TSW considered it important that the institution should commit to this. This is due to start on 15th October and go until 5th November. It was a good opportunity to see and test new features as time to test was short in December.

Action – TSW to circulate further details to the data stewards and SAINT users.

The Beta Test was not installed as further discussions revealed a lack of availability to test the upgrade sufficiently due to existing work commitments.

Any Other Business.

Progression Information via e:Vision

After being piloted by post graduate courses for the School of Management and in SSIS, this facility for student progression and award information to be made available via e:Vision using SRL technology, is now available to all students. The forum felt that further testing for the Postgraduate exam boards in November was a good idea and would give some indication of loading on the system for a wider rollout for undergraduate students in summer 2009.

Action Members to let the SAINT Support Team know if they require this new functionality and provide the course and route codes they require to be able to use this, along with the switch on and off dates for access to e:Vision.

Administrative staff across the University have contacted the SAINT Support Team for this functionality to be switched on.

Exams

Although there was not an action to discuss, the forum asked John Ross from exams to highlight his progress in implementing new policies and procedures since starting exam preparation. An extensive data cleansing

exercise has taken place and this has had a dramatic effect on easing scheduling for the January exams. Updates from the disabilities office had been included. A draft timetable will be released on 3/12/08 with the final version going out on 5/12/08. Those present were very appreciative of the hard work undertaken by the exams team.

4. Progression and Award Update – TSW

TSW gave a brief oral report about progress made in this important project. The work is taking longer than hoped and the deadline of writing all the rules by the end of October has not been reached. The work is progressing well but **subject to testing** the following 'rules' have been written:

Law

LLB; Post Graduate Diploma in Law - completed

Integrated Masters

MChem – completed

MEng - completed

MPharm work is in progress and going well

Health Studies

Rehab Studies - completed

Midwifery – in progress about half completed

Radiography – in progress

Nursing – work is in progress but some information is still required

Miscellaneous

Part-time undergraduate – completed

Foundation Year – completed

Foundation degree – in progress

The web-based Board of Examiners reporting project is also progressing and it is hoped to run an open meeting / demonstration early in the new year.

Progress has been slower than was planned as the work is much more complicated than was anticipated and this has been severely hampered by poorly written and constructed program specs which have needed complex 'translation' and dialogue with admin staff to get the complete picture.

In addition, the SAINT Support Team will have 4 team members who have knowledge of writing progression and award rules in SAINT which reduces the risk to the university and hopefully will speed up future developments.

Action TSW to set up open meeting to demonstrate new report.

Action TSW to organise and set up SAINT User training for new courses and personnel who haven't used CSP etc before.

Action TSW to find out if p/t and f/t will be on same exam board report.

Action TSW To find out if_top up to honours and one year (with 2 years APEL) included in planned Progression and Award work?

5. Hardware / Software Upgrades – December 2008 – PB

Please see the attached proposed schedule (Appendix I) for details.

Action TSW to set this up and publicise accordingly.

6. PMR system – TSW

PMR is short for Product Modification Request and is the system that Tribal use to facilitate minor modifications, amendments and additional

functionality to the SITS system. The proposal is that SAINT Users can identify a modification, complete a simple form and the request will then be presented at the SAINT Forum for discussion. If other Users like the idea and can see the positive benefits it can be added to the SAINT work plan or it may be rejected. In future this may be possible to link this to an agreed budget for this work. The item 7a on this agenda is a good example of this. See Appendix II

Action : TSW to set this system up and publicise it accordingly.

7. E:Vision developments
 - a. Traci Wright suggestions – tutor lists (name, UB number, email address and photos).

Agreed This PMR was approved by all present and will be added to the SAINT work plan for 2008/9.

Action TSW to investigate if Personal Tutor can be made visible to students using e:Vision.
This data can be seen on e:Vision as long as the relevant field(s) have been completed on the student SPR record in SAINT.
 - b. Irina Toropova – do decisions letters need to be amended for multiple SPIs, do we want to keep copies of all letters generated?
This SRL has currently been removed from Live due to the complication of multiple SAW records. This will be carried forward to the next meeting.
8. Hotfixes and Critical Periods – TSW
The details of the proposal are in Appendix III. The proposal was for 3 ‘critical periods’ to be recognised in the academic calendar to cover important parts of the academic year.

Agreed TSW to take the proposal to the LSS IT Board for consultation / approval.

Action TSW to get the dates for the critical period to be agreed at the next SAINT Forum meeting.
9. September automation – not run yet – will be run but can create SPIs in schools.

Action TSW to report back when this will be completed by. However, SAINT Users can create SPIs if necessary, documentation is available on the SAINT website.
10. SAINT : access and training – TSW
TSW reminded all SAINT Users that Kirstin and Andrea as well as other members of the SAINT Support Team are available to help with SAINT support and training. There is a training request from on the SAINT website. It is important that new Users seek help as soon as possible when using SAINT as it can be very daunting when starting to use any new system.
11. Any other business.

Transcripts – MS asked if all students will get a transcript this year.
Yes they will as long as they have been processed for progression and award via SAINT.

Assessment Flags – SL asked if it was possible to have a new flag that is addition to RA but does not increment the attempt number and keeps the increment number the same (similar to the old RG flag).

Action TSW to investigate this and report back.

Pit Codes – EC asked if it was possible to review Pit Codes once more. There was a long discussion about this and the results of the previous pit code review. The current pit codes were reviewed last year with some deleted, however, more were subsequently created.

Action CT to consult on this and report back.

Blackboard – MR asked if administrators could review MKR records on that run in SEM1 and SEM2 and delete where appropriate to reduce the number of superfluous records on Blackboard.

IT Accounts – CC informed the forum that some live IT accounts had been identified for students who were no longer current. These accounts would be terminated over night this weekend.

Changing route / block and batch – SAINT users still wish to be able to make changes to these fields on SPR.

Action This to be an agenda item for the next SAINT Forum meeting. CT to ask all SAINT data stewards to attend.

SAINT Forum email list – some members had not received an agenda and papers.

Action TSW to review the list of members on the 'major domo' list.

12. Date of Next Meeting : 14th January 2009