

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

Minute of the meeting held at 2pm on 28 January 2015 in Room 5.02 Charteris Land

Present: Dr E McGregor (Convener), Ms N Alvares, Dr S Benjamin, Dr E Christie, Dr R Ewins, Dr K Fordyce, Dr L Hamilton, Ms R O'Neill, Ms B Sant, Dr P Sangster, Ms C Sinclair, Dr J Telford, Ms W Timmons, Dr T Turner, Ms C Valentin

In attendance Ms L Rowand, Ms A Clayton-Jones, Dr N Pontac

Apologies Ms H Christie, Mr R Easton, Mr P Evans, Mr V Galloway, Professor C Iannelli, Dr A Irvine, Dr A Macpherson, Dr A Niven, Ms R O'Neill, Dr G Reid, Dr G Robinson, Dr D Torrance, Mr G Thomson, Ms K Woomble.

1. Welcome and apologies

The Convener welcomed all to the third meeting of the academic year, Apologies were as noted above.

2. Minute of the meeting held on 19 November 2014

The minute was approved as an accurate record.

3. Matters Arising

3.1 Examination Boards in Spring 2015 (item 3.2 refers)

The Convener noted that it would be useful to have more staff that have been through the Regulations Expert Training so we have replacements for those lost this year. Training for this is in April and please let Claire Valentin know in advance. 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 3.3 refers)

TESOL have been part of an ELTC pilot with Kathy Benson, sending chosen students onto a 5 week course on aspects of dissertation writing. The students were chosen based on their IELTS score and the course was timetabled around their usual studies. The groups were kept small (8-10) and the students did not report back any concerns of increased workload pressures. The ELTC receive money centrally so it would be free to the School. Some queries were raised such as a need for PDs to know the content of the course so there are no overlaps with the regular course. It was also noted that we have a wide range of dissertation types and the course would need to be geared around the needs of that specific group. This course is also not just available to international students, but also home students struggling with dissertations. The convener noted that this seemed a good option for additional support for the students and left it to the discretion of the PDs with regards to uptake.

3.3 Graduate School Ceilidh (item 5.2 refers)

The Convener stated the continued success of our annual Ceilidh. There seemed to be a good mix of students in attendance, with Outdoor Ed the shining stars once again! It was noted that next year the Ceilidh will not clash with American Thanks Giving as requested by some students. Due to the success and popularity of the Ceilidh the Convener has asked if another event could be scheduled for the second semester also and that it would be good to have a 'social contact' for the students.

3.4 Dissertation processes 2014/15 (item 7.0 refers)

It was decided that dissertation guidelines should remain part of the Directorate and that recruitment of supervisors should stay within the Programmes for better efficiency. Some of the larger Programmes had given responsibility for overseeing the dissertation process to a designated member of the team. It was agreed that this would be useful for MSc Education and that perhaps a depute Programme Director should be appointed. **[Action: EM, CV & LH to meet and discuss this further]**

It was decided that a training video cast for Turn it in was needed for both staff and students. The staff video should show how to give feedback and put marks up. It was felt that the students video should show how to read Turn it in from a student's perspective. It was hoped that Martin Johnson and Andrew Horrell would be able to provide assistance in developing this video cast.

Buy in staff who are dissertation supervisors will need access to EUCLID and training on how to upload information to the engagement tab. It was essential that information on when supervisory meetings take place was uploaded on to EUCLID and that these were the Schools contact points for PGT students for April-July. Programme Directors could then decide whether or not to also use the Engagement tab on the place where detailed records of the supervisory meetings were held.

PGR have been piloting a face to face and online tutorial on how to use turn it in to help teach students what plagiarism is. Simon Beames is involved in this.

RM3 – It was agreed that it would be useful for all supervisors to have access to the LEARN pages on Planning Research. **[Action: All Programme Directors whose programmes include RM3 to provide R.E with the UUNs supervisors]**

3.5 Personal Tutor System: Roles and Practices (item 8.0 refers)

It was noted that it was essential that all personal tutor meetings were recorded in the personal tutor section of EUCLID. It is good practice to put up notes from the meeting, but not necessary. It is up to all PDs to make sure all staff can use EUCLID **[Action: Richard to Report back to next committee on whether there are problems with people not using EUCLID properly.]**

3.6 Postgraduate Programme Review: Draft Report (item 9.0 refers)

The convener noted that she has 2 months to get a response to the report back.

3.7 Concessions Flowchart (item 10 refers)

The final versions are now complete and the student one is up on LEARN.

3.8 Programme Streamlining (item 11 refers)

The committee reiterated comments made at the last SPGSC meeting. A report will be sent to the Exec soon. It was also noted by the convener that College will close any programmes if deemed unviable.

4. **Conveners Business**

MSc by Research

The convener reported that negotiations are still in process and financial costing analysis is with Alison Fleming. It was noted that enough people seem to be interested in this and it is hoped that we can take it forward to the 2016-17 intake.

5. **Proposals for new and amended courses**

5.1 New Course Proposal: Comparative and International Education

The above paper will be considered at the next SPGSC meeting.

5.2 New Course Proposal: Teachers as agents of Change

This paper was tabled at the meeting and so was unable to be considered fully. Dr N Pantić gave a brief overview of the paper and invited comment. It was decided that LH and RE would review the paper and feedback comments to Dr N Pantić. The paper may then be forwarded for Conveners Action.

6. **Programme and Course Information Management Project**

The Deputy Director of Postgraduate Studies addressed the committee with guidance as stated on the emails that had been sent out to all Programme Directors. It was important that Course Organisers checked that all course descriptors had been migrated to the new template. All Programme Directors were charged with ensuring that all course descriptors on their programme had been dealt with appropriately. There was some discussion on what constitutes as a major change to a learning outcome that may warrant formal approval from the BoS and that it seemed to be very open to interpretation. RE and CS volunteered to scrutinise any course changes ahead of the next BoS on 12 March 2015. It was also noted that emails regarding the PCIM have come from many different sources and some of the PDs have felt bombarded with the same information from various sources and wanted to know if this could be remedied in any way.

7. **Programme Reviews Update**

7.1 Dates and Status of Programme Reviews

It was noted that Digital Ed is due and that new programmes should also be added to the list. **[Action: Graduate School Office to update list.]**

7.2 Review of Performance Psychology: Programme team Response

Following the programme review held on 11 April 2013 the Performance Psychology Programme Team prepared Paper D for consideration at the meeting of SPGSC on 25 September 2013. However, the response was not included on the agenda and its omission not noticed until recently. It is therefore included in the documents for this meeting in order to ensure that the review process has been duly followed.

7.3 Research of Research Methods courses

There is an internal review happening at the moment led by Professor Judy Robinson. The course is to stay the same in 2015-16 and the new course will come into effect in 2016-17. Professor Robinson would attend the SSLC meeting this semester and would also attend some of the conceptualising research sessions. In this way it was hoped to get some student input into the review. It was also noted there were a number of comments on the research methods courses in the free text comments of the PTES survey.

8.0 **Dissertation Planning**

The convener asked for any comments on the current amended guides to be with her within 48hrs of the meeting as this document needs to be on LEARN for the students.

It was discussed if a short version of the above would be useful for supervisors. It was decided that this should be dealt with at Programme level.

9.0 **Student Quality Forum PGT “Meet the Deans” event held on 24.11.14 Summary of issues**

The convener asked that we get more specific information on the website about the jobs our graduates are getting after leaving. Our programmes are fairly specific about future employment.

Case studies of alumni out in work and what they got out of programmes would be of particular interest to potential applicants.

It was noted that the Dean for Postgraduate Taught Studies were currently drafting a Job description for Programme directors

If possible courses should be taught twice if oversubscribed, but this would need to be arranged ahead to get it into the workload model and it was not always possible to guess correctly which courses would be most popular.

It would be helpful to have email addresses of all past students by cohort. It might be possible to obtain a EUCLID report with this information. **[Action: Graduate School Office to investigate.]**

10. Graduate School Financial Report

SPGSC welcomed the report. The convener asked the committee to report back with any ideas for spending our annual underspend. The convener suggested an increase to the current PGR conference attendance budget of £500 per student. **[Action: All Programme Directors to feedback ideas to Board.]**

CLOSED BUSINESS

11. External Examiner appointments

11.1 Nomination for appointment of External Examiner for MSc Dance Science and Education: Dr Angela Pickard, Canterbury Christ Church

The committee approved the appointment of Dr Angela Pickard, Caterbury Christ Church as external examiner for the above programme. **[Action: Secretary to forward to College Office for approval]**

11.2 Nomination for appointment of External Examiner for Research Methods Course: Professor Tim Stott, Liverpool John Moores University

The committee queried close relations to Edinburgh University and therefor it was decided not to appointment Professor Tim Stott, Liverpool John Moores University as external examiner for the above programme. **[Action: RE forwarding alternatives to Convener]**

AOCB

The convener would be stepping down from her role of Director of Postgraduate Studies at the end of January 2015. The Committee joined in thanking her for her leadership and hard work over the last four and a half years.

Ms Anna Clayton-Jones
Secretary, School Postgraduate Studies Committee