

myUWE Management Group

Notes of the meeting 8th June 2009, room 4D24

Present: Steve Grive (Chair), Rich Egan, Katy Phillips, Margaret Needles, Sarah Hudson, Sid Baldwin, Karen West, Kevin Foreman, George Coulsting, Emma Cooper (Notes)

1. Apologies

Jon Hallett, Chris Griffiths, Kath Holden, Simon Ramsden, Nadine Fry, Emma Taylor.

2. Minutes of the last meeting: 27th April 2009

Approved.

3. Matters arising not elsewhere on the agenda

None.

4. Requirements elicitation

RME passed around the group a provisional summary of functionality requests raised through myIdea and Feedback.

ACTION: Add to agenda of next meeting

4.1 New requests from CETTS

SB reported that a request had been received from KW to make some changes to the teaching timetable. These changes were: to display a full working week; the ability to show class lists; and better signposting/navigation to the timetable. SB advised that he believes he has a solution for displaying the full working week. Display of class lists will need to be given more thought, and the signposting will be taken into account in the uPortal upgrade in October/November this year.

SB advised that Dave Spiller had also raised issues concerning CSS and HSC timetabling which will be taken up in a meeting with CETTS.

ACTION: SB to bring a summary of requirements and proposal to next meeting

5. Online Registration 2009 & Centre for Sport Membership

MN reported that all proceeding OK so far.

5.1 Possible risk to project

MN reported that a risk has emerged around contention for the resources of the portal development team and the Business team. MN advised that she had met with SR to discuss the clash of UWE wide priorities and explained that the same ISIS developers are being called on for changes to Academic Record systems and also ELQ work. MN confirmed that we are aiming to release on Tuesday 21st July.

SG queried when the ELQ go live date was and SB confirmed the 20th July and that Online Registration is dependent on ELQ going live. SH advised that the ELQ project was proceeding.

6. GDP groups in Portal

RME reported that an issue was raised by CETTS when we rationalised data from Syllabus Plus and ISIS to manage photosets, that a number of groups set up for GDP had disappeared. The number of these groups has grown substantially and the portal team have been asked to come up with a solution allowing access to photosets and announcements for GDP groups. SB advised that there had been discussions between CETTS and ITS about the best way to incorporate these groups in the feed – this now needs to proceed to a proof of concept.

RME wanted to note that this is a substantial change.

7. Calendaring Aggregator

SB reported that the team have been working on this and it is 90% complete but further development will now be suspended pending the emergence of data providers. ITS have approached Academic Registry, Student Union and Marketing about providing calendar data for various purposes with mixed results to date.

SG asked whether the Academic Registry is putting together a whole University calendar and whether this could be one of the data sources. RME confirmed that there have been early discussions to this effect.

SG asked where the requirement came from originally and RME advised that it had come out of the elicitation process 08/09 but at that time it was noted that there was no data source. It was acknowledged that there is a chicken/egg situation here: without a means to publish calendar information in UWE, there was little point in developing calendaring data. But without calendaring data, there was little point in developing a means to publish it. We have therefore taken the first step with this initiative and now need the business to catch up. RME expressed surprise that Marketing were not more eager to transfer the events diary info into this. Faculties may also prove to be data providers.

8. Coursework Submission Forms

MN reported that there was a lot of progress to report. She had received feedback from KP on the Student Union's opinion of the coversheet and they wanted a standard version. MN will take this information back to the faculty group for consideration. A pilot is scheduled for November with the School of Life Sciences (all modules). MN is trying to get Academic Registry and Administrative staff approval for the coversheet so that work can start on developing the PDF.

MN advised that there will be training for the scanning process. Sharon Burden and Jonathon Barton are currently testing the ISIS software.

MN reported that there is widespread misunderstanding about the timing of the process. Not all Schools scan on receipt so the date and time of the scan has no relation to the deadline. This may create a need to manage expectations. Work is underway to have digits under the barcode in case of poor print quality.

9. Council Tax Certificates

MN reported that this is ready to go live for the new academic year and that it was successful in the BBS pilot. A document management process is now in place and there is a proof of concept for how this can be used for other PDF documents. MN advised that this will be tied in with Student Status Letters with regard to where these documents will sit in the myUWE structure.

10. Student Status Letters

SH reported that the web service is still in development. MN advised that the spec has been signed-off and that Neil Finlay has created a draft for turning the letter into a PDF for download.

SB advised that the desired end point is to have a single channel to download either Council Tax or Status Letter PDFs. This needs to be extendable as we will most likely have more PDF downloads in the future. SB explained that a pilot will be needed for Student Status Letters but as Council Tax Certificates are ready to go live, a discussion around how to manage this in the new channel is needed.

ACTION: RME and SB to report back to next meeting on how this pilot will be managed.

11. Finance Channel

SB advised that this is due to be delivered this September. It will provide students with a brief summary of their debt to UWE plus a breakdown of sponsors, upcoming debts, payment plans, direct debits etc. The presentation and back end functionality is well advanced. SB advised that despite the good progress on this channel, we do not intend to bring forward release as at this time we need to minimise change in advance of online registration.

SB noted that there will be no SSO into the Agresso web service behind the channel. Students can only make payments after a second login to get into Agresso.

MN advised the group that previously students would have gone into the Open Payment system but if a student pays through this new route, their debt and the debt flag gets cleared more quickly. It will be very clear to students what is outstanding and should help students to understand the reason if their financial status prevents them from registering online.

12. Visibility to students of modules enrolled on but unavailable

RME explained that this change is about an enhanced portal channel for Blackboard course listings in which the list of courses will be more granular. Development work is complete but not going live until next week after exams have finished (to avoid students seeing things change when they are in the middle of exams and potentially more anxious about changes).

13. System Administration Report

SB circulated portal access reports. There have been a couple of instances where service has been disrupted on individual channels due to systems the portal relies on experiencing issues i.e. this weekend there was a problem with an Active Directory server required for login.

SG asked whether there had been any reports of performance issues with the portal given such high loading. SB advised that ITS had specified very high performance servers so no issues.

14. Meetings for 2009-2010

Next meeting will be on Monday 6th July. Scheduled from 11.30 to 12.30 in 5D6.
Dates will be forwarded to the group in due course.

15. Any other business

KP advised that this will be her last meeting with MMG. Her replacement is Gail Wilson.

SG offered thanks to Katy on behalf of the group for her contribution.