

**The University of Edinburgh**  
**The Moray House School of Education**  
**School Postgraduate Studies Committee**

Minute of the meeting held at 2pm on 11 March 2015 in Room 5.02 Charteris Land

- Present:** Ms C Valentin (Convener), Mr P Evans, Dr R Ewins, Dr A Niven, Ms R O'Neill, Ms B Sant, Dr C Sinclair, Dr T Turner,
- In attendance** Ms A Clayton-Jones, Ms L Rowand, Dr Ellen Boeren, Dr A Manches
- Apologies** Dr S Benjamin, Dr H Christie, Dr K Fordyce, Mr V Galloway, Dr L Hamilton, Professor C Iannelli, Dr A Macpherson, Dr M Petrie, Dr G Reid, Dr G Robinson, Dr P Sangster, Dr J Telford, Mr G Thomson, Ms W Timmons,

**1. Welcome and apologies**

The convener welcomed all to the fourth meeting of the academic year. Apologies were as noted above.

**2. Minute of the meeting held on 28 January 2015**

Two amendments to the titles of attendees and apologies were noted and a spelling mistake on page 3 item 7.3.

**3. Matters Arising**

**3.1 Examination Boards in spring 2015 (item 3.1 refers)**

The convener noted that training for all attending the spring Board of Examiners will be held in April. It was recommended that conveners and secretaries of Boards of Examiners, regulations experts and programme directors attend this training. Dates of the training days would be circulated by the College Office in due course. The convener also reminded everyone that pre-board dates need to be added to the calendar as soon as possible. Dates for these meetings should be forwarded to the Graduate School Office [**Action: All Programme Directors to submit pre-board dates**]

**3.2 English Language Support for International Students (item 3.2 refers)**

The convener noted that Cathy Benson has agreed to take 50 Moray House students on her dissertation support course. Programme Directors will make the decision about which students they will put forward for a place. Cathy Benson will email directly regarding this.

**3.3 Graduate School Ceilidh (item 3.3 refers)**

The convener stated that a second social event for the second semester would have to be put on hold for this year, but that it may be timetabled into the calendar for next year to allow for time to organise. It was also noted that it would be good to have an academic staff 'social contact' for the students.

**3.4 Dissertation processes 2014/15 (item 3.4 refers)**

It was reported to the committee that Andrew Horrell had agreed to provide assistance in developing a video cast for Turn-it-in for staff showing how to enter marks and give feedback. A video-cast for students, entitled "Finding feedback on Turn-it-in" was already in existence and could be found on the School intranet at: <http://www.morayhouse.me/FeedbackFeedforward/sharedPractice.php> [**Action: Graduate School to arrange development.**]

3.5 Personal Tutor System: Roles and Practices (item 3.5 refers)

As R Easton was unable to attend the meeting, the report/discussion on whether there are problems with people not using EUCLID properly was forwarded to the next meeting of SPGSC. **[Action: R Easton to report to next SPGSC.]**

3.6 Postgraduate Programme Review: Draft Report (item 3.6 refers)

The convener noted that E McGregor was currently working on the initial response to the report and has until Friday 13 March to submit it to the College Postgraduate Office.

3.7 New Course Proposal: Teachers as Agents of Change (item 5.2 refers)

It was noted that convener's action was taken following the last SPGSC and the above new course would be presented at the next Board of Studies on 12 March 2015.

3.8 PCIM (item 6.0 refers)

The convener noted that the PCIM checks still need to be completed by staff and that only half had been done as of the SPGSC meeting. All applications for changes that need to go to BoS had been sent, some being withdrawn as the changes did not warrant BoS approval under the new guidelines. **[Action: PDs continue with PCIM checks.]**

It was also noted that the Graduate School are undertaking a small project to close courses that are no longer running in order to consolidate our course monitoring records and EUCLID. The committee noted that anything closed will have to be checked against the DPT prior to closing and that any courses no longer being delivered will not need to make the required changes to Learning Outcomes.

3.9 Dates and Status of Programme Reviews (item 7.1 refers)

L Rowand reported that the list had been updated and Digital Education had been added.

3.10 Contact details for past cohorts (item 9.0 refers)

The convener reported that the Alumni Office has said no databases of contact details for past cohorts of students should be kept within Schools due to it being a Data Protection risk and that any contact should be made through the Alumni Office.

3.11 Graduate School Financial Report (item 10.0 refers)

The convener again invited ideas from the committee to spend IAD funding in both PGR and PGT.

3.12 External Examiner appointment for Research Methods (item 11.2 refers)

The programme director for Research Methods was continuing to seek an appropriate nominee for this vacant external examiner position.

3.13 New Course Proposal: Comparative Analysis in Education (item 3.2 Agenda refers)

Paper A, an option for MSc Education, was considered by the committee. Comments were raised regarding the learning outcomes not being of a Masters level and that PCIM has guidance on this. It was also noted that the assessments should be linked to the learning outcomes making sure they are all included in any assessments carried out. Also that the pre-requisites for the course should be reconsidered. **[Action: Chairs Action following amendments and forwarding to Board of Studies for approval if appropriate.]**

## 4. Conveners Business

### 4.1 Mainstreaming Adjustments

The convener reminded everyone to remind all course organisers to fully comply with any adjustments for students which would be notified to course organisers. A member of the committee offered to give a quick tutorial on how to subtitle short video clips. Ruby Renee to be invited to report to next SPGSC about whether adjustments were being made as required and if the system was working effectively. [**Action:** Ruby Rennie to be invited to speak to SPGSC regarding this matter]

### 4.2 Assessment and Progression Tools (APT)

The convener introduced the new assessment and progression tools (APT) project, and highlighted that it was an academic responsibility to ensure accuracy of data presented to Board of Examiners and subsequently uploaded to Euclid and this should not fall to the programme secretaries. Accuracy will fall to the convener of the board of examiners, assisted by programme directors, and a process for double checking will have to be put in place. It was noted that the annual briefing provided by the College for Examinations and Regulations would take place in April and May. Details would be circulated as soon as they were available.

### 4.3 Timetabling

The convener reported that the deadline for our room booking requirements for next academic year is the 29<sup>th</sup> May 2015. It was noted that there is expected to be high demand for our teaching rooms due to works being carried out in George Square, so we really do need to have our bookings in place before they are offered out to the rest of the University for booking.

*Secretary's Note: Subsequent to the meeting, the convener emailed programme directors to advise that room booking requirements should be submitted by 14 May 2015 if possible. This would allow internal clashes to be resolved before the rooms at Moray House were made available to the rest of the University.*

### 4.4 Course caps on student numbers

It was noted that in future a case would need to be made for caps on student numbers on courses. College has requested information, and convener will email everyone to get confirmations of any course caps that exist within our Programmes to pass on to College. It was noted that this could be an issue for programmes such as MSc Education. [**Action: PDs to report to convener on course caps.**]

### 4.5 Regulations Experts

The convener again asked the committee if anyone would consider becoming a Regulations expert for Exam Boards and attend the briefing offered by the College to help boost numbers for upcoming Boards.

### 4.6 Succession Planning for Programme Directors

The convener reminded the committee of the need to think ahead for succession planning and that it is very important to advise Institute Heads in advance so measures can be taken. Typically a term for the Programme Head is 3 years, but this can be extended to 4/5.

## 5. Course Matters

### 5.1 New Course Proposal: Wider Themes in Digital Education

This course was welcomed by the committee for its development of using SLICCS (Student Led Individual Course Creation). It was noted that its design would help to keep part-time students

engaged throughout their term and the framework could be used for other Postgrad Programmes. **[Action: Forward to Board of Studies for approval.]**

## 5.2 Generic Research Course Timetabling 2015-16

This paper outlining timetabling for 2015-16 was noted by SPGSC. The courses were in good health and the current staffing was working well.

## 5.3 Amended Course Proposal: Dissertation (Strength and Conditioning)

It was noted that this paper had been submitted to the Board of Studies in January, but had been sent back for amendments. The Learning outcomes were revised following the advice and it was agreed that this could now be re-submitted to the next Board of Studies on 12 March 2015. **[Action: Submitted to Board of Studies for approval.]**

## 5.4 New course Proposal: Paediatric Factors in Sport & Environmental Factors in Sport

It was noted that following the last review of Strength and Conditioning it was recommended that the course was split into two 10 credit course options and that this was the paper setting out this split. Paper was passed with no comment and put forward to Board of Studies. **[Action: Submitted to Board of Studies for approval.]**

## 5.5 New course Proposal: Children & Technology

The committee welcomed the new course and asked if it would be available to other MSc Programmes and the wider University. Andrew Manches then asked the committee for advice on possibly changing the assessments to be a group allocated mark, blog assessment and an oral exam, (something similar to a viva, but at the appropriate level). Convener suggested completing a justification for assessment and it was noted that a reading list should be added. **[Action: Submitted to Board of Studies on 12 March 2015.]**

## 6. **Programme Matters**

### 6.1 Revised DPT for MSc Physical Activity for Health

The revisions were accepted by the committee and agreed to be submitted for the next Board of Studies 12 March 2015. **[Action: Submitted to Board of Studies on 12 March 2015.]**

The Committee noted that of the 180 credits required for a Masters, a minimum of 150 credits must be at SCQF level 11. Up to 30 credits can be from level 10.

## 7. **New Student Survey 2014 Findings**

The convener began by relaying comments made by the Director of Quality on this item. This expressed concern over the impact of a 'marketing survey' on academic matters. The committee noted that the student survey in general lacked detail so had limited value in developing understanding. It was queried whether the SEP team will be doing an exit survey around Graduation to evaluate the students experience throughout their whole term. It was also noted that our result may have been adversely affected by the timetabling and Programme design or other things that are out with our control.

## 8.0 **Building a Masters Community in MHSE**

The committee raised several ideas for creating more of a Masters Community; Internal competitions between Programmes, Facebook communities, retreat/away days and a suggestion for there to be a class reps forum to give feedback from the student community on improvements.

## 9.0 **AOCB**

9.1 Appointment of new Director of Postgraduate Studies

It was noted that Dr P Allison had been appointed Director of Postgraduate Studies in the School of Education and would take up the post in mid May.

**CLOSED BUSINESS**

**10. External Examiner appointments**

10.1 Nomination for appointment of External Examiner for MSc Social Justice & Community: Dr Stuart Connor, University of Birmingham

The committee approved the appointment of Dr Stuart Connor as external examiner for the above programme. It was noted that the start date should be October 2014. **[Action: Secretary to forward to College Office for approval]**

10.2 Nomination for appointment of External Examiner for MSc Language – Theory, Practice & Literacy: Professor David Wray, University of Warwick

The committee approved the extension to the appointment of Professor David Wray as external examiner for the above programme. **[Action: Secretary to forward to College Office for approval]**

10.3 Nomination for appointment of External Examiner for MSc Performance Psychology: Dr Martin Eubank, Liverpool John Moores University

The committee approved the extension to the appointment of Dr Martin Eubank as external examiner for the above programme. **[Action: Secretary to forward to College Office for approval]**

10.4 Nomination for appointment of External Examiner for MSc Education, Educational Research & MTD: Professor Mark Priestley, University of Stirling

The committee approved the extension to the appointment of Professor Mark Priestley as external examiner for the above programme. It was noted that the start date should be October 2014. **[Action: Secretary to forward to College Office for approval]**

Ms Anna Clayton-Jones  
Secretary, School Postgraduate Studies Committee