Teaching Committee

Coordinating Group for Supplementary Programmes

Minutes of the meeting held on 22 February 2008.

Present: Professor T Sheldon (Chair), Ms A-M Canning (SU), Dr M Ferguson (LFA), Mr T Flynn (GSA), Dr S Hogarth (PGCAP), Dr H Lawrence (GTU), Ms K Radford (Library), Ms H Richardson (York Award), Mr W Soden (CELT).

In attendance: Mrs S Clarke (Quality Support Officer, Secretary), Mr G Houlton (CS) and Mr M Calvert (SAS) (attending for M08/15)

Apologies: Mrs L Booth (LLL), Dr S Grace (PGCAP), Ms S Hodges (ILIAD), Ms A Hughes (CELT)

08/01 Welcome

The Group welcomed Bill Soden, representing CELT, to the meeting, and Mr G Houlton and Mr M Calvert attending for the item on the development of electronic administrative systems.

ACTION: WS/SMC

08/02 Dr Tim Boswood

The Group was advised that Tim Boswood had been very ill since December, and asked that their very best wishes for his recovery be passed to Tim and his family.

08/03 Membership and Terms of Reference

The Group received the membership and terms of reference (agendum 2). The Group felt that the YUSU and GSA provided sufficient student representation and so it was decided to amend the constitution by deleting the requirement for representation from a mature student; and to recommend the amendment to University Teaching Committee.

08/04 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 4 July 2007 subject to the amendment of the last bullet point of minute 06/53 to read:

- The Graduate Training Unit was seeking accreditation from the Higher Education Academy for the ‘Preparing Future Academics Programme’ (a module of the Postgraduate Certificate in Academic Practice), available for PhD students and already approved by Teaching Committee. This would enable credits to be transferable internally.
08/05 Language Support for Teachers

Further to M06/42, it was noted that a dedicated meeting, to consider language support for staff who teach for whom English was their second language, would be arranged by POD in the new year, involving all stakeholders, including representatives from Human Resources, POD, CELT and UTC (the Chair). The meeting had been delayed as a result of the Director of CELT's illness, but efforts would be made to give this initiative priority.

08/06 Assessment of ILIAD Units

Further to M06/44, the Group noted that the ILIAD Steering Group had supported a proposal that the optional assessment be removed from the programme, being replaced with consolidation exercises at the end of each workbook, with no certificate being awarded. Participation in the assessment, since the discontinuation of the link with the York Award, had severely declined to a 9% completion rate in 2006. The Group endorsed the proposal from the ILIAD Steering Group that the 'Iliad for University' assessment be removed from the programme.

08/07 QAA Audit

Further to M06/46, the Chair reported that the draft report of the QAA audit had now been received. The overall outcome was that the panel had expressed confidence in the University's current and likely future management of both academic standards and the quality of learning opportunities. There had been a small number of recommendations, which were being considered and a response would shortly be sent to the QAA from the University.

08/08 VAT Exemption on Purchases of Refreshments

Further to M06/47, the Group noted that in relation to VAT exemption on purchases of refreshments on campus, for all students in receipt of instruction, (a) members of staff were eligible not to pay the VAT on purchases for the period they were on campus for instruction, and (b) it was proposed that students on non-accredited programmes be advised that whilst they were on campus as students, they were entitled to advise the cashier when paying for refreshment that they are a student and consequently would pay the ‘non-VAT’ price. If there were problems with this arrangement then consideration would be given to providing students on non-accredited programmes with proof of their student status.

The SU representative reported that it was possible for students on non-accredited programmes, for example students on Life Long Learning and Languages For All programmes, to buy a NUS card from the SU currently costing £10, which would assist in proving status.

In discussion, it was noted that at present students on non-accredited courses did not have a Computing Service users name or Library card. The Computing Service was considering how best to provide pre-sessional students with user names; this was complicated by the fact that there were diverse arrangements across departments for example LFA students were on SITS but CELT students were not.
It was noted that, in addition to the benefits for students, there were many benefits for the University in ensuring that non-accredited students were treated as part of the University community, not only in supporting students' learning, but in public relations terms and marketing. The Group decided to request that the University give consideration to providing students on non-accredited courses a computer user name and a library card. **ACTION:**

**Chair/Secretary**

**08/09 NSS**

Further to M06/53, the Chair reported that, following the outcomes of the NSS 2007 survey, he had with the student representatives visited six departments who had had poor results from the survey. The Group noted that the 2008 survey had just opened and the survey would close at the end of April.

**08/10 Students’ Library Skills**

Further to M06/54, it was noted that the Library produced a generic statement of Learning Outcomes (approved by UTC May 2005), which could form the basis of a skills checklist. The Library, through the departmental liaison librarians was working with departments encouraging them to incorporate these into student materials as appropriate. The meeting further noted that following the UTC visit to the Library, it had been recommended that departmental liaison librarians be included on boards of studies.

*Secretary's note:* The specific recommendation was:

"Departments should be encouraged to invite their Academic Liaison Librarian to Boards of Studies meetings and to send them copies of agendas and minutes, and also to discuss information skills at Boards of Studies at least once a year in the presence of their Academic Librarian."

An update on the implementation of these measures would come to the next meeting of the Group. Further information was available on the web at [http://www.york.ac.uk/library/services/infoliteracy.htm#outcomes](http://www.york.ac.uk/library/services/infoliteracy.htm#outcomes). **ACTION:** KR.

**08/11 Financial Impact of HERA**

The Chair reported that the member of the Human Resources team expected for the discussion, on the impact on departments of the HERA implementation, was unable to attend due to ill health, and he briefly outlined the current state of play in relation to the negotiations with the unions and the University. It was noted that CELT, LFA and CLLL employed many casual staff on an hourly basis. The University wished to improve the contractual arrangements for these staff by employing them on contracts with the same rights and conditions available for all staff. There is an ongoing discussion between the University and the Union concerning the grade to which these atypical 'teaching only' staff should be assimilated. HR were attempting to progress the discussions by undertaking an HERA analysis on staff involved. Any enquiries about this work should be directed to Liz Critchley in the HR department.

**08/12 New Undergraduate Modular Scheme**
The Group noted that a briefing on the implementation of the new modular scheme was available at http://www.york.ac.uk/admin/aso/teach.yrk/modular/index.htm.

08/13 Annual Programme Review

It was noted that information about the approaching APR exercise was available at http://www.york.ac.uk/admin/aso/teach/mon&rev.html.

08/14 Marketing of Supplementary Programmes

It was noted consequent on the implementation of the on-line registration, attendance at Freshers’ Conference had dropped resulting in a reduced opportunity for marketing York Award and other programmes.

The student representatives reported on changes in the arrangements for induction weeks for both undergraduates and postgraduates, both with improved opportunities for exhibition when LFA, York Award and others could be represented. (ACTION: GSA/SU/LFA/York Award)

08/15 New Distance Learning Forum

The Chair reported on the positive outcomes of the recently established Distance Learning Forum which was open to all those involved in, and planning the provision of distance learning programmes.

08/16 Electronic Systems

Geoff Houlton briefly presented the current status with regard to electronic payments, and Mike Calvert answered queries in relation to online bookings using the SITS product. The Group expressed their appreciation of Mike Calvert's support and assistance whilst at the University and wished him well in his new post. It was noted that any queries re the SITS online application system should initially be addressed to Laura Wanless (Student System Development Team).

08/17 Centre for English Language Teaching (CELT)

The Chair reported that arrangements were in hand to provide the Centre with necessary support during the Director’s absence. The Group received an oral report from the Academic Programme Manager (English for Academic Purposes) of the CELT.

It was noted that:

- CELT was moving forward with the three year plan, and as indicated at the last meeting had nearly doubled numbers with 90 students, on the pre-sessional programmes
- as requested by UTC work was ongoing to raise the English language entry requirements for non-native speakers of English, and as a first step to bring forward proposals for requiring, as a minimum, an IELTS score of 5.5 for writing in addition to an overall IELTS score of 6.0
• the CELT was contributing to a 5-6 week personal development programme in July and August at York for 30 Saudi women; and in addition had a new contract with the City University, Hong Kong
• the current in-sessional programme was the first to be fully funded by the University. Students on the programme were drawn from a broad spectrum of countries.

The Chair asked the CELT representative to ensure that he was briefed on developments in Saudi Arabia and Hong Kong, particularly prior to his possible visits later in the year.

The GSA representative requested information on the in-sessional programmes for post graduate students, so that the GSA office could redirect and advise students when necessary.

**ACTION: CELT**

**08/18 Languages for All (LFA)**

The Group received an oral report from the Director of LFA.

It was noted that:

• LFA's activities were continuing to expand with eleven new staff and thirty new courses; there had also been a doubling of numbers in Chinese and Arabic, and Polish is being introduced as a new language on the programme
• the department was working with Fulford School (sending student languages ambassadors to talk to pupils) as part of the HEFCE Routes into Languages programme
• new programmes were in preparation, including Chinese and Linguistics, and the Chinese Foundation Year; the Spanish Language and Linguistics new degree programme would start in October 2008
• LFA were providing cultural briefings in support of the WUN research programme visits to China
• a new four week business language course had been established
• plans were underway for a year 0 to be offered to provide for a new extended degree in Chinese
• the department was progressing towards being ready for the implementation of the new modular scheme in which LFA courses will be able to be taken as part of degrees.

**08/19 York Award**

The Group received an oral report from the manager of the York Award.

It was noted that:

• there had been 181 applicants a reduction on last year
• interviews were currently taking place with 44 panels each interviewing 5 students
• the programme was progressing well. Registration for courses was good, although attendance had been disappointing
• the summer term programme included some additions, including new courses on leadership and negotiation
- post graduate take up of the award was not high, however an application had been received from the first doctoral student.

In discussion it was acknowledged that the York Award provided another form of training for Masters students, and it would be helpful if this potential could be explored. (ACTION: HR/TF)

08/20 Graduate Training Unit (GTU)

The Group received an oral report from the representative of the GTU.

It was noted that:

- 7 Ph D students had completed the Preparing Future Academics module, and there were ongoing discussions with the Graduate Schools Office concerning recognition of the 20 credits achieved to count towards the University's programmes
- there were 19 people currently on the programme, 5 part-time who were in their second year and 14 who had just started. The programme was now at capacity; three of last years cohort had already been appointed to academic jobs
- once the Preparing Future Academics module had received accreditation from the Higher Education Academy (due in March), the GTU would review the development of the programme, which had received excellent feedback
- collaboration in the provision of training for researchers was ongoing through the White Rose Consortium and with the Universities of Nottingham and Exeter
- there were a number of staff changes including two new members of staff (job-sharing), Karen Clegg shortly to go on maternity leave and Helen Lawrence would be leaving in September.

08/21 Subject Services Section of the Library

The Group received an oral report from the Chair of the Library's Information Skills Group.

It was noted that:

- the Library was providing options for students to pick up information skills including running bite-size e-learning tutorials on study skills delivered through Blackboard
- departmental library plans were being piloted with Politics, Sociology and English. The pro-formas were designed to extract strategic information as well as procedural information.

08/22 PGCAP

The Group received a report from the representative of PGCAP.

It was noted that:

- this was the tenth year of operation and 100 people had been through the programme
- there were 26 new participants this year
- the team had submitted an application for the Vice-Chancellor's team teaching award
- the team were currently preparing for APR and periodic review.
08/23 Next Meeting

It was noted that the next meeting would take place on Tuesday 1st July at 2pm.

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smc/ March 08