

University of Glasgow

Academic Standards Committee - Friday 20 February 2009

Report on Late Course Approvals

Ms H Butcher, Clerk to the Committee

At its last meeting, ASC noted that there had been delays in courses going live in PIP which were, at least in part, due to the late input of administrative data on the PIP system. This matter was therefore referred to the PIP Project Board and considered at its recent meeting on 6 February 2009.

The Project Manager reported that due to problems with the usability of the admin screens in the new system, and the high volume of approvals arising from revision of courses to meet the requirements of the new academic structures, some staff (in FBLS and FIMS) had taken the decision not to enter the administrative data until the new version of PIP was released in October 2008 at which point a more user-friendly system was in place. This decision was taken in discussion with the PIP Project Manager who outlined the implications of the delay in data entry and recommended that the delay should only apply to courses which were not in the Course Catalogue and not entered by students via WebSURF. Staff were also asked to ensure that examinable courses were made live by the time of the exam timetable production.

The Project Manager advised the Board that her advice had been followed and no problems were known to have arisen from the later input of admin data for some courses.

It was also reported that some of the late approvals could have been the result of confusion about the admin data having to be input *after* approval which some administrators had not been aware of. Again, the system had been revised and it is now possible to complete the admin data as soon as the proposal is submitted. In addition, the new Inbox now includes administrative data entry as actionable tasks for the user so it is more obvious that it needs to be completed. Training for the new system has also been amended to emphasise the new data structure with the separation of the admin data.

The Board therefore considered that with the system improvements which had been outlined, the late input of data was unlikely to arise again as a significant issue.

ASC is invited to note the PIP Project Board's consideration of the issue as detailed above.