

Phase 2 Changes - Involvement of IT

Improve storing and tracking: Use one SharePoint for the whole process with automated tracking or other solution (Blackboard usable?)+ auditing process **F/W**

Make online form for entering course information at the start in process CAS and viewing the information (list of courses) **F/W**

Use XCRI for entering information on External sites UCAS, ELCAS, Hotcourses, even if JISC does not provide this yet

Feed for print, prospectus, open day publications, self service print
Multiple occurrences **MOcc**

Roll over process per year not necessary with different set up WEB site-Improvement WEB

Research link CBO-IPO in SITS, now done manually

Search function WEB site: Improvements

Queries, call to actions recorded **Out of scope**

Phase 3 – Changes in systems

Same course code on SITS as academic structure on ISIS (no course mapping necessary?)

Interface course data between SITS and ISIS

Changes to Recruitment Courses process

Phase 1 Changes- Process changes AID/M&C

Make Approval system AID formal **P/F/W**

Pending system needs to be checked by people with no time, does not work, make automated process **F/W**

Don't send automated mail to M&C but to Marketing team involved **P/F/W**

Exceptions are problem: partners, location codes: make it clear how to solve this in SITS **MOcc**

Consistent usage of data **P/F/W/D**

CPD process (CPD Review) **Out of scope**

Definitive source of status of courses (suspended, discontinued) **F/W**

Roll over CPD on set dates for all faculties **Out of scope**

No set procedure for deleting discontinued course on SITS **P/F/W**

Clear ownership of data **RACI/F**

Application in January awkward to put on system **MOcc**

Phase 1 Changes CAS (in review QMEF)

Reinstate cut off point for changes (but keep some options for small changes) **PFW**

CAS should be involved in Change process **Out of scope**

Procedures to every type of change – communicate + contacts/web page? Same form is used, make it simpler **PFW**

Add number of applicants to form CAS (change process) **Out of scope**

If prog/modules specs change, notification approved changes via mail to M&C to change content **P/F/W**

Information about discontinued courses by faculties not easily available **PFW**

Federation/partners **Out of scope FW**

New processes

Support data feed (liaise aggregators, monitor) **P/Owner**

Include CAS CPD in form of module for approval **Out of scope**

Improve internal Process Marketing team to see the MIA, so they don't ask for the same information again **PFW**

Improve validation process through the AID&M&C teams – CAS to review?

Improve PT information for M&C **FW**

P=Process
F=Online form
W=Workflow
MOcc= Multiple occurrences
RACI= data owners
D=Data