

**THE UNIVERSITY OF HUDDERSFIELD
DEPARTMENT OF INFORMATION SYSTEMS
SCHOOL OF COMPUTING AND MATHEMATICS**



**MANCHESTER METROPOLITAN UNIVERSITY
FACULTY OF SCIENCE AND ENGINEERING
DEPARTMENT OF ENVIRONMENTAL AND GEOGRAPHICAL SCIENCES**

**UNIVERSITY OF SALFORD
DEPARTMENT OF GEOGRAPHY
SCHOOL OF ENVIRONMENTAL AND LIFE SCIENCE**

Distance Learning Postgraduate GIS Network (UNIGIS)

**Minutes of Programme Committee/Joint Board of Studies Meeting held 24th May 2007 at
Manchester Metropolitan University**

Present: Dr R P Armitage
Prof J E Hooker
Dr S R Hoon
Ms F Hughes
Dr D B Lambrick
Dr S A Power
Mr D E Reeve
Mr G R Smith (Chair)

In Attendance: Miss T A McKenna (GIS Network Administrator)

133. APOLOGIES

Apologies were received from Ms A Boxer, Dr J Cheng, Dr M P Cresswell, Dr I B Drew, Prof F M Danson and Dr R G Murphy.

134. MINUTES OF THE LAST MEETING

RESOLVED

that the minutes be approved as a correct record and signed by the Chair.

135. MATTERS ARISING

Arising from minute 129, The Chair confirmed that the Personal Development Plan is now available for Intake 16 students to download from the UNIGIS website as a Microsoft Access database

136. STUDENT FEEDBACK AND PROGRESSION

- 136.1 A summary of responses from the re-designed *Programme Evaluation Questionnaire* (distributed annually to all registered students) was circulated for discussion. The response rate from Intake 16 students was 60%. The comments demonstrated positive results and those students were happy with the delivery and organisation of the programme. The responses indicated that students considered the flexibility of the programme, the support from the UNIGIS office and the availability of online library resources to be the primary strengths of the programme. One or two students raised the issue of the assessment turnaround and that they were disappointed that did not receive feedback within the 4 weeks advertised. (it is only 4 weeks if a student submits by the original submission date as opposed to the absolute deadline date)
- 136.2 The library representative from Manchester Metropolitan University responded to the issue regarding the fact that it was not always possible to obtain a specific journal by suggesting that specific papers may be digitized for students and that the library could provide an index to journals or arrange inter-library loans.
- 136.3 The response rate from Intake 15 was around 40% and indications were that students were again satisfied with the organization of the programme and that the flexibility of the programme as well as the ATHENS access was the strengths of the programme. The weaknesses were listed as more contact with tutors required and more interaction on the discussion forum.
- 136.4 31% of Intake 13 students completed the questionnaire and again the comments were positive on the whole.
- 136.5 Performance indicators relating to Intakes 16 (2006), 15 (2005) and 14 (2004) were circulated to the Committee for discussion. The Chair confirmed that student progress is monitored carefully and regularly. It was noted that Intake 16 were progressing well due to the introduction of deadline dates for submission of assignments. (67% of the intake had completed 40 credits/2 units). It was noted that 65% of Intake 15 students had completed 30 credits/2 units at a similar stage last year and that encouragement to use the discussion forum had helped in this respect. It was noted that Intake 14 had begun their studies at a slower rate but had utilized the summer months to catch up.

137. RECRUITMENT

It was reported that 23 applications had been received at the time of the meeting (6 H/EU and 17 Overseas). This compared with 17 received at the same time last year and 25 in May 2005.

138. ANY OTHER BUSINESS

- 138.1 The Programme Leader from the University of Salford reported that due to the differences in the regulations and procedures between MMU and the University of Salford an application has been submitted to the Teaching and Learning Committee at the University of Salford to request exemption as appropriate. It was reported that the Collaboration Office at the University of Salford require confirmation that MMU is legally advertised as the lead institution.
- 138.2 The Programme Committee/Joint Board of Studies was reminded that Mr G Brown's tenure as External Examiner for the UNIGIS programme will end on the 31st December. Therefore nominations for a replacement were invited.

139. DATE OF THE NEXT MEETING

Thursday 1st November 2007 @ 1pm