SAINT Forum

Date: **20/04/10**
Time: **2:00pm – 4:00pm**
Location: **Richmond D2 New Board Room**

Unconfirmed Minutes

Present:

C Toft (Chair), P Briggs, P Martin, B Hilditch, S Ledger, E Cosgrove, T Wright, L Coldwell, L Allen, K Patel, G Pullan, T Squire-Watt, D McGlade

Apologies:

Karen Bailey, Pauline Sewell, I O'Hara, J Coates

1. Minutes from the previous meeting – agreed.

Item 10v. SCIM Intercalation Data

This item was not reported correctly in the previous minutes. Philip Briggs gave a correct account of the discussion.

The matter had been raised at the previous Forum in order to make other users aware of this request, in case it would be of any benefit to them in their Schools. The database needed by SCIM needed to hold narrative information that was not available through SAINT. MIS could not develop a system along these lines if there was only demand from one School. Bringing the matter to the Forum was a good way to gauge whether there was a larger demand which might justify the work.

However, the previous minutes gave the impression that this work was already underway. This was not the case.

After discussion it was agreed that that there was no need for development in MIS or the SAINT Team and that the matter could be resolved by Access training for the staff member concerned.

Action: **DM to amend previous minutes accordingly.**

Action: **Philip Briggs will let the Trainers know**

Action: **Traci Wright will inform SCIM.**

2. Actions from the previous meeting – discussed and agreed.

2.1 Item 3 Standing Item - Progression and Award Update – TSW

Documentation on how to process students who withdraw and how to calculate their fallback awards will be included in the next round of training.

From this point onwards, SAINT will be able to generate whatever exit awards a withdrawn student may be eligible for, which the Department having to organise one manually. SAINT will not be able to do this for students who left before this point.

2.2 Item 5i PMR Process – TSW AR
The SAINT Team haven't raised a PMR yet – the matter is still ongoing.

2.3 Item 7 New Assessment Flags – TSW/AR
The new SE flag has been added to the documentation and published in PDF format also.

2.4 Item 9 HEFCE Audit / Final Assessments – GP
All module component final assessment information has now been collected.

2.5 Item 10i Learner Support Profiles – Stuart Walker
If anybody has not contacted Stuart yet, please do so. Lawrence Gains and Stuart Walker attended a Disabilities Forum and all their PMRs were accepted.

2.6 Item 10ii Plagiarism reporting – Gill Sutcliffe
This matter is still ongoing.
Action: **TSW will speak to Lawrence Gains to confirm whether notes can be stored on QSU, STU or SPR**

2.7 Item 10iii XCRi
TSW has emailed Helen Morris.
Action: **TSW to chase this up.**

2.8 Item 10vi Placements
There is currently no funding available to develop a placements system. There appeared to be a lot of demand in Schools for a system to handle placements.
Action: **TSW to talk to CT with a view to putting a paper to LTC with regard to funding / priority for development in this area.**

2.9 Item 10Vii Charging Students for re-sits for non-attendance
Since the announcement of fees for re-sitting after non attendance without good cause, the number of students missing their original assessment without good cause has fallen by approximately half. However, LTC and Senate have decided that the charge for re-sits following Semester 1 non-attendance (with no good cause) has been waived.
CT will be circulating a Business Object report to Schools showing assessment non-attendance figures from this and last year. She asked staff to consider the data for their Schools.

2.10 Engineering Placement marks
TSW had to liaise with BH and SR (in ASSU) and the matter had been resolved.

3. Standing Item - Progression and Award Update – TSW

Mandy Ainsworth is still helping SoHS to implement Progression and Award processing – but hopefully that should be finished soon.

The rules for MEng/BEng processing need further work – this is being done by Mike Mooney. Once this has been done, Beth Hilditch (EDT) will be consulted regarding reporting.

MPharm rules are currently being finished off. However, the requirements for reporting may present difficulties. Mike Mooney is liaising with SoLS staff on this matter.

Pete Crosier and TSW have been liaising with Sue Ledger (SLED) with regard to Part Time Intensive courses. Again, processing is fairly straightforward, but creating reports is more difficult.

4. Standing Item - Board of Examiners reporting – TSW

It is important that users reply to Pete Crosier's email regarding Top Up to Honours email.

Pete Crosier and TSW have been liaising with Sue Ledger (SLED) with regard to Part Time Intensive courses. It is possible that a report will be developed based on the Top Up to Honours report.

Mandy Ainsworth is in the process of spec-ing a report for the SoHS, where they have some Block 1 Level 3 courses.

Mike Mooney is looking at Pharmacy and BEng/MEng reports.

5. PMR Process – TSW

i) Beth Hilditch - Bottom of ACD screen – request for date to automatically be produced whenever a user populates that field
Action: **TSW to chase this up**

ii) Traci Wright - e:Vision query with Lawrence Gains
Action: **TSW to chase this up**

iii) Choosing module options on e:Vision
This was investigated a while ago, but there was no consensus as to whether that users wanted this feature, and the way that Bradford modules are structured. It would be a major piece of work to create such a function.
Action: **TSW to investigate online module selection**

6. Training and Support – TSW

Andrea Ryan's will be leaving the SAINT Team now that her contract has ended.

Kirstin Boardall will be leaving the SAINT in June 2010, as her contract is also due to end.

The SAINT Team will available via a single central number during the four peak weeks of the Board of Examiner's period from 8:00am to 6:00pm. Calls will be logged and then dealt with in strict order.

7. HEFCE Audit – Gemma Pullan (SAS)

Gemma Pullan presented the following documents regarding the HEFCE audit:

i) Modules and Funding - The Relationship Between Modular Records, Student Completions and HEFCE Funding
ii) Summary version of same.

The documents were being circulated to users in order to explain which module completion data was vital for HEFCE funding to the University, and hopefully to answer any questions or concerns that users may have in this area.

8. SAINT upgrade: screen colours - TSW

The SAINT Team had received an email from a user complaining that the new screen colours introduced in the latest SAINT upgrade were causing migraines.
Colours were changed with each upgrade to make it easy to identify which edition was being used.
No other users had reported this problem.
The matter was discussed, and no users present at the meeting felt that the colours needed changing.

Action: **TSW to report the findings of the meeting back to the users, recommending that the user contact the Disabilities Office for a Work Station Assessment if the problem persists.**

9. Any other business

i. **Business objects** – PB
MIS are planning an upgrade to Business Objects to a version called XI. This involves ensuring that no-one's reports get lost. In order to do this, users must send the reports to MIS to ensure that they are saved.
Action: **MIS to email all Business Objects users, explaining this.**
There are currently 120-130 Business Objects licences in use, which enable users to write (as well as read) their own reports.
This will change to licensing on campus for unlimited viewing and running of reports, but the users permitted to create reports will be reduced to 50. Surveys carried out by MIS suggest that at present, only about a third of users actually create reports.
MIS are aiming to have this done by May/June.
Tribal are developing system called Enterprise Reporting, which could be used instead of Business Objects.

i. **ACD Screen**

BH asked if the screen could have more meaningful wording.

Action: **BH to put in as a helpcall.**

ii. **Dual Certification/INTI Awards**

Users asked what the situation was regarding INTI students and the awards that they would receive – whether they would be from Bradford, INTI or both.

Chris Toft confirmed that INTI students would be awarded with and INTI degree, but that they would be given a certificate from Bradford to say that the degree was recognised by the University of Bradford.

Action: **TSW, LA, BH, ASW, Sajida Manir and Rizwana Ahmed to meet and discuss further.**

iii. **PIT Codes/INTI**

INTI students don't get progressed in June, so they need a PIT code which can be entered in June to allow them to carry on into the next academic year, so that progression can take place later on.

Action: **BH or Jane Gibb to follow up with Sajida Manir with a view to requesting a new PIT Code**

Lawrence Gains is working on a new system of PIT Codes specific to courses that have a non-traditional start date (such as 'Carousel' courses run in Partner Institutions). He is working with a small trial cohort to start with. As there are a large number of possible outcomes that will each require a PIT Code, this is a long and complicated process, so may take a while to complete.

iv. **Associate Students (TSW)**

Action: **CT to follow this up.**

v. **BETA Testing**

This may take place from Tuesday next week - TEST will be going offline while 8.3.1 is tested. This will earn free consultancy days from TRIBAL. If this does happen TSW will warn users in the usual way, beforehand.

vi. **Changing module levels**

Module levels will be changing in line with a nationally recognised scale of levels that will run from primary and secondary education right through to UG degrees and on to postgraduate level study, thus:

1 = GCSE Foundation / NVQ1
2 = GCSE (A- C) / NVQ2*
3 = A Level and equiv / UG Degree Fdn Level
4 = UG Degree Level 1
5 = UG Degree Level 2
6 = UG Degree Level 3
7 = Postgraduate Level
8 = Doctorate Level

This project is currently being developed within ASSU.

Action: CT to send description to all users.

vii. **Tribal State of the Nation Address**

Tribal will be visiting the University to give a talk to TSW, CT and some senior university management about latest developments in SITS, future plans and strategies, etc. TSW asked if members of the Forum would be interested in attending.

Action: TSW to include users in mailout.

viii. **HEFCE/non-completion**

Lynda Allen reminder members that she had sent round an email regarding HEFCE and non-completion, and asked all users to ensure that they look at it, with regard to any action it may require on their part.

10. Date of Next Meeting:

To be confirmed.