

Meeting of the Faculty IT Subcommittee – Online Booking System Pilot

Meeting held on 9 Sept 2002, at 14:30 hrs in the Information Systems building
Present: Jon Kendall, Ross Richardson and Paul Turner

Pilot Units

The pilot was to operate with preferably THREE units (preferably one each from Management, Economics and Accounting & Finance). However thus far, two have been confirmed:

- BMA101 (500 students) - Jim Garnham
- BEA110 (500+ students) - Tracy Kostiuk

Requirements

Person who will be responsible for providing details on the tutorials for the unit. (provisionally taken care of)

The required tutorial information consists of

- Tutorial timetable (when and where). Ideally this needs to be provided to Ross a fortnight prior to the start of Semester 1, 2003.
- Capacity of tutorial venues;
- An indication of the most popular times (i .e. often those nearest to the unit lectures)
- A list of times for students with special needs. Ideally this needs to be provided to Ross by the end of the first week of the semester.
- Information above will be provided in two spreadsheets

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 in the next few months to further refine the pilot proposal and prepare an indicative budget