

Meeting of the Faculty IT Subcommittee – Online Booking System Pilot

Meeting held on 5 August 2002, at 14:30 hrs in the Information Systems building
Present: Jon Kendall, Ross Richardson and Paul Turner

Pilot Units

The pilot will operate with preferably THREE units (preferably one each from Management, Economics and Accounting & Finance). It was also decided to try to use a mix of large (500 students plus); and medium sized units. Provisional units from which the final pilot units will be selected include:

- BMA101 (500 students) - Jim Garnham
- BEA110 (500+ students) - Tracy Kostiuk
- BFA (a unit from accounting) - Jon has agreed to investigate a possible unit & contact in accounting and finance.

Proposal

It was decided to develop a provisional proposal on this pilot to be discussed at the next IT faculty committee on August 13th.

To organise the pilot - Ross indicated that he needs a named contact person for each unit involved in the trial who will be responsible for providing details on the tutorials.

The need to organise a detailed timetable for the pilot was also identified including ensuring that Ross has all appropriate information available before the start of semester 1 2003 . In particular, the required tutorial information consists of

- Tutorial timetable (when and where)
- Capacity of tutorial venues ;
- An indication of the most popular times (i .e. often those nearest to the unit lectures)

The Faculty IT Committee should recommend to the Faculty Timetable Committee that pilot units have early priority in the organisation of their tutorial time slots. This will facilitate preparation of the online tutorial booking system prior to the start of Semester 1 2003.

Implementation of the pilot will also incur some expense in terms of programming time to enable each unit coordinator to be able to make changes on a needs basis. Therefore there will be a need to generate a budget statement

Jon, Ross and Paul agreed to meet again on Monday 9 September at 2.30pm in Paul's office to further refine the pilot proposal and prepare an indicative budget