

SAA Newsletter

December 2018

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Forthcoming Marks Release & Awards Dates

Sunday 27 January 2019 @ 1700
deadline for marks upload

Monday 28 January 2019 @ 12 noon,
deadline for approval of awards

Wednesday 20 February 2019 @ 1700:
deadline for marks upload

Thursday 21 February 2019 @ 12 noon:
marks release emails to all assessed
students, deadline for approval of
awards.

Thursday 21 February 2019 @ 1400:
Banner self-service assessment pages
unmasked for students to view.

Should you have any queries,
please contact:
awards@soton.ac.uk

MERRY CHRISTMAS TO ALL SAA STAFF

The campus has been transformed by the Christmas lights, and the delivery of another successful Winder graduation signals that the Autumn term is fast approaching its conclusion.

I am aware that this semester, and in fact 2018 as a whole, has been extraordinarily busy compared to previous years. As well as business as usual, we have worked tirelessly to deliver projects such as a new structure for Recruitment and Admissions, improvements to online option choice and the realignment of our service to support the new University structure. These are just a few of our achievements this year and I know there are others, so I would ask you to reflect upon what you have achieved both as a team and individually and celebrate the success that has been accomplished. You made this happen.

I would like to see more of you all during 2019, therefore I will endeavour to arrange to come to your Team meetings. These can be open sessions where we can discuss a variety of topics or if you have particular issues to debate, we can have a more structured approach; this will be entirely your choice.

This is the final week before the Christmas break and I know that you are all working hard to ensure we are prepared for 2019. I would like to take this opportunity to thank you all for your continued hard work and dedication, it is very much appreciated by the students, by the University and especially by myself. I wish you all a very happy and peaceful Christmas break, and best wishes for the New Year.

Claire Atkins
Academic Registrar



Banner Down Time schedule January/February 2019

		Downtime Release	Non Downtime Release	Notes
	January	9th	23rd	
	February	6th	20th	
		20th@ 07:00		20th to bounce servers in readiness for Marks Release
		23rd & 24th & 25th		Banner 9 implementation, starting at 16:30 on 23rd

Operational News

Graduation

Many thanks to all those who supported us at winter graduation, which was a huge success. We can't do it without you. In other news, the summer schedule will be published on our website before we head off for the festive break.

Semester 1 Exams

The exam period is fast approaching so just a reminder that if we hadn't had exam papers in, or if you've got any reprints, you need to get them printed and batched (don't forget to include version control on reprinted papers) and bring them over to us no later than Wednesday 2 January.

For those papers we've already got – we automatically print 5 copies for you to come and collect at your leisure. If you need more than this, or if you need other faculty's exams papers, please email your lists to exams@soton.ac.uk no later than Wednesday 2 January. And finally – don't forget to update the module contacts spreadsheet on the workstream drive.

Marks release

Banner self-service assessment pages will be masked from 21 January 2019 to 1400 on Thursday 21 February 2019.

Timetabling

Semester Two Timetables

Semester 2 timetables have now been published and 'DRAFT' removed from the online and iCal timetables available to staff and students.

Section Roll

This task is currently scheduled to take place on 17th January 2019 at 17.00.

Please can I ask CQA teams to review the 2018/19 section records to ensure that any inaccuracies are picked up before this task is undertaken. Any changes made to 2018/19 sections ahead of this date will be reflected in the 2019/20 sections that are created. After this time, both the 2018/19 and 2019/20 section will need to be amended in Banner

If you have any questions about this or if you would like to discuss it further, please do not hesitate to contact us at curriculum@soton.ac.uk.

Curriculum Planning 2019

The timeline for Curriculum Planning for CTT and CQA teams, which covers the major milestones and actions all the way through to Online Option Choice opening to students can be found [here](#).

Admissions

Following the establishment of the new Admissions Team, we have been delighted over the course of this term to welcome a number of new colleagues. Please say hello to: Eleanor Brown, Louise Wenman-James, Charlotte McGregor, Samantha McCarthy, Marta Mackowiak, Yasmily Barrios Teran, Sian Holloway, Mirca Scagliosi, Trevor Goyette, Matthew Pearce, Catherine Ramswell, Daisy Watkins, Lavinia Constandache. Sadly, we have also said goodbye to Sam Sankey who has left the University for new adventures and into whose shoes will step Louise Stretton who we're also delighted to welcome from the lifecycle team in the Faculty of Arts and Humanities. Nick, Alison, and Nicky would also like to take this opportunity to thank the whole team for their tremendous efforts this term in helping to make the new structure for admissions a success. Thank you, and we hope you all have a relaxing Christmas and New Year.

SKILLS (Sharing Knowledge to Inspire, Learn, Lead and Succeed)

The SKILLS Team are a group of representative responsible for developing, organising and presenting short informative staff development sessions/briefings across the Student Experience Directorate. The services included under the Student Experience Directorate are, SRIR, Student Services, Library and Arts and SAA. Beverley James is currently the representative for SAA so if you have any questions please do get in touch.

SKILLS (Sharing Knowledge to Inspire, Learn, Lead and Succeed) Events aim to be as inclusive and accessible as possible for all levels and different job roles across Student Experience. With this in mind, the times and locations will be varied and a recording will be available after the event on Blackboard. Please ensure that it is agreeable with your Line Manager to attend. SKILLS can only be successful with your involvement, we want your feedback, your ideas and your knowledge so that we can work towards achieving and maintaining a high level of content within the SKILLS sessions. The SKILLS Team can be contacted at skills@soton.ac.uk

We have the following SKILLS event advertised on Eventbrite:

So what's this 'Student Experience' Directorate all about?

Presented by Kieron Broadhead, Executive Director, Student Experience

Tuesday 22 January, 14:30-15:30

Building 34, Room 3001, Highfield campus

URL: <https://www.eventbrite.co.uk/e/so-whats-this-student-experience-directorate-all-about-tickets-53135573932>

In this session we will hear an initial vision of how the areas that make up the Student Experience Directorate can work together to deliver the very best student experience in support of the University's Strategy. The session will explore the impact for staff and students. Colleagues will be invited to work together to think about how this might impact their day-to-day work.

Student & Academic Administration Staff Awards

The SAA Employee Engagement Strategy Group are pleased to announce the following SAA Staff Awards for November 2018. The staff below were awarded under one of the following categories: Community, Creativity, Excellence and Efficiency

Claire Caffrey – Graduate School, Faculty of Social Sciences
Gemma Harris - Graduate School and DTP, Faculty of Social Sciences
Chris Clarke – Curriculum and Timetabling, Registry
Tarrant Robbins – Curriculum and Timetabling, Registry
Nikki Finnes – Quality, Standards and Accreditation, Registry

Wear it Pink – October 2018

Many thanks for everyone that took part in **Wear it Pink** in October.
The SAA Grand Total raised for Breast Cancer Now is **£540.00**

Children in Need - Room 2035 Bake Sale - Wednesday 21st November 2018

We raised £115.00 – Thank you to all those who baked and all those who ate cake.



Around SAA

STUDENT SYSTEMS & OPERATIONS TEAM

We said goodbye to valued Student Systems and Operations team member, Stuart Edwards, in October. Stuart joined the University in 2005 and worked in a variety of roles in SAA and iSolutions during his career. We wish him well in his new career and will miss his experience and knowledge.

QSAT

Realignment of responsibility for Student Discipline means that a new role of Head of Student Discipline has been created sitting within the Quality, Standards and Accreditation Team. This role is now being undertaken by Gina Armfield and the team extends a warm welcome to Gina as she settles in.

Another new role has been created by the realignment and the Team looks forward to welcoming Amy Willis in January. Amy will move to become a Senior Administrator for Student Discipline and will also support Sonya Enright in the Academic Appeals and Student Complaints functions.

FACULTY OF ARTS AND HUMANITIES

The WSA Student Administration and Assessment team are delighted to welcome Sharon Holmes to the team.

FACULTY OF SOCIAL SCIENCES

Jackie Cooper is now on maternity leave. Claire Woodley will be going on maternity leave on the 21st December.

Charlene Pinto and Jade Nater have just started in the BESPMS Student Office.

Alexander Withers and Amanda Rayner have recently started in the CQA Office.

Zoe Mapleston has recently left the ELO Student Office.

We have a new Team Leader, Tegen Prewett, for the Business, Economics, Social and Political and Mathematical Sciences Student Office (BESPMS) starting in January.

SAA Staff Vacancies

Administrative Assistant, SAA - Engineering & Physical Sciences - Part Time Permanent (21 Hours per week)

Location: **Highfield Campus**

Salary: **£17,408 to £19,730 Pro rata pa**

Closing Date: **Wednesday 02.01.2019**

Reference: **1090118GX**

Administrative Assistant, SAA - Engineering & Physical Sciences - Full Time Permanent

Location: **Highfield Campus**

Salary: **£17,408 to £19,730**

Closing Date: **Wednesday 02.01.2019**

Reference: **1074818GX**

As I take over the role of Editor of the SAA Newsletter from Stuart Edwards, I thought that I would introduce myself and make this A-Z a standing item – so this is me.

- A **Agility** – I represented England at the Royal Dublin Horse Show with my dog Seb
- B **Beverley** – Colleague who I share an office with
- C **Cat** – I have been owned by 4 cats, Mac and Tosh, Boots and Chocolate Chip who lived until he was 23 years old
- D **Dogs** – Are my passion, we currently have 5, I am a Dog Obedience Trainer and a Dog Behaviorist
- E **Eastleigh & District Dog Training Club** – I am the Head Trainer – come and learn to train your dogs
- F **Frances** – my middle name
- G **Gymnastics** – I am a qualified gymnastics coach
- H **Hawk Conservancy** – fantastic place to visit
- I **Ireland** – my Father's birthplace – I have just applied for my Eire passport
- J **Javelin** – I threw the Javelin for Hampshire Schools
- K **Kathleen** – my given name
- L **Limewood** – my favourite place to dine and chill in the New Forest
- M **Mini** – I drive a Mini Cooper
- N **New York** – on my bucket list
- O **Obedience** – I compete in competitive Dog Obedience with my dogs Tomi and Guess
- P **Pension** – looking forward to receiving it!
- Q **QWERTY** – I am a touch typist
- R **Rob** – my husband of 40 years (I was a child bride!)
- S **South Africa** – I have been lucky enough to visit on 3 occasions
- T **Tadic** – Ducan, former Saints footballer whom I was lucky enough to spend an afternoon with and be invited to lunch
- U **University** of Southampton – worked here for nearly 30 years
- V **Vegetables** – I grow my own
- W **West Wittering** – my favourite place to run the dogs
- X **Xmas** – my favourite time of year – I BELIEVE
- Y **Yes** – I rarely say no!
- Z **Zulu** – I have stayed in a Zulu mud hut (Rondavel) in Africa for a week

I will be looking for a volunteer to come up with their A-Z – please send me your contributions and I will select someone for each edition.

Kathy Case

Future Newsletters

Your newsletter contributions and suggestions are always welcome. Please send any feedback and contributions for the next issue to: Kathy Case
kfc@soton.ac.uk
