IT Tools for Enhancing Student Support
Project Board

Meeting held on Monday 1 October 2012
Room 1.11, 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. Minutes from the last meeting

The minutes from the last meeting were approved.

2. Matters arising

There were no matters arising.

3. Phase 1 Implementation

The Board reflected on the implementation of Phase 1 and the following was noted:

3.1 EUCLID Problems

It was confirmed that the performance issues experienced with EUCLID during Fresher’s Week were not due to the Personal Tutor IT Tools. It was further noted that these issues (caused by new processes and higher than expected usage) had now been resolved. Members noted that these issues had had a severe impact on staff confidence and trust in the new PT system during the initial implementation. It was agreed that, if possible, a test activity should be carried out by Personal Tutors on the IT Tools to provide reassurance.
3.2 Recording Gap

It was noted that there may be an information gap or lag between meetings taking place and this information being recorded on the system. It was agreed that colleagues must be encouraged to use the IT Tools timeously (particularly when confirming attendance).

3.3 Notification Emails

Members agreed that meeting notification emails must be sent to both the Student Support Team and Personal Tutor to ensure a timeous response.

3.4 Confidentiality

Members noted that issues surrounding confidentiality were on-going and must be addressed in order to encourage staff confidence and trust in the new PT system.

4. Development Model

The Convenor confirmed that there would 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.

5. Presentation

The Board received and noted a presentation of the main features of the EEMec and EVeC online systems. In the College of Medicine and Veterinary Medicine these systems perform similar functions to the Personal Tutor IT Tools system.

6. Phase 2 Governance

The Convenor confirmed 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.

7. Any other business

There being no other business, the meeting closed and the Convenor thanked the Board for its contribution to the successful implementation of Phase 1 of the Enhancing Student Support project.

Brian Connolly
19 October 2012