

Précis and action points from the **Professional Development Committee** meeting held on Friday 8<sup>th</sup> December at Riverside Playing Fields, Dundee University.

**Present**

Osla Dougal (OD) Chair  
Jacqui Stone (JS)  
Orla Gilmore (OG)  
Judith Ramsay (JR)  
Ian Lowe (IL)

**WELCOME, AND SCENE SETTING**

1. Osla welcomed everyone to the meeting. Apologies were received from Lorna.
2. *Meeting of 27<sup>th</sup> October 2006* – the précis of the 8<sup>th</sup> Professional Development Committee meeting was reviewed and approved as an accurate record.

**MATTERS ARISING**

3. *Matters Arising would be covered by agenda items.*

**CHRISTMAS SEMINAR**

4. Time was spent considering the programme. Thanks were offered to Orla for preparing the draft. Some small amendments were suggested. It was noted that Flipchart Paper would be required for the break-out group sessions. Stew and Raleigh were to jointly lead a workshop session around volunteering and looking ahead to 2012 and 2014. It was suggested that the questions on volunteering that had been removed from the Audit would offer a good starting point. Thanks were highlighted to John Taylor for his efforts on the Audit to-date. There had been 100% response which was great. JR had devised questions for the Audit Break-out groups and she would write these up for the Seminar. This may highlight case studies and areas for further study. The Administrators Forum continued to provide a challenge and few had booked to come to the Seminar. For those that were attending IL would come up with questions to pose to them with a view for them to identify areas for discussion that they would like PDC to deliver. OG to make changes to programme and resend to JS for posting on the website and distribution. JG to send directions and parking information to JS.

**CONFERENCE**

5. It was felt that PDC needed to meet early in the New Year to work on the theme and topics for the conference. Julie Ommer was to be invited to attend and the meeting could be convened in Glasgow if necessary. The conference should be a chance to showcase Glasgow and as such should have a Glasgow flavour and profile their university. It was put forward that the theme should be 'Scotland looking Outward: How can we compete in the world market'. This would give wide scope looking at employability, elite sport etc. It was key not to go over old ground (Commonwealth Games). PDC were tasked to think of topics and speakers on this theme.

**WEBSITE**

6. JS did not have a great deal to update since the last meeting although she was due to meet with Image Logistics on the 13<sup>th</sup> December and hoped there would be more action following that meeting.

**LOOKING FORWARD**

7. *Student Handbook* – It was felt necessary to get the timeline in place for taking this forward. In the New Year a session was planned to invite the people involved to look at the content for a handbook and how the information should be produced. The beginning

**ACTION**

SF/RG

JR

IL

OG/JS  
JG

All

JS

- of summer should be the deadline for the President's handbook and the end of summer for the Club Captain's handbook. IL to progress this further.
8. *Interest Groups* – Jim had asked PDC to consider an interest group around Health and Safety. This was considered and perhaps a meeting concerning facility management would be useful. For example good practice on the writing of risk assessments could be shared. A resource file could form a section of the handbook. First Aid and Life Support may also be a good topic. Also Child Protection guidelines should be looked at. It was aired that SUS has now gone beyond the old structure and some things that used to be interest groups are now included in committee business (e.g. SUSPAC network day). It was necessary to ascertain where sports bursaries sit in the new structure and to see if there is still a Sportscotland meeting on this topic that SUS could take part in.
- OTHER BUSINESS**
9. JS had been asked to highlight again the fact that UCS were going to be holding their Sports Development meeting in Edinburgh on the 9<sup>th</sup> February. Members would be encouraged to attend where appropriate.
10. JS informed PDC that she had recently met with Michael Ives who is trying to develop a media business in Stirling. The meeting was interesting and although he had great vision he was not able to demonstrate action. This meeting had prompted JS to think about Media and Communications for SUS and she would look at creating a Media and Communications strategy in the New Year.
11. *Next meeting* – the next meeting will be on the 19<sup>th</sup> January, time and venue to be confirmed.

IL

All

JS

All

JS

OD

## Actions List

Volunteering Seminar session to be designed and delivered	SF & RG
Write-up of Audit Break-out Questions	JR
Administrator's Forum Questions to be thought about	IL
Seminar Programme to be completed and sent out	OG/JS
Directions and Parking Instructions to be sent to JS	JR
Topics and Speakers to be considered for Conference	All
Meeting with Image Logistics to progress the Website	JS
Progress Meeting for Student Handbook	IL
Thought to be given to Interest Groups for New Year	All
Ascertain where Sports Bursaries sit and if Sportscotland Meeting Still Exists	JS
Members to be encouraged to attend UCS Development Meeting on 9 <sup>th</sup> February	All
Write Media & Communications Strategy	JS
Next Meeting Venue and Time to be confirmed	OD