Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 16 December 2009.

Present: Professor T Sheldon (Chair), Dr D Jackson (PGCAP), Dr M Ferguson (LFA), Mrs L Booth (CLL), Ms J Henley (Library), Dr P Roberts (CELT), Dr J Winter (GTU).

In attendance: Mrs S Clarke (Quality Support Officer, Secretary); Ms C Colless (Business Systems Development Manager) and Ms V Gossage (Academic Support Office)

Apologies: Ms S Hodges (IT Skills for Undergraduates), Ms H Richardson (York Award), Ms K Mann (ASO)

09-10/01 Welcome

The Chair welcomed Dr Paul Roberts to his first meeting of the Group, and Vanessa Gossage from the Academic Support Office.

09-10/02 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 6 July 2009.

09-10/03 Language Support for Teachers

Further to M09/03, Dr Jen Winter reported on developments providing support for teachers for whom English is a second language. It was noted that

- Centre for English Language Teaching was successfully piloting a bespoke programme for 8 postgraduates who teach in the Economics Department
- in relation to recruitment, the ability to communicate effectively in English was a selection criteria. If departments recruited a colleague
below the language competence borderline, they were liable for the cost of the training.

- work was continuing with PGCAP, GTU working with CELT in developing further support and training.

09-10/04 Access for Students on Supplementary Programmes to Library, VLE and Information Systems

Further to M09/04, Cathy Colless reported on progress in implementing the University's policy to give full access rights to all students of the University to computing and electronic library and other learning resources (that is students who are on accredited and non-accredited programmes and also those on programmes validated by the University of York). It was noted that the CELT pre-sessional students were now on SITS and could now apply online for their pre-sessional accommodation, obtain a library card and computer access. However it should be noted that for those continuing at York their application for accommodation for the academic year would automatically be placed, but there were no guarantees where they would be allocated.

The Chair thanked Cathy Colless and colleagues for the significant progress made since the last meeting.

09-10/05 Centre for English Language Teaching (CELT)

The Group received a written report from Dr Paul Roberts, the new Director of CELT. It was noted that given the large numbers of pre-sessional students that go onto postgraduate study in Educational Studies, Management and Economics, CELT planned to run specialised pre-sessional programme with effect from Summer 2010 commencing with a Graduate Certificate in TESOL, which would be considered by UTC shortly.

09-10/06 IT Skills for Undergraduates

The Group received a brief report of progress in relation to IT Training for Students prepared by the Manager, and noted the work with the Learning Enhancement Team to produce a series of interactive on-line IT training modules, delivered via the VLE.
09-10/07 Centre for Lifelong Learning (CLL)

The Group received a written report provided by the Manager of the Centre for Lifelong Learning providing information on developments including the move of CLL to be part of the new External Relations directorate, the development of 'The University of York in the Evening', community outreach and modularisation planning, work resulting from the Government's Transformation Fund and the launch of the accredited distance learning creative writing programme.

The Group noted the ongoing difficulties in arranging social space and catering for the evening programmes, and safety concerns expressed by some students in relation to street lighting within the vicinity of Alcuin, which Lesley Booth was seeking to resolve.

The Group requested that their congratulations be passed on to colleagues in the Centre for Lifelong Learning on being awarded a Vice-Chancellor's Teaching Award and noted that one of the tutors had also been successful in receiving an award.

09-10/09 Languages for All (LFA)

The Group received a written report prepared by the Director of LFA outlining changes in the student and staff profile, developments arising from access to the VLE, the activities within the 'Routes into Languages Project', a joint bid with the York Civic Trust. The Group noted that numbers were buoyant and that LFA could take more students and offer more programmes if more space was available and there were opportunities to employ more staff. It was particularly noted that with the implementation of the new modular scheme 27 twenty credit modules would be offered for students on undergraduate programmes across the University. In addition as part of the internationalisation agenda, LFA were exploring a proposal that all students could access language programmes free of charge.

09-10/10 York Award

The Group received a written report prepared by the Manager of the York Award, and noted that a review of the programme was being undertaken
as part of the Review of Undergraduate Supervision, which would provide an excellent opportunity to explore and define the support available and accreditation routes for students with respect to their personal development.

**09-10/11 Graduate Training Unit**

The Group received a written brief from the GTU and York Award on the launch of a postgraduate specific award (York Award: Researchers) in the current session. Fifteen applications had been received in the current term.

The Group congratulated the Graduate Training Unit on being awarded a Vice-Chancellor’s Teaching Award.

**09-10/12 Academic Liaison Section of the Library**

The Group received an oral report from Jane Henley, who was now representing the Academic Liaison Section of the Library. Members noted that the Library was undergoing a major refurbishment with consequent loss of reader spaces during the works. Information is available on the Library web site. [http://www.york.ac.uk/library/libraryrefurbishment/](http://www.york.ac.uk/library/libraryrefurbishment/)

**09-10/13 PGCAP**

The Group received a written report from the new Programme Director of PGCAP, and noted the ongoing modularisation of the programme and consultations with Higher Education Academy re re-accreditation of PGCAP.

**09/14 Future Meeting**

It was noted that the date for the next meeting was Monday 5th July at 2pm.