

**The University of Edinburgh**

**Moray House School of Education**

**School Planning and Resources Committee**

**Minute of meeting held on Wednesday, 29 May 2013 at 2.00 pm in St John's Land  
4.22**

**Present:** Dr R Arshad (Convener)  
Dr P Allison  
Dr C Anderson  
Dr S Benjamin  
Ms A Fleming  
Mr A Horrell  
Dr E McGregor  
Mr N Parton  
Dr J Ravenscroft  
Dr J Sproule  
Mr G Thomson

**In attendance:** Ms K Derrick (Secretary)  
Mr M Jess (for item 4(a))  
Mr M Thorburn (for item 4(a))  
Dr S Beames (for item 4(b))  
Professor P Higgins (for item 4(b))  
Dr R Nicol (for item 4(b))  
Dr A Emejulu (for item 4(c))  
Ms A Ginda (for item 4(c))

**1. Apologies**

Apologies for absence were intimated on behalf of Mr R Easton and Mr A Wigglesworth.

The convener welcomed members to the SPRC meeting, the first she had chaired as Head of School.

**2. Minute of meeting held on 14 February 2013**

**(a) Accuracy of record**

The minute of meeting was accepted as an accurate record.

**(b) Matters arising**

Ref item 7(b), School Postgraduate Studies Committee, a table was circulated for information showing an overview of programme developments taking place in the School. This table would be made available on the School intranet.

**3. Convener's business**

There were no items of convener's business as the Head of School had not yet had an opportunity to discuss issues with the School Executive.

**4. Programme proposals****(a) MSc in Physical Education (Paper A)**

The programme team introduced the proposal to members. SPRC found documentation easy to access and understand. The following comments were made by SPRC:

- links to SCQF in Level 11 course descriptors should be made explicit
- there was a 5-year time limit for APL and this should be checked out for those who wished to APL their 3-14 Physical Education PG Certificate. A section should be included in documentation dealing with issues around APL
- it was noted that a blended approach would be taken rather than all delivery by online distance learning. Where possible students would attend short weekend courses and web conferences during the course. IT would also be used to engage students with the programme. It was confirmed that this had been taken into account when calculating costs
- SPRC did not think that the programme would be able to generate Teaching Fellows and PhD tutors based on the margins in documentation
- the inclusion of exit awards was welcomed. However, it was noted that costings were for the full Masters. The likely numbers of those exiting at Certificate and Diploma stage would need to be ascertained from the market
- it was suggested that there needed to be inclusion of more scientifically based courses. The programme team indicated that this was something they would have to discuss.

Members welcomed the proposal in principle and recognised that there was a need for such a programme. However, figures required to be realistic taking into account the points made above. It was agreed that a sub-group should be established to look at revised

documentation which should be submitted electronically by the end of June. Membership of the sub-group was agreed as: Head of School, Head of Professional Services, the present Head of ISPEHS or the incoming Head, the Director of Postgraduate Studies and the Director of Quality Assurance.

**(b) MSc in Learning for Sustainability (Paper B)**

The programme team introduced the proposal which addressed international priorities in education in “Education for Sustainable Development” and “Global Citizenship”. The programme was geared towards practising teachers with flexible delivery. Neither of the existing programmes in the Outdoor Education suite catered for practising teachers. It was suggested that the Director of Partnerships should become involved in accessing potential students and that GTCS colleagues could be used as a marketing tool.

It was noted that 20 full-fee scholarships were available and it was confirmed that for the first year top-slicing would be limited to 20%. This would then revert to the normal level. The 20 scholarships would be shared across the three Outdoor Education programmes.

It was not anticipated that there would be a significant knock-on deficit to existing programmes in terms of student numbers because of the different delivery. There were very few practising teachers on the two existing programmes.

There is an imperative for teachers to get training in learning for sustainability. A case should be given in documentation as to why this area should be studied up to Masters level. Market research should be undertaken to find out what employers thought about Masters level. This provided a big CPD opportunity.

Costings were required and the team was advised to liaise with the Finance Officer and the Head of Professional Services about this.

It was agreed that the school had to run with this proposal.

**(c) MSc in Social Justice and Community Practice (Paper C)**

The team highlighted the background to development of this programme which had received Phase 1 DEI funding. The Phase 2 DEI bid was included in Paper C.

The programme costing model was very complex. There were aspects attributed which did not only directly refer to the programme. It was agreed that the Programme Team should consult the Finance Officer

and that the standard programme costing model should be used so that it could be compared with other programmes. Numbers needed to be looked at more carefully. Both the University and College were keen to develop online distance learning but it was still important that the books should balance.

It was agreed that a sub-group should look at the proposal further with a view to making it more robust. The sub-group would consist of: the Convener, the Head of Professional Services, the programme team, the Deputy Head of School and the Director of Postgraduate Studies.

It was agreed that the proposal should be brought back to the next meeting of SPRC

The convener thanked the programme team for the work they had undertaken.

## **5. Head of Professional Services's report**

### **(a) RKE Office**

Recruitment for a replacement RKE Officer was active and it was hoped to have someone in post as soon as possible. Meantime the Deputy Head of Professional Services was looking after the office. Support for PIs pre- and post-award was being looked at and a proposal should be available for SPRC comment in the next few weeks.

### **(b) Building works**

Ongoing building works had resulted in a reduction in parking spaces. It was noted that key fobs could be obtained for access to the Robertson's Close car park. Staff were also reminded that there were alternatives available such as park and ride facilities and the City Car Club. It was noted that in future there was going to be less parking available on the site and the School should draw up a strategy to deal with this. It was agreed that the matter would be referred to SEBUG.

### **(c) Finance**

The School had been instructed by College to deliver a balanced budget for 2013-14. In order to do this the School was looking at making strategic delays in appointments. The Head of Professional Services was working with the College Accountant to see what could be done. Working patterns and practices were being looked at.

The School Executive would discuss finance at its meeting on 10 June 2013.

**6. Institute reports**

There were no reports.

**7. Sub-committee reports**

**(a) School Undergraduate Studies Committee**

It was reported that the last meeting of SUGSC had been inquorate and had been cancelled. The convener undertook to write to members to encourage them to attend meetings. Other committees in the School were suffering similar low attendance rates. The Director of Postgraduate Studies had written to members and attendance had improved. Another problem was that not everyone read committee papers and therefore they were unable to discuss or comment on them. It was suggested that papers could be allocated to certain members and they would then have responsibility to report on them at meetings. It was also suggested that where someone was unable to attend a meeting they should be asked to find a replacement to attend on their behalf. It was agreed that committee attendance should be considered by the School Executive.

**(b) School Postgraduate Studies Committee**

No report.

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

No report.

**(d) School Quality Assurance and Enhancement Committee**

A short-life working group had been set up to consider taking forward a cross-programme review of assessment and feedback. Following a positive response from staff, a wider reference group had also been set up to comment on the work of the SLWG. The SLWG will meet over the summer, with the intention of developing a set of protocols and tools that can be used in semester 1 of next year.

**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) Future format of SPRC meetings**

Members were asked to email to the Convener their ideas on the format of future SPRC meetings.

**(b) Thanks to staff demitting office**

The convener thanked those Committee members who were demitting office and for whom this was their last SPRC meeting.

**10. Date of next meeting**

This was to be arranged in the context of the schedule of meetings for 2013-14. The list of meeting dates would be circulated to members in due course.

(2 September 2013/KD)