

SITS Trainers Network Meeting
Friday 24th May 2013 – University of Wolverhampton (MX209)

Agenda

10:30 – 11:00 Arrival

11:00 Welcome and Introductions (**Richard Clark & John Davis**)

11:15 SITS Trainers Network: An update and the SITS Trainers survey
Presented by Richard Clark & John Davis

12:00 – 12:15 Coffee/Tea & Comfort Break

12:15 – 13:00 **“Trinity College Dublin: Four hundred years of paper and beyond”**
Niamh Hopkins, Training Manager (Trinity College Dublin)
Chairs: Richard Clark & John Davis

13:00 – 14:00 Lunch

14:00 – 14:45 **“The Academic Data Model (Application to Graduation)”**
Daniel Farrell, Academic Data Manager (University of St. Andrews)
Chairs: Richard Clark & John Davis

14:45 – 15:30 Breakout sessions (delegates choose either Breakout 1 or 2)

[Breakout 1: MX113] “What’s on offer? A look at your Training Suite”

Chair: Helen Lane, Information Management (Anglia Ruskin University)

- What sessions do you offer (e.g. Introduction to SITS, Advanced SITS, Extracting Data, Refresher Training, e-Vision, Admissions, Assessments, Timetabling)
- How often are they scheduled
- Are they Face to Face or Online
- Are Training Guides & Quick Reference Guides provided
- Are sessions mandatory or optional
- Are USR accounts associated with training

[Breakout 2: MX119] “How can we support each other? What challenges do we face?”

Chair: Jeanette Fluellen, University of Winchester

- A follow up to Richard Clark’s offer to share his ‘Introduction to SITS:Vision Client Server’ course to other members.
- Do we have materials that are generic enough to share across institutions?
- Are we prepared to generate training material that would be?
- Do we have users that are primarily client based or e:Vision?
- How can we lessen the load for each other?
- Do we have ‘difficult’ users and how can we cater for everyone’s requirements?

15:30 – 15:45 Coffee/Tea & Comfort Break

15:45 – 16:00 Summary of day & objectives for future meetings
(Chairs: Richard Clark & John Davis)

16:00 – 16:10 AOB & Close