

The University of Edinburgh
Moray House School of Education
School Planning and Resources Committee

Minute of meeting held on Tuesday, 13 October 2015 at 10:00 in Nursery School Meeting Room

Present: Dr J Ravenscroft (Convener)
Dr P Allison
Dr S Beames
Dr S Coleman
Mr R Easton
Mr P Evans
Professor L Florian
Ms Y Foley
Dr I Fyfe
Dr A Hancock
Dr M Jess
Dr G McCluskey
Dr S Psycharakis
Dr J Ross
Mr A Wigglesworth

In attendance: Ms K Derrick (Secretary)

1. Apologies

Apologies for absence were intimated on behalf of Ms L Anderson, Dr R Arshad, Ms A Fleming, Mr N Houston, Dr L Reid and Dr C Valentin.

Dr Psycharakis was welcomed to his first meeting of the Committee.

2. Minute of meeting held on 6 May 2015

(a) Accuracy of record

The minute was not yet available.

(b) Matters arising

- (i) Ref item 3, Tutoring opportunities for PhD students, members approved final documentation (Paper A) subject to some small amendments.

It was recognised as important for course organisers and programme directors to understand the PRAF process. It was agreed that the Director or Deputy Director of Professional Services should attend a SUGSC and SPGSC meeting to inform colleagues of the process.

- (ii) Ref item 5, MSc Inclusive and Special Education/MEd Additional Support for Learning, staffing had been approved and convener's action had been taken to approve the programme proposal. The programme had subsequently been approved by the Board of Studies subject to minor amendments before submission to College.

3. Language Programmes: temporary suspension of intake for Education: language, theory and practice (Paper B)

The proposal to temporarily suspend intake to the programme from September 2016 was approved. This would allow time to revise the structure of the language programme to provide a flexible pathways model.

4. New course proposal – *Learning Analytics: Process and Theory*

It was agreed that a small group consisting of the Head of School, Deputy Head of School and Director of Postgraduate Studies would look at the costings for the proposed programme when they were available and take convener's action to approve these. It was noted that the course proposal had already been to the Board of Studies and had been approved following amendments. It was hoped to run this course from January 2016.

5. Digital Education: Foundation Document for Research Centre (Paper C)

The Committee agreed that the case for a Digital Education Research Centre was strong and was approved. However, the business case for support put forward in Paper C did not mirror that for the Physical Activity for Health Research Centre. It was agreed that the Deputy Head of School, Head of School, Head of RKE and the Deputy Director of Professional Services would ensure similar support would be provided for the Digital Education Research Centre to that of other research centres.

6. Collating Key Information Sets (KIS) data across the UG portfolio (Paper D)

It was confirmed that resourcing to collate KIS data was accounted for in the School resource envelope. The forthcoming review of support staffing would be taking into consideration how to get accurate KIS data.

7. Funding for end of programme/graduation celebrations (Paper E)

It was agreed that funding and administrative support for end of programme/ graduation celebrations should come from the UG budget. There was no additional resource.

8. Any other business

Course approvals and course costings

In response to a query it was clarified that course costings of new courses should be considered by SPRC before course proposals are submitted to Board of Studies. Following the cancellation of the September meeting of SPRC a small sub-group of SPRC should have looked at course costings for new courses so that these could have been approved before going to the Board of Studies. However, this had not happened and course proposals had been looked at out of the normal committee sequence.

9. Dates of future meetings

The date of the next meeting was confirmed as Wednesday, 2 December 2015 at 14:00. There would also be meetings on 10 February and 4 May 2016 at 14:00.

(23 November 2015/KD)