

REPORT FROM PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee has met twice since the last Executive Meeting: on Thursday 22nd November and Friday 25th October. The focus of both meetings has been varied and there has been considerable progress in several areas.

The following points represent the primary items of business:

- **Administrators' Forum:** The day took place on the 22nd November at Dundee University and saw 25 administrators attend. Anne Simpson gave a presentation on 'how to manage your boss' and then this was followed by a networking lunch and job specific breakout group time. Feedback overall was very positive and gave some ideas for future group meetings.
- **Christmas Seminar:** 60 delegates attended our event on the 13th December at the Hamilton Campus of UWS. Thanks were offered to UWS for hosting and Siobhan Wilson for her help with logistics. The day was a huge success with strong speakers and appropriate break-out time. However it was felt to be disappointing that there were not more representatives from UWS present.
- **Event Planning:** PDC are busy planning for the Summer Conference. The event is going to be held in Dundee from the 9-11th June. Plans are underway for theme, content and logistics.
- **Audit:** There was a 100% response rate again this year. The analysis is in the process of being completed and the summary sheet will be reproduced for internal and external use.
- **Website Development:** Image logistics have almost completed the e-newsletter. This will hopefully go live in the next couple of weeks. The e-news will be made up of the top stories from the news pages and would encourage people to access the site. They are still looking into developing forms for the website to assist event entries etc.
- **Branding:** Orders have just been placed for several new banners which can be used at SUS events. New items of kit and merchandise have also been added to the SUS range and the new order form will be available online soon.
- **Student Handbook:** A working group has been formed to take this forward and will be looking to have a revised version of the handbook ready by the summer.
- **Special Interest Groups:** Databases are being formed for two groups: Operations Staff and Elite Sport Support Staff. It is hoped that there will be time at the conference for these groups to hold inaugural meetings.

Key dates to note:

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| • PDC Meeting | 17 th March | Dundee University |
| • PDC Meeting | 16 th May | Stirling University |
| • SUS Conference | 9-11 th June | Dundee University |

SUS Executive is asked to consider the following:

Item
None at present