

SAINT Forum

Date: 20th January 2010

Time: 11:30am

Location: D1

Confirmed Minutes

Present

T Squire-Watt (chair), K Boardall, L Gains, L Coldwell, T Wright, P Martin, B Hilditch, E Cosgrove, C Cuvier, P Briggs

Apologies

C Toft, S Croll, L Allen, G Pullan, K Bailey, I O'Hara, S Ledger

1. **Minutes from the previous meeting** – accepted
Noted: Linda Coldwell was present minutes amended accordingly.
2. **Actions from the previous meeting**
Outstanding actions:
Action: LG to liaise with TW to look at trial version of Process Manager – carried forward to next meeting
Action: PB to talk to IT Services about Data Protection Training – carried forward as DP Working Group meeting later this month.
Graham Hill offered training to those that would like it with regards to the Data Protection Act.
3. **Standing Item - Progression and Award Update** – TSW
Work is still ongoing for fallback Awards, Top-Ups, Breaches, Merit etc for Ordinary Degrees.
Action: BH to provide more details re: change of placement year for MEng courses in EDT.
Action: TSW to liaise with EDT and SAS re: marks on the placement modules for placement year to close off the module for HEFCE.
This work was underway and the mark scheme may need amending for these modules. TSW to manage this work.
4. **Standing Item - Board of Examiners reporting**
PB told the group that there was still an issue with regards to training more staff to write the reports but this was in hand. IT Services will work on the printing issues and writing new reports and work to start soon with this.
The reports will be written by Peter Jones as before, the reports are currently being specified.
5. **PMR Issues**
The two new PMRs that had been received and not discussed since the previous meeting were now discussed by those present.
 - i) The issue of the student result letters being 'kept' from previous years and not allowing 'duplicates' was discussed. After some discussion, no agreement was reached so the issue will go to the next Administrators Forum in February
Pending reply from Administrators Forum.
 - ii) The inclusion of Stage 2, Stage3 and Award marks on results letters was also discussed. It was agreed it would be a good thing.
Action: SAINT Team to size this job and report back.

This is a big job and in the current climate and with existing workloads is not realistically practical. The report would in all likelihood raise more question than it would answer in the short term.

6. M62RUG

The next M62RUG will be in Chester on 15th February. Main agenda item is the issues around Admissions and Clearing.

7. Mit Circs and Breaches

It was widely agreed that the new reporting for Mit Circs was useful and helpful. The discussion widened to include the adding of all Mit Circs documentation and evidence to be scanned and placed in the e:Pository system. This is accessible via STU screen or any STU based screen, contact SAINT Team for details.

Breaches work is progressing but will not be ready for June 2010 Examination Boards. The current process of using a flag field on SPI is temporary, the long term solution is to use a component/module result flag via the mark scheme.

The issue of storing/archiving historic data was discussed especially in the light of DPA considerations. It was agreed that the DP Working Group should be able to make recommendations in the future and as such comments should be directed there in the short term.

8. SAINT Customer Account Manager role

TSW announced that the role holders had now been identified and he would be in touch soon to discuss various issues.

Access to SAINT from academic school staff is to be controlled by the school based SCAM. IT Services will deny access requests for staff in schools unless via these named individuals.

Action: Access to SAINT should be reviewed soon. TSW to take the lead on this.

Work in progress.

9. Any other business

PRS – CC

Staff need a PRS record to get a staff card for building/room access but not all staff get this if not permanent, full time etc.

Action: PB to investigate this issue and report back at a future meeting.

Adding all casual staff would add an extra 4000 records to PRS and is at least in the short term not a practical solution.

PEP – CC

Development work on the Pre Enrolment Portal is to start soon with a 2 strand PEP; one for fee payers and one for non fee payers.

Comment / observations to CC a.s.a.p. please.

Novell – BH

Is it possible to log in to SAINT without a separate Novell log in?

Action: PB to investigate this issue and report back at a future meeting.

This is not possible due to the network management systems used by EDT and SCIM.

Global Desktop

BH – What is the global desktop? How does it work? How can staff get it?

Action: TSW to arrange a demo at a future meeting.

Results letters and pitcode wording on e:Vision – TW

Academic staff in SCIM have an issue with some of the wording used in letters that go to students.

Action: TW to contact SAINT Team re: letters and ASSU re: pitcode wording.

This is still an outstanding issue.

Global Deletion of SMRs – PM

PM wanted to know how she can delete multiple SMR records. Advice was to contact the SAINT Team who would be happy to do this for her as Global Update/Delete was not a facility that is widely shared due to obvious issues!

Business Objects – PB

BO will be updated to a new version soon. The new version also comes with a new way of licensing the product with the result that the current licensing needs to be reviewed. PB will be in touch soon.

Access training – PB

LSS IT trainers have identified a number of cases where staff want to use Access in a way that may be over complicated, inadvisable or result in incorrect data. If a database is needed, staff should consider their use of Access and may be referred to IT Services or the SAINT Team in the first instance.

Data Cleansing – TSW

With Andrea and Kirstin leaving the University in June, exam board support will be curtailed as a result. Administrative staff are advised to start data cleansing exercise early as it may take longer later in the year.

Notices

Meetings re PBS are due to start Friday 22/01/10 in H33. This is the first of 3 meetings to discuss with schools the requirements of the monitoring of students for the PBS.

The SAINT training calendar is now published. Please make sure all staff are aware of these and book early!

HEFCE will be auditing us sometime between March and September this year. HEFCE have sent pre-audit spreadsheets queries some of which are related to module outcomes and whether the student has at the first attempt submitted/attended the final component. This involves in some cases declaring if and when mit circs were involved; this will obviously involve liaising with departments.

Work to put a flag on the chronological final piece of assessment for each module is ongoing and should be finished by the end of the month.

Annexes to program specs - annex generation is no longer part of the approval process – alongside the new programme specification format users are required to produce a matrix of modules against programme learning outcomes to show where the PLOs are delivered and assessed. If in doubt please direct queries to your ASA.

10. Date of Next Meeting : 26th February 2010 in D2 2pm-4pm