IT Tools for Enhancing Student Support
Project Board

Meeting held on Thursday 16 August 2012
Room 1.07, Main Library

MINUTES

Present:
Professor Ian Pirie, Assistant Principal, Learning Developments (Convenor);
Professor Stuart Anderson, College of Science and Engineering, Director of Teaching & Deputy Head of School (Informatics);
Dr Arianna Andreangeli, College of Humanities and Social Science, Senior Tutor (Law);
Mr Andrew Burnie, EUSA, Vice-President Elect (Academic Services);
Mr Brian Connolly, Academic Registry, Academic Policy Officer (Secretary);
Professor David Dewhurst, College of Medicine and Veterinary Medicine, Director of Learning Technology;
Ms Sheila Fraser, IS Applications Division, Project Services Team Manager;
Mr Chris Giles, Academic Registry, Senior Business Analyst;
Dr Paul Jackson, College of Science and Engineering, Senior Lecturer (Informatics);
Mr Bruce Johnson, Academic Registry, Head of Student Admissions & Curricula Systems;
Mr Simon Marsden, IS Applications Division, Director;
Ms Sarah McAllister, College of Science and Engineering, Teaching Organisation Manager (Geosciences);
Ms Nora Mogey, Institute for Academic Development, Operations Team Leader;
Mr Scott Rosie, Academic Registry, Timetabling & Learning Space Manager;
Mr Tom Ward, College of Humanities and Social Science, Head of Academic Office.

Apologies:
Ms Moira Avraam, College of Humanities and Social Science, Student Support Officer (PPLS);
Dr Caroline Bamford, Institute for Academic Development (OLL);
Dr Adam Bunni, EUSA, Academic Advice Co-ordinator;
Dr Fanney Kristmundsdottir, College of Medicine and Veterinary Medicine, Director of Student Affairs;
Ms Shelagh Green, Student Services, Director of Careers Service.

1. Notes of the last meeting

The notes were approved with the following amendment:

– It should be noted that CMVM, due to professional requirements, would continue to use the existing VLE.

2. Matters arising

2.1 EUCLID Performance

It was noted that the EUCLID crashing reported at the last Board had in fact occurred in 2008. Since the introduction of the new EUCLID infrastructure in summer 2010, crashing had effectively ceased and overall performance was at a good level, with the exception of the Student Lookup Tool.

It was noted that a new version of EUCLID’s Student Lookup Tool would shortly be implemented. This was the tabbed display of a student’s information, accessed through the ‘Quick Student Lookup’ option (and other associated options) or the ‘Full Record’ from the My Tutees option. It was noted that the time taken for data to be displayed would be significantly
improved with each tab loaded at the same time so there was no waiting for the data on one tab to be displayed before clicking on another tab. Whilst the software was near identical visually to the previous version, its underlying logic had been redeveloped by IS Applications.

2.2 MyEd Notes Channel Display to Students

It was confirmed that the MyEd channel would be displayed to UF applicants (irrespective of whether they become students) but that no content will appear until at earliest 6 weeks before programme commencement (ATR - Applicant TRansfer)

3. Progress Update

The Board was presented with a high level overview of the work plan and noted that the first set of IT Tools supporting the Personal Tutor system had gone live, with 12,500 students already assigned to Personal Tutors. It was agreed that there should now be a consolidation period with a moratorium on further developments (apart from on-going small adjustments in response to user feedback) until the end of Semester 1.

The Convenor thanked the Board, IS, SACS and the user groups for all their work during phase 1 of the project.

4. Phase 2

The Convenor reported that the governance of the IT Tools strand would be adjusted for the next phase of the project in order to reflect the evolving requirements. SSIG would now take forward the strategic responsibility for IT Tools developments in conjunction with operational input from User Groups and the newly constituted Senior Tutor and Student Support Team Networks. It was also noted that the User Groups may need to be reconstituted to encompass Taught Postgraduate students.

The Board agreed that a final meeting of the IT Tools Board would be held in early October in order to reflect on the development and implementation to date.

5. Any other business

There was no other business.

6. Date of the next meeting:

Monday 1 October 2012 at 2pm in Room 1.11 Main Library.

Brian Connolly
24 August 2012