

## SAINT Forum

**Date:** 23<sup>rd</sup> October 2009

**Time:** 10am-12pm

**Location:** Boardroom

### Minutes

#### **Present**

Chris Toft (Chair), Jo Hardcastle, Gemma Pullen, Irene O'Hara, Pauline Sewell, Beth Hilditch, Traci Wright, Ele Cosgrove, Philip Briggs, Laurence Gains, Tim Squire-Watt, Daniel McGlade, Linda Coldwell

#### **Apologies**

Karen Bailey, Sue Ledger, Lynda Allen, Claire Cuvier, Andrea Ryan, Maureen Readle

1. Terms of Reference  
**Agreed** 'Peter Fearnley' should read 'Jo Hardcastle'.  
**Action** TSW to edit.
2. Minutes from the previous meeting  
Agreed
3. Actions from the previous meeting  
Course Changes:  
SAINT can handle some course changes but not all.  
Having to go through SAS slows the process down.  
**Action** LG to liaise with TW to look at trial version of Process Manager.
4. Standing Item - Progression and Award Update – TSW  
The MEng rules were being finalised in SAINT.  
MA was working with the SoHS on P&A rules for their courses.
5. Standing Item - Board of Examiners reporting – TSW  
Training sessions had been planned to take place throughout the year, hopefully to coincide with the times that the information would be needed/used by Departments. The first session is very important, especially for users wanting to get rid of "Check Credit" on BoE reports. The BoE report for next year will be the existing web based report with a few extras.  
The SAINT Team is concentrating on making the report available to all Schools and Departments, before developing the report further. Confirmation will be sent out via the new SAINT Newsletter about how to implement Chair's Actions on SAINT, with regard to SWAs, SPIs, etc.  
**Action** SAINT Team to liaise with SAS to confirm that both teams are giving out the correct information to users.
6. SAINT Service management – TSW  
TSW presented the draft Service Level Agreement.  
There was concern and discussion regarding the level of responsibility and accountability expected of the SAINT Customer Account Manager.

**Action** Philip Briggs to talk to MIS about Online training for Data Protection (possibly similar to the Equality questionnaire circulated some months ago).

TSW urged members to talk to their Administrators, Deans, Associate Deans, etc to push for Data Protection training.

7. PMR Process – TSW AR  
There is new system for PMR requests. The links for **PMR Proposals** and **PMR Logs** are on the left column of the SAINT Home page:  
<http://www.bradford.ac.uk/admin/SAINT/index.php>
8. M62RUG – TSW  
The M62 Regional User Group will be held at Bradford on 26<sup>th</sup> November.
9. HESA Return – TSW  
Chris gave a presentation on the HESA criteria for module ‘non-completions’.  
An electronic copy of the presentation can be obtained from [Chris Toft](#).  
New regulations for supplementary assessment are currently going through LTC. If approved, this will mean that students failing to attend an exam for no reason and without prior notice will not be permitted supplementary assessment.
10. Weekend upgrades - PB  
Tribal have reported that weekend updates will cost more than those done during the working week - £1600 more on a Saturday and £2300 more on a Sunday.  
There are currently two upgrades a year.  
There was discussion over whether two upgrades were necessary.  
The next SAINT upgrade is scheduled for 21<sup>st</sup>/22<sup>nd</sup> December 2009.  
Other upgrade dates can be found on the SAINT home page (click Year Planner, then ‘Calendar showing IT at risk periods for next three years’).
11. Turning on e:Vision post Exam Boards – demo – LG  
**Action** Lawrence to give users read access to AUD.
12. Any other business
  - a. **Agreed** PMRs to become a standing item.
  - b. KPMG have recommended a quarterly review of user access to SAINT.
  - c. The SAINT Newsletter is up and running. It will be emailed to users each month, and all issues will be available at the SAINT website.
13. Date of Next Meeting :  
21 December 2pm-4pm, New Board Room.