

The University of Edinburgh**Moray House School of Education****School Planning and Resources Committee****Minute of meeting held on Thursday, 14 February 2013 at 2.00 pm in Paterson's Land 1.27**

Present: Professor C Aitchison (Convener)
Dr P Allison
Dr C Anderson
Ms M Andrew
Dr R Arshad
Dr S Benjamin
Dr S Coleman
Mr R Easton
Ms A Fleming
Mr A Horrell
Mr M Lynch
Dr G McCluskey
Dr E McGregor
Dr J Ravenscroft
Dr J Sproule
Mr A Wigglesworth

In attendance: Ms K Derrick (Secretary)
Dr M Dasli (for item 4(f))
Dr A MacDonald (for item 4(a))
Dr C Nash (for item 4(d))
Dr G Robinson (for item 4(a))

1. Apologies

Apologies for absence were intimated on behalf of Mr N Houston, Professor D Raffe, Professor S Riddell, Dr H Ross and Mr G Thomson. An apology for late arrival was intimated on behalf of Dr J Ravenscroft.

2. Minute of meeting held on 12 December 2012**(a) Accuracy of record**

Ref item 5a, Institute Plans - ECS, para 1, the Head of Institute undertook to provide an alternative wording to replace the first paragraph .

Ref item 5e, Quality Assurance, para 3, at the end of the first sentence add, “for the enhancing student support project”.

Subject to these amendments the minute of meeting was accepted as an accurate record.

(b) Matters arising

None.

3. Convener’s business

(a) Successful funding bid

Dr G Robinson and her team were congratulated on securing £600,000 to support Master’s provision in teacher education.

(b) Master’s learning across the teaching profession in Scotland

A national development group, convened by Morag Redford of Stirling University, had been established to look at providing Master’s learning across the teaching profession in Scotland. The School had two representatives on the group (Dr Evelyn McGregor and Dr Dee Torrance). The group had met once and more meetings were planned.

(c) Allocation of ITE student numbers

A national task group had been set up to look at the method and application of the allocation of ITE student numbers across the sector. The method currently used was not fit for purpose and it was hoped to get a much more sophisticated model. The group was to report to the Cabinet Secretary by June with changes being introduced for 2014.

(d) Massive Open Online Courses (MOOCs)

300,000 students had enrolled on the University’s MOOCs. Dr S Bayne had helped to develop these and the Convener wished to record her thanks to Dr Bayne for undertaking this work and promoting the role of online learning.

(e) Vacant School roles

A number of cross-School roles required to be filled and these would be advertised in the next few weeks.

(f) School Plan

The School Plan had been submitted to and discussed by College Planning and Resources Committee and there was one last chance to make any comments or suggest amendments before the final version was signed off.

4. Programme proposals**(a) MA in Primary Education with (Paper A - closed)****(b) BSc (Honours) Physical Education (Paper B - closed)**

The School Administrator tabled a paper summarising costings for the MA in Primary Education and the BSc Physical Education programmes. In both cases general costings appeared to be fine and the programmes were financially viable. However, the following points were highlighted:

MA in Primary Education with

- in each of Years 1, 2 and 4, 40 credits were taken external to the School which meant that the School received 2/3 of income in those years, however, this was offset by a reduction in staffing costs
- there had been an under-costing for Programme Director hourages and this had been corrected in calculating the summary costings
- the multiplier used to calculate teaching costs in Years 1, 2 and 4 had been 1.5 rather than 1.3. The detail needed to be checked. This would reduce the surplus but the programme would still be viable. It was agreed that more sophisticated modelling was required
- placement costs were high and it was hoped that the School would not be paying this much. The figures quoted were the worst case scenario and the School would be looking to reduce these in various ways. Placement costs would be an agenda item at the next two SPRC meetings. The School Administrator undertook to look at placement costs and to report back to the next meeting of SPRC
- it was agreed that evaluation of the new placement model would be required and that an evaluation tool would need to be developed. This should be costed in. The Head of the Institute for Education, Community and Society undertook to take the lead in bringing forward a proposal for evaluation which could be put to the Scottish Government as a funding bid although this would need to be submitted very soon if it was to benefit from 2012/13 finances . Alternatively,

evaluation could be done in-house and a proposal would be brought forward for this too

- the Programme Director pointed out that there had been an over-calculation of Year 3 assessment costs of £43k and that the costings would have to be revised accordingly

BSc (Honours) Physical Education

- in Year 2 it was assumed that all students would take 20 credits from outwith the School
- placement costs needed to be discussed with the Finance Officer
- Programme Director costs required to be increased
- costing of teaching had all been done as standard delivery. A line needed to be added showing additional costs for initial delivery
- administrative support should be increased. It was agreed that a review of administrative support across programmes was required. The School Administrator would report back to SPRC with a proposal
- student: staff ratios had been kept high in several parts of the programme and the Programme Director indicated that he would look at reducing the ratios in some parts of the programme if this did not impact greatly on cost
- marketing costs should be included

It was noted that entry requirements had been increased. If this resulted in insufficient applicants it would be for SUGSC to re-evaluate the entry requirements. A marketing strategy was required and this should be costed in. It was agreed that a scenario plan for under recruitment should be developed. The possibility of increasing the number of “with” subjects should be looked at. The Programme Director pointed out that there was a limit to the number of subjects which could be offered because of timetabling constraints. The Programme Director was advised to discuss this with the Timetabling Officer. It was suggested that it might be easier to develop subjects from within the School, such as, Physical Education and Education for Sustainable Development.

In summary, it was agreed that the following actions were required:

- fine tuning of placement costs
- scenario planning
- review of administrative support.

It was agreed that Convener’s action could be taken with regard to the inclusion of first delivery additional costs.

It was agreed that both programme proposals could go forward in the approval process and need not be held up because of the above actions.

(c) MSc in Higher Education (Paper C)

The Committee was happy with the costings presented in Table 2 of documentation but had reservations about all the other scenarios.

Reference to the international dimension of the programme should be made more explicit. This was linked to marketing.

Concern was expressed about the 10-credit research courses and the possible proliferation of courses across the School. As part of an evaluation of the programme the sustainability of having separate research courses should be looked at or whether it would be better to collaborate with other programmes.

SPRC recognised that this was an important programme for the School of Education to have even although it might not attract large numbers. It was suggested that there might be a captive market amongst University staff.

Staffing for the programme would be dealt with as part of the Institute staffing strategy.

Staff costs for Years 3, 4 and 5 in the tables needed to be amended to take account of increasing costs over time.

The Academic Coordinator International undertook to discuss with the Programme Director ways in which the programme could be promoted quickly to the international market.

The Convener thanked the Programme Team for developing the proposal.

(d) MSc in Sport Coaching (Paper D - closed)

The Committee noted that the team was in the process of applying for programme development costs through DEI and if unsuccessful they would come back to the School. More work needed to be done in terms of market research and the team was cautioned about referring to the programme's "uniqueness" as there seemed to be a number of other providers of such programmes in research-intensive institutions. The programme team were also requested to discuss the proposal with senior colleagues in SPEHS as part of the development of a more

strategic approach to Masters provision. Staffing issues would need to be addressed in consultation with the Head of Institute.

(e) MSc in Physical Education

Paper E was not available and this item was deferred to the next meeting.

(f) MSc in Language and Intercultural Communication (Paper F - closed)

The proposed programme made use of existing courses. Members would like to see more information regarding the distinctiveness of the programme and why it would bring in a different audience from existing Language Masters programmes. It was suggested that “education” should appear in the title.

The Board was supportive of the proposal but asked the Programme Director to be more bold and innovative with the programme design. For example, in developing more than one new core course, linking with the Social Justice agenda, finding specific courses from across the University which could be offered as options.

The Programme Director was asked to bring a revised proposal to SPRC in due course. Thought should be given to a start date (2014 or 2015) and then the approval route could be worked out.

5. School Administrator’s report

It was reported that the expected clawback of £550,000 because of the failure to reach recruitment targets had taken place.

The appointment of a Deputy School Administrator had allowed several projects to be undertaken.

6. Institute reports

(a) Education, Teaching and Leadership

The Head of Institute reported that the Institute’s staffing requests was almost finished and would be submitted to the School Executive and then to SPRC. The model was of a mixed economy of staffing. There were some resource implications.

(b) Education, Community and Society

The Institute’s staffing strategy would be submitted to the next School Executive meeting.

With regard to dissertation supervision it had been agreed previously that staff should supervise a minimum of 3 students. The Institute will be struggling to meet supervision requirements and the Head of Institute thought that it was now time to meet the obligation of a minimum of 3 students per member of staff.

It was noted that a proposal for an MSc in Social Justice was at a very early stage of development and that a bid would go to the DEI for funding. The proposal would also be submitted to SPRC in due course.

(c) Sport, Physical Education and Health Sciences

The Head of Institute reported on the staffing situation in the Institute. It was noted that the School Executive would be looking at the staffing strategy in two weeks' time and that figures should be made available for that meeting.

7. Sub-committee reports

(a) School Undergraduate Studies Committee

The Director reported that marketing costs had been factored in to programme proposals.

He also reported that it would be necessary to revamp the way all programme materials were presented. Resourcing for this had not been taken account of elsewhere.

(b) School Postgraduate Studies Committee

The Director reported that the successful funding bid (see item 3(a) above) would increase student numbers significantly. Further discussion would have to take place as to how to manage this.

PPR was due to take place in early-2014.

The Convener suggested that it would be helpful to have an overview of all the programme developments that were taking place across the School. It was agreed that this could be done via the School intranet. The Deputy School Administrator was charged with taking this forward.

(c) School Research and Knowledge Exchange Committee (including REF)

No report.

(d) School Quality Assurance and Enhancement Committee

There had been interest from across the University in the course and programme monitoring site which had been developed by the School. It looked like it might prove to be a good franchise.

Three student experience surveys were currently underway and the Director of QA asked members to encourage students to respond to these.

8. Future items of business

There were no items of future business identified other than those noted in the paragraphs above.

9. Any other competent business

(a) PVG checks

It was reported from the Ethics Committee that there appeared to be a reluctance on behalf of College to fund PVG checks. The School Administrator pointed out that there was an online self-assessment tool on the Disclosure Scotland website which individuals should complete and then print out a copy of the result page. This would then be submitted to College when requesting a PVG check.

(b) DEI bid

The Convener confirmed that it was appropriate for a DEI bid to come to SPRC.

(c) Staffing of Research courses

The Deputy Director of Postgraduate Studies reminded members that staff were being sought to teach on the PGT research courses.

(d) Workload model

It was noted that the workload model was to be considered by the School Executive at its meeting on 26 February 2013. SPRC agreed that if the model was approved by the School Executive staff could start to use it and at the same time costings could be worked out and

brought to the next meeting of SPRC. The new workload model would have to be evaluated in one year's time.

10. Date of next meeting

This was confirmed as Wednesday, 29 May 2013 at 2.00 pm in room 4.22, St John's Land.

(13 March 2013/KD)