

**myUWE Management Group**  
**Notes of the meeting of 16 March 2010**  
**Room 4D24**

**Present:** Steve Grive (Chair), Richard Dewfall, Kevin Foreman, George Coulsting, Jon Hallett, Neil Porritt, Kath Holden, Jonathan Barton, David Voss, Polly Smith, Sid Baldwin, Margaret Needles, Rich Egan, Gail Wilson, Nadine Fry, Emma Taylor (Notes).

**1. Apologies**

Karen West, Simon Ramsden (Jonathan Barton attending as alternate).

**2. Minutes of last meeting 19 January 2010**

Approved.

**3. Matters arising not elsewhere on the agenda**

Steve welcomed Neil Porritt to the group as representative for the Faculty of Environment and Technology.

**3.1. Finance information in myUWE**

Richard confirmed that he would shortly be meeting with Margaret, Sid and Rich.

**4. Online Registration 2010 planning**

Margaret reported that online registration now had project status, was reporting to the ISCG, and she had begun meetings with the business administrative and technical teams. Attempts are being made to categorise the students who will be included in online registration this year. The largest category of students who are not included in online registration are referred students and their inclusion is dependent on additional ISIS development. This is being investigated, but there are no guarantees that referred students will be accommodated this year. Margaret noted that the ISCG had supported the position that online registration will be developed as far as is possible this year, but with no specific target. Other categories include:

- International students who pay deposits. Margaret confirmed that she was working with the International office and Richard Dewfall to tie up deposits with fees but it was unlikely that these students would be accommodated this year.
- Hartpury students who are fully funded by the Student Loan Company. Margaret advised that Hartpury had agreed that these students could be included in online registration this year. Hartpury had also asked for consideration of self-funded students and this is in the planning/decision making stage and is also dependent on changes to the fees structure.

Rich advised that this was a three-year project to deliver online registration to as many students as possible, but was constrained by existing processes. The priority development this year is the student ID card process.

**5. Online submission, including F12 implications**

Rich confirmed that the implementation of F12 regulations was completed earlier this year and work was underway with Blackboard Inc to explore the potential to develop a tool to replace OCS in myUWE.

**6. Coursework Cover Sheets Pilot**

**6.1. Feedback from pilot and planned release date**

Margaret reported that the pilot had been successful and the planned release date was 30<sup>th</sup> March 2010. Workshops and awareness-raising sessions will be run.

## **6.2. Combination of the Coursework Coversheet and Online Coursework Submission services**

Sid advised that the combined coversheet and OCS service would be released on 30<sup>th</sup> March 2010 and this would run alongside any new Blackboard coursework submission system. Rich confirmed that there would need to be a way of informing OCS of coursework which was using the Blackboard submission system.

## **7. Student ID card review**

Margaret advised that the aim this year was to improve the production and distribution of ID cards and the recommendation was to remove the need for paper application for ID cards, to enable photo upload through myUWE, and to provide details to allow the security system to produce a card and distribute it to students. The largest amount of work will be in passing photographs to ISIS and security systems.

### **7.1. Photograph submission in myUWE**

Sid advised that the previously developed photo approval workflow would be re-used with the introduction of a self-approval process and face detection. Sid confirmed that there was no approval process between photograph upload and card creation, and approval would take place at the point of distribution where faculties could decide whether a photograph was unsuitable. Margaret is working with Deputy Faculty Academic Registrars on a rejection and distribution process. In answer to a query by Kevin, Margaret and Sid confirmed that all students would have the option to upload photographs. These will be held in a central repository and in ISIS and a process needs to be put in place to distinguish between photographs requiring the production of an ID card and those submitted as updates to existing photographs.

## **8. SMS**

Jonathan reported that the data in ISIS had been updated to opt in all students to SMS alerts and he was now awaiting approval from Emmanuelle Goldson-Croix to enable a field in ISIS which staff can update. Students have the option to opt out of receiving SMS text alerts in the Personal Details channel and the guidance has been updated to reflect these changes.

## **9. Registrations**

Margaret reported that consideration had begun of which development work should be carried out, but she was not in a position to show anything until higher priority developments had been done. Margaret advised that students may be shown their current and past registrations and the availability of functionality may be associated with a registration rather than with an individual student.

## **10. Bookmarks extension**

Sid reported that he had received requests from BNE and the Students' Union to extend the way in which bookmarks are delivered to give finer grained control. He has worked with Rich on a quick solution for BNE by September 2010 but greater flexibility will be developed in the long term. Consideration is also being given to further enhancements to target bookmarks to different levels of the announcement hierarchy, but Sid stressed that there were other higher priority developments.

## **11. System Administration Report**

Sid reported that the number of simultaneous users reached 1,119 at 12:45 on 1<sup>st</sup> February 2010. There are ongoing occasional issues with ISA on Single Sign-on which the Portal Team are working with the Windows Development Team to address. These affect only a portion of users when they occur, and are fixed quickly, but they

require manual intervention and the hope is to make these services more reliable. Sid noted that there had been time-outs on Academic Record requests when boards were in progress and he was looking at this with Jonathan and would be monitoring during the next round of boards in July and August. Sid circulated usage statistics which are available on the myUWE Support web site at:  
<http://info.uwe.ac.uk/myuwe/stats/historical/default.asp>

## **12. Dates of meetings for 2010**

27 April, 10:20-11:20, Room 4D24; 23 June, 10:30-11:20 Room 5D6.

## **13. Any other business**

### **13.1. Calendaring aggregator**

Margaret reported that the calendar aggregator was now back on the list of portal developments but data was not currently available in the right format. Polly is working on a project in Student Services to gather calendar information and make it easier for students to find and she and Margaret will be working to establish ownership of the data and get it into the calendar. Sid confirmed that an off-the-shelf uPortal calendaring portlet had been available, which the Portal developers had modified, but a more recent portlet is now available which won't require modification, but will require a published iCal feed. Margaret and Polly agreed to raise this with the data owners in the calendar project.

### **13.2. Re-sit fees – communication via myUWE**

Richard reported that 660 resit fees had been raised and 30 had been paid. David advised that he would check the number of charges raised as resit data from exam boards had been available for 10 days and this figure seemed low. Margaret suggested that students may be waiting until May when the payment is due. In answer to a query by Rich, David confirmed that the Regulation Communications Group would need to look at this. Rich stressed that the Portal was a facilitator for the handling of re-sit fees, rather than a management tool.