

**UNIVERSITY OF HUDDERSFIELD  
MANCHESTER METROPOLITAN UNIVERSITY  
UNIVERSITY OF SALFORD**

**Distance Learning Postgraduate GIS Network (UNIGIS)**

**Minutes of the Programme Team Meeting held 7<sup>th</sup> September 2009 at Manchester Metropolitan University**

**Present:** Dr J Cheng  
Dr M P Cresswell  
Dr I B Drew  
Dr S R Hoon  
Dr E A Price  
Mr D E Reeve.  
Mr G R Smith (Chair)

**In Attendance:** Ms L Hazel  
Miss T A McKenna

**711. APOLOGIES**

Apologies for absence were received from Dr R P Armitage, Prof F M Danson, Dr S A Power, and Mr M E Woodcock.

**712. MINUTES OF THE LAST MEETING**

RESOLVED

That the minutes of the meeting held on the 4<sup>th</sup> June 2009 be approved as a correct record and signed by the Chair.

**713. MATTERS ARISING**

None to discuss

**714. INDUCTION WORKSHOP (18-19 September)**

714.1 A copy of the Programme of Events was circulated for information. It was noted that the event would take place on Friday and Saturday only. Sessions times had been changed to avoid the workshop running on the Sunday.

714.2 It was agreed that some of the sessions may be videoed for inclusion on the website. An enhanced Powerpoint (with voiceover) will be produced for those students unable to attend.

**715. BOARD OF EXAMINERS**

The Chair reported that the External Examiners reports had now been received.

## **716. RECRUITMENT & MARKETING**

716.1 It was reported that 52 applications (23 overseas and 29 home/EU) had been received by the Office. This is around 10 more than the same time last year.

716.2 The Administrator confirmed that the contract with the Dutch magazine Geoinformatics is due to expire in December. The cost of advertising in each issue plus the 850 subscriptions is £3,500 per year. It was agreed that the Programme Director establish which partner sites make use of this magazine during the annual Business meeting in Girona (13-14 November 2009) and use this information to decide whether UNIGIS UK continues to advertise with the publication.

716.3 The issue of advertising online with Google was considered. It remains an expensive option but it was suggested that UNIGIS contact the Business School to see whether any students would consider undertaking this as a possible project.

ACTION: G R Smith

716.4 It was suggested that the Induction Workshop video presentations may be posted on You Tube. Students should be contacted first to request their permission if applicable.

716.5 The Programme Leader at the University of Huddersfield reported that the paper publicity material had been updated and was currently being printed.

716.6 The Administrator was asked to contact *Planning Magazine* to establish whether it was possible to advertise the programme within the publication/online and the costs involved.

ACTION: T A McKenna

716.7 The Programme Leader at the University of Huddersfield reported that progress was being made with the production of the new look UNIGIS UK website.

716.8 The Administrator reported that 650 publicity leaflets had been sent to the AGI for distribution at the AGI 2009 conference. It was agreed that advertising at the various AGI satellite meetings could be considered in the future.

## **717. MSc**

717.1 It was confirmed that 9 students would be attending the MSc Workshop on the 19<sup>th</sup> September. The Powerpoint presentation used at the event will be posted on the MSc web pages for those students unable to attend.

ACTION: M P Cresswell & e-Production Assistant

717.2 The Programme Team agreed MSc supervision allocation for 09/10. The Administrator will send a copy of the project proposals to the relevant staff.

717.3 The Programme Team agreed the second marker allocations for students submitting their MSc dissertations this autumn. The Administrator requested that all marks and feedback be received by the office by the 5<sup>th</sup> October.

- 717.4 The Programme Team were asked to encourage MSc students that the word limit for dissertations is 15,000. This issue to be considered at the Quinquennial Review (including the potential introduction of penalties).
- 717.5 The Programme Leader at the University of Huddersfield raised the issue of acknowledging the variety of MSc Dissertations submitted. The new Definitive Document (to be produced for the Quinquennial Review) should reflect the technical elements of dissertations UNIGIS students may produce.

## **718. WEBSITE AND UNIT PRODUCTION**

No issues were discussed.

## **719. SOFTWARE**

The Programme Director reported that the Student Handbook had been updated to include the hardware specifications required for the following software:

ArcGIS v9.3  
GeoMedia Professional v6.1  
IDRISI Taiga

## **720. UNIGIS INTERNATIONAL**

It was agreed to nominate David McLelland as UNIGIS UK's candidate for Student of the Year. The Administrator will send a pdf copy of his dissertation to the UIA Administrator in due course.

ACTION: T A McKenna

## **721. ANY OTHER BUSINESS**

- 721.1 The Programme Director reported that a request has been received from ARUP Consultancy Company regarding 9 potential PgC students registering on the programme. Further discussion between the Head of Department at MMU and the Programme Director is required to consider the tuition fee level.

ACTION: G R Smith

- 721.2 It was reported that the Spatial Analysis Workshop 2010 has been cancelled because only 1 student wished to study the unit. The Quinquennial Review process will closely consider elective unit options and their viability with the wider programme.

- 721.3 The proposed introduction of UNIGIS Bursaries was discussed briefly. It was agreed that specific criteria must be in place and a formal recommendation would be made to the Management Board this autumn.

ACTION: R P Armitage

721.4 The Programme Director reminded the team that completed Unit Reports will need to be returned to the Office as soon as possible.

ACTION: Programme Team

**722. DATE OF NEXT MEETING**

To be arranged via email.