



Précis and action points from the **Professional Development Committee** meeting held on Thursday 22nd November at Dundee University.

<p><u>Present</u> Orla Gilmore (OG) Chair Osla Allen (OA) Jacqui Stone (JS) Lorna Picken (LP) Ian Lowe (IL)</p>	<p><u>Apologies</u> Gordon Cox (GC) Anne-Marie Hughes (AMH) Simon Messenger (SM)</p>	<p><u>In Attendance</u> Laura Hayward (LH)</p>
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WELCOME, AND SCENE SETTING

1. OG Welcomed everyone
2. Meeting 19th October 2007- minutes were approved and recorded as an accurate record.
3. Matters Arising – PDC noted the success of the forum prior to the meeting. There was a good turnout, and already positive comments about the event. In addition Ann Simpson was congratulated for producing a good presentation.

AUDIT '07

4. JS noted that responses were still missing from Napier and Glasgow Caledonian Union, UHI and SAC departments and both parts from QMU. JS will add Hamilton responses to Paisley's results to provide a West of Scotland University response.
5. JS will chase the missing responses this coming week and once all answers are in she will analyse the data. The data will be produced in summary form as last year to enable an easy comparison.

WEBSITE DEVELOPMENT

6. JS informed the committee that the Executive had approved the spending for generating a newsletter from the site. Image Logistics had identified two types available; JS to investigate each type further to see which will be most suitable.
7. In addition JS had received quotes for various forms. There were commented on as being expensive but this was due to individuality and complex nature. Further information would need to be sought in this area.

STUDENT HANDBOOK

8. JS commented she had received a vast quantity of documentation to supplement the current handbook. JS highlighted the presidents would be best people to work through this data for compilation into a SUS document as they had the expertise on these subjects and may already have similar or small versions in use at their institution. IL,SM,GC (& LP to assist) were nominated.
9. JS requested to receive the re-drafted document in advance of the summer. JS will then collate into a pdf to upload onto the website. JS would send those nominated the received info on disc, with a view to them

ACTION

JS

JS

JS

IL,SM,GC,
LP

JS

meeting as a group post Christmas.

CHRISTMAS SEMINAR

10. JS informed the committee she had visited the Hamilton site. The facilities available met SUS's needs, although parking needed to be clarified. SUS had been allocated one lecture hall and a meeting room. Lunch would be held in the canteen and would be provided in house at £7.50 a head.
11. All were informed that as of the 1st December 2007 Paisley was officially dissolved and becomes The West of Scotland University.
12. JS had adjusted the start time in order to make it easier for participants to get to Glasgow. PDC approved the timetable. The only group that would hold a forum would be the directors. JS noted there would be more time made for questions and an increased breakout time, due to feedback from the conference.
13. The idea of mince pies at the end of the day was not confirmed yet due to the low uptake on them last year.
14. ACTION POINTS;
 - All to drive bookings for the day. ALL
 - JS to send email on Friday, and the booking form at the beginning of the week. JS
 - All to think about questions for break-out groups. ALL
 - JS to confirm the speakers. JS
 - All to think about activities that would be possible over the lunch break. ALL

CONFERENCE '08

15. OA had experienced issues with the possible dates due to a BUSA event taking place in close proximity. After discussion the general consensus was to stick with 9th, 10th and 11th June 2008.
16. OA had been unable to book Dundee University halls, but had many other options to try. IL was to also check the availability of Abertay's halls. OA/IL
17. Theme for the event was to coordinate with it being an Olympic summer. There were several possible speakers; John Beattie to talk about the media element of sport. Kate Potter from Podium to speak on legacy issues and how 2012 will tie in with HEI's. Justin from Hookson, using Dundee as a model from promotion and marketing. Stewart Maxwell was also recommended as a possibility, using the political angle. All agreed engaging speakers as very important. LP highlighted she attended the IRSM conference and had their programme to look at for ideas of speakers and topics.
18. All were to keep thinking of ideas and suggestions for the event ALL

SPECIAL INTEREST GROUPS

- JS currently setting up databases for special interest groups. JS

OTHER BUSINESS

- NASS is supported by SUS and encourages all institutions to make their students aware. ALL
- Next meeting: 25th January 2008, Stirling 10am ALL

Actions List

Chase missing audit responses and analyse the data	JS
Investigate different types of newsletter for website	JS
Gather further information about forms for website	JS
Work through handbook data for compilation	IL,LP,SM,GC
Send collated information on disc to Student handbook group	JS
Encourage bookings for the Christmas seminar	ALL
Email and send out booking form for Christmas Seminar	JS
Think about questions for break-out groups at the Christmas seminar	ALL
Confirm the speakers at the Christmas seminar	JS
Think about activities for lunch break at the Christmas seminar	ALL
Investigate options of accommodation for conference	OA, IL
Think about ideas and suggestions for conference	ALL
Collate databases for Special Interest Groups	JS
Promote NASS to all institutions	ALL
Next meeting: 25 th January 2008, Stirling 10am	ALL