# SMSTC - Timeline of administrative work

**June/July**
- Email HoDs and PG contacts to
    1. remind them the dates of the Perth meeting, when SMSTC registration will open
    2. when they need to have their students registered for Perth by
    3. Estimate the cost of Perth attendance for students not supported by the grant, and tell them.
- Email SLs to remind them
    1. about Perth and teaching dates;
    2. to give details of who will be teaching;
    3. to remove material from previous year they don't want new students to see
- Update dates for the coming academic year on web site.

**August**
- Check that obviously unwanted files (called "solution.pdf" for example) have been removed from web site
- Get the website content refreshed with
    1. new stream pages for coming year
    2. programme and stream registration forms for the coming academic year
    3. Perth registration forms

**1 Sept (or when registration opens)**

- Email HoDs and PG contacts to tell them that registration is open, whuich courses are available (including advanced courses) and remind them of deadlines and dates.
- Email SLs to remind them about dates of Perth & teaching. to ask who will be representing the stream at Perth.

**Early Sep**

- Update symposia pages.
- Email Sls and other Perth presenters to find out when they'll be there, whether they'll go to the dinner, curling / need accommodation etc; remind them to provide a handout (either email it in advance, or bring copies with them); send them the timetable for Perth; get same info from/to gen skills people (there's usually a lot of overlap).
- Programme for Perth is finalised and put on the web site.
- Check with the technical contacts that the VC room numbers on the web site are correct .
- Update SMSTC PG contact details on the web site.
- Email SLs about  teaching schedule.

**Mid-late Sep**

- Send out info to departments (PG contacts) so they know which of their PGs have registered (for SMSTC and Perth) and can chase the rest.  Tell them this is urgent, and they need to get people signed up.

**Just before Perth registration deadline:**
- Chase up anyone (or any dept) who is being slow.

**Just after Perth registration deadline:**
- Send depts a list of their students who are coming, and whether or not they are ESPRC-funded (so they can query anyone they don't recognise).

**For Perth**
- Bring copies of handouts, expenses forms, badges, accommodation details etc.

**After Perth**
- Bulk book VC lectures through JANET for the autumn term and email booking references and site details to the technical contacts.
- Email PGs to remind them to sign up for individual streams;
- Check PG student's funding correct.  Send Perth invoices to Edinburgh to recover money from all the departments who are paying for students.
- Update the symposium page with any slides and pictures from Perth.

**December**
- Request a full broadcasting schedule for the spring term.
- Book VC lectures through JANET for the spring term and email booking references and site details to the technical contacts.

**January**
- Confirm date of next ASMG with key people.
- Make sure Perth venues booked for the year after next and let departments know when dates are fixed. Put details on web site.

**Late January**
- Remove programme and stream registration form from the web site.
- Send out invoices for non-consortium people taking courses.

**February**
- Ensure that SLs have correctly entered marks for Semester 1 courses. Particularly check that NS is used when students submit nothing. It makes data processing easier if all grades are filled in.
- Set up a student questionnaire for semester 1 courses.

**March**
- Check with MIGSAA what advanced courses it would like to offer via SMSTC
- Issue call for other advanced courses

**April**
- Set up student questionnaire for semester 2.

**Things to prepare for May/June meeting**

- Ensure that SLs have correctly entered marks for Semester 1 courses. Particularly check that NS is used when students submit nothing. It makes data processing easier if all grades are filled in.
- Summarise:
    1. staff questionnaire responses.
    2. student questionnaire responses
    3. registration information
    4. workload by university
    5. performance of students by course and university
    6. interaction matrix to see how broadly spread student registrations really are
    7. financial position
    8. changes in office holders, externals and regular members. Try to make sure that replacements for key positions are in place or at least have a process to make it happen.
- Ask (or remind Director to ask) each SL to send in a brief report on their stream.
- Tell all involved when the Perth meeting is going to be and semester dates for next year.

**After May meeting**
- Minutes (update the web site).
- Remind HoDs and PG Coordinators how to retrieve the information about the performance of their own students.
- For non-consortium PGs send information on the performance of their students to the supervisor or other named contact person.
- Remind Director to produce a response to the student questionnaire comments.
- Email students to remind them where to find their grades and other data and that their departments have this information too.
- Remind Director to email students to wish them well, and tell them about the response to their comments.
- Start to find a date for the next ASMG meeting.

**Things with long lead times that need more thought about when to do them:**

- Date of next ASMG meeting
- Perth symposium for year after next
- Soliciting Advanced Courses

*D B Duncan, 17/12/15*