

## SAINT Forum

**Date:** 26/02/10  
**Time:** 2:00pm – 4:00pm  
**Location:** Richmond D2 New Board Room

### Confirmed Minutes

**Present :** C Toft (Chair), T Squire-Watt, G Pullan, A Ryan, L Gains, B Hilditch, S Walker, R Taylor, E Cosgrove, P Martin, G Sutcliffe

**Apologies:** T Wright, P Briggs, L Coldwell, S Ledger, D McGlade, C Cuvier

1. Minutes from the previous meeting – agreed.
2. Actions from the previous meeting – discussed and agreed.
3. Standing Item - Progression and Award Update – TSW

After a short verbal report from TSW about work to date including the work by Pete Crosier on fallback awards, there was a discussion about how to treat students who withdraw and how they should be processed. It was agreed that this was a complex issue and clear guidelines and documentation was needed.

**Action : TSW/CT to provide advice and documentation on how to process students who withdraw and how to calculate their fallback awards.**

4. Standing Item - Board of Examiners reporting – TSW  
The work on the new reports is ongoing including the new macros to enable printing of the web based reports. Specifying the new reports that needed to be written was also ongoing. (Top ups from Ord to Hons and Foundation Degree reports).
5. PMR Process – TSW AR
  - i) PMR to include SMC (from APeL) on the e:Vision student progression report. This has come about because this part of e:Vision is hardcoded by Tribal.  
**PMR agreed.**  
**Action: SAINT Team to raise Helpcall with Tribal/SITS perhaps with a view to raising a PMR with Tribal.**
  - ii) PMR to create an 'Academic Reference' view of student results in e:Vision. This would be a sizeable development as the HTML student letter would need extensive revision. After discussion, the SAINT Forum rejected this proposal.  
**PMR Rejected.**
6. M62RUG – TSW  

TSW gave a verbal report from the last M62RUG which had been held in Chester. Meeting minutes are viewable via MySITS that staff don't usually get access to but TSW can make them available if requested.
7. New Assessment Flags (*document to be tabled*) – TSW/AR

The new document was produced with a clearer definition as to what the flag meant and what it signifies. This has been done and published to the web.

**Action: TSW to include the new SE flag on the document and publish in PDF format also.**

**New training courses were in the process of being finalised and will be published in due course.**

## 8. Training and Support – TSW

After a short discussion it was agreed by those present that the scheduled courses were well received and well attended. It was agreed that this was a pattern that the Forum would to see continued even though the SAINT Team were losing Andrea and Kirstin in due course.

## 9. HEFCE Audit – GP

HEFCE will be completing an audit here at the University of Bradford 18<sup>th</sup>-20<sup>th</sup> May 2010. Gemma wanted schools and departments to be aware that this was taking place as it is likely that departments will be asked for additional information regarding:

- Dates concerning Mitigating circumstances applications
- Assessment / exam registers
- 1<sup>st</sup> attempt marks
- Evidence of withdrawals etc

**Action: In departments / schools, the final piece of assessment for PGT modules would now also be required, GP/SAINT Team to circulate details.**

## 10. Any other business

### i. **Learner Support Profiles** – Stuart Walker

The Disabilities Office are looking to create an electronic learner support profile that will enable them to get the information needed to lecturers and academic staff directly possibly via e:Vision in order to better meet students learning needs. The disabilities office would like pilot schools / departments to help them get this launched.

**Action: those wishing to take part should contact Stuart directly at the Disabilities Office.**

### ii. **Plagiarism reporting** – Gill Sutcliffe

The ADLT in SCIM would like to know where notes regarding plagiarism etc can be stored and what flag can be used to show the student status in SAINT.

**Action: GP new status flag to show student status when excluded for disciplinary matter.**

**Action: SAINT Team to investigate use of notes on QSU / STU.**

### iii. **XCRi**

Forum members had heard of this future development and would like to know more information about this new development.

**Action: TSW to ask Helen Morris from Marketing to circulate more information.**

#### iv. ThankQ

The new contact management system ThankQ is now in place and in use. Although we still have the Alumni module this may be discarded in the future.

#### v. SCIM Intercalation database

A member of staff from SCIM approached IT Training for help with Microsoft Access – they needed to create a database to cover intercalations, transfers and withdrawals. This had been requested by SCIM Senior Management Committee – at that time the information was being recorded on an Excel spreadsheet, which did not suit the requirements of the School. It was thought that Access would serve the purpose better, but the staff member did not have Access knowledge, hence the training request.

Staff in the Training Area let MIS and/or the SAINT Team know if a training request 1) has potential wider implications, 2) demands a significant amount of development, or 3) there is a chance that users are looking to do something that could/should be done using SAINT. Therefore, Philip Briggs contacted the member of staff in SCIM to discuss the request further.

The matter was raised at the Forum to make other users aware of this request, in case it would be of any benefit to them in their Schools.

#### vi. Placements

Pauline from SOLS wanted to know what it would take to implement the Placements module. TSW suggested that it would be a lengthy implementation of at least 18months work for 1 member of staff but it was unlikely to happen with current staffing levels.

**Action: PM to liaise with TSW to arrange a site visit to a SITS site that use the Placements module.**

#### vii. Charging Students for re-sits for non-attendance

EC from SSIS wanted to know when students who had failed to attend January exams were going to get charged the resit fee.

**Action: CT reported that this was under negotiation and would report back at the next Forum meeting.**

#### viii. Engineering Placement marks

**Action: TSW to liaise with BH and SR (in ASSU) to ensure modules are set up appropriately and placement marks are entered into the system.**

11. Date of Next Meeting: 20 April 2pm-4pm  
Richmond D2 New Board Room