IT Tools for Enhancing Student Support

Project Board Meeting

10:00am-11:30, Monday 7\textsuperscript{th} May 2012

Room 1.11 Main University Library

MINUTES

Present:
Moira Avraam, College of Humanities and Social Science
Caroline Bamford, Institute for Academic Development
Adam Bunni, EUSA
Jemma Caldwell, IS Applications Division (Notes)
Stewart Cordiner, College of Humanities and Social Science
Sharon Cowan, College of Humanities and Social Science
Sheila Fraser, IS Applications Division
Chris Giles, Academic Registry
Paul Jackson, College of Science and Engineering
Bruce Johnson, Academic Registry
Sarah McAllister, School of Geosciences
Simon Marsden, IS Applications Division
Nora Mogey, Institute for Academic Development
Ian Pirie, Assistant Principal, Learning Developments (Convenor)
Scott Rosie, Academic Registry
Tom Ward, College of Humanities and Social Science
Mike Williamson, EUSA

Apologies:
Stuart Anderson, College of Science and Engineering
David Dewhurst, College of Medicine and Veterinary Medicine
Shelagh Green, Student Services
Fanney Kristmundsdottir, College of Medicine and Veterinary Medicine

1. Welcome and Apologies-

IP welcomed Moira Avraam onto the Board. Moira is a Student Support Officer in PPLS from the College of Humanities and Social Science.

Apologies as noted above.

2. Review of Minutes of Last Meeting –

Minutes from 10\textsuperscript{th} April meeting were ratified subject to two suggested changes from TW and CB. All actions from last meeting are now complete.
3. Convenors Update –

IP updated the board on a visit to Loughborough University by the Core Project Team members (IP, SM, SF and BJ) on 25th April 2012. The team used this visit to find out more about the co-tutor system used by Loughborough. IP stated there have also been discussions with the Open University and Southampton University which have included looking at their system and the tools they use. IP noted that BJ is also gathering information from other areas currently.

4. Progress Update –

SF emphasised the key aims of the project are a determined approach to development and small releases as soon as possible, allowing for small tweaks to be made after go live. SF added that ideas gathered during the last board meeting had now been prioritised into 4 work streams -
- Relationships,
- notes (incorporating meetings),
- meeting arrangements,
- students raising issues.

SF stated that the aim is to be able to mock-up and share screenshots, to be able to test as soon as possible. SF also informed the Board that work would begin that day on meeting notes and the options for how to build/present them.

5. Relationship Questions –

SF took the Board through a mock-up of what an assigning screen may look like in the new system. This screen would be used for assigning students to tutors. The particular screen was an administration screen and so would not be seen by students. A discussion then followed regarding the current Director of Studies (DOS) screens and what would happen to the old DOS historical data and whether an archive of this should be kept. It was agreed that there will be a new Personal Tutor type and that DOS/Student allocated will be closed.

SF noted that work on relationships had already begun and then went through “Relationships Working Assumptions” and “Relationships Described” slides. The Board were asked to confirm a set of assumptions regarding relationships were valid or invalid. Several of the assumptions proved to be invalid and these were updated. (The updated assumptions slides can be found on http://www.ittess-pb.is.ed.ac.uk/).

**ACTION:** IP to raise with SSIG the issue of how a Personal Tutor is allocated when not from host school.

A discussion relating to escalation followed, it was noted that groups of senior tutors (ST’s) are collectively responsible for all the personal tutors (PT’s) in their school. An example of an escalation issue would be when a student had tried to contact their PT for a meeting and the tutor had not responded within the 3 working days as per pastoral care guidelines. Foundations will be created to enable escalation if required.

Students should know who their ST is. On the student interface, students should be able to see the identity of their PT and ST.

**ACTION:** In relation to DOS’s, BJ to check how many variations in database for joint honours.

It was noted that not every ST is necessarily also a PT. A discussion followed regarding what happens when students are on a joint honours degree or change their mind about their programme of study,
in terms of how the SSO would be allocated properly. It was suggested that a BA HSS could be created for each school. PT to be allowed in different schools, so students are allowed a choice. A discussion then followed regarding the need for communication to the User Community, this outlined what is and is not intended to be delivered in Phase 1. This will be processed through SSIG.

**ACTION:** IP to raise with SSIG business processes in terms of clarifying relationships.
- PT’s have to be able to be outside the school.
- Clear escalation route required.
- Equivalent of Senior SSO role.
- Where there are large teams someone needs to have oversight.

6. Consultation Group Approach –

IP discussed the need for a smaller subgroup to be created which would meet weekly/ fortnightly and contain representatives for PTs/STs/SSOs. This group will be to review progress, system design, carry out testing and actively input into the business processes. This group would also be used to coordinate communications to the different communities.

**ACTION:** IP to identify members for this consultation subgroup.

**ACTION:** IP to incorporate communications from this consultation group into communications for SSIG.

7. AOB-

Nothing was raised.

8. Date of next meeting-

The next scheduled Project Board meeting is on 4th June 2012, however due to the Jubilee Holiday on the 5th June it was decided that an earlier date should be arranged. A doodle poll will be carried out to decide on a date.

*The confirmed date of the next project Board meeting is Thursday 31st May 2012, 9:00-10:30am in room 1.09 Main Library.*