Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 5 July 2010.

Present: Professor T Sheldon (Chair), Dr D Jackson (PGCAP), Dr M Ferguson (LFA), Mr I Barr (CLL), Ms J Henley (Library), Ms H Richardson (York Award), Dr P Roberts (CELT), Dr J Winter (GTU), Mr K Alden (GSA).

In attendance: Ms V Gossage (Academic Support Office, Secretary), Ms K Mann (Learning Enhancement, ASO)

Apologies: Ms S Hodges (IT Skills for Undergraduates)

09-10/14 Welcome

The Chair welcomed Mr Iain Barr who was representing CLL.

09-10/15 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 16 December 2009.

09-10/16 Language Support for Teachers

Further to M09-10/03, Dr Jen Winter reported on developments for providing support for teachers for whom English is a second language. It was noted that there was currently no additional funding to run another Centre for English Language Teaching bespoke programme for postgraduates who teach.

09-10/17 Access for Students on Supplementary Programmes to Library, VLE and Information Systems

Further to M09-10/04, Margaret Ferguson reported that students undertaking a standalone LFA module had an end date of 2099 on the
student information system (SITS), with the Library reporting that for undergraduates who had undertaken an LFA module they had no end date on SITS. As a result for undergraduates who had undertaken an LFA module during their programme of study, and were due to graduate, the Library were unable to confirm that all books have been returned and library charges paid before clearance for degree days. It was agreed that Cathy Colless would be contacted to discuss how this might be resolved.

**Action:** Secretary

**09-10/18 The University of York in the Evening**

Further to M09-10/7 the Group noted the ongoing difficulties that continue in relation to arranging social space and catering for evening programmes.

**09-10/19 Annual Programme Review**

The Group received the Annual Programme Reviews (APR) for the non-accredited programmes i.e. GTU, York Award and IT for Undergraduates.

The Chair reported that Teaching Committee was reviewing the Annual Programme Review (APR) process in order to improve its effectiveness as a process to support quality assurance and enhancement and noted that the current pro forma does not allow for sufficient reflection on the areas of importance to individual programmes. It was agreed that GTU, York Award and IT Services meet to discuss amendments to the pro forma for the review period 2010/11.

It was further agreed that APR reports would be considered at December's meeting with a report from the Group provided to Teaching Committee.

**Action:** Secretary

Secretary’s note: GTU, York Award and IT Services met and agreed that the revised APR pro-forma allowed sufficient reflection on the areas of importance for non-accredited programmes. The revised pro forma would be implemented for the current APR review period.
The Group noted that it would be beneficial for the IT Services' APR to include an analysis of both student and employer needs in relation to IT skills.

09-10/20 Centre for English Language Teaching (CELT)

The Group received a written report from Dr Paul Roberts and noted that the Graduate Certificate in English Language Teaching had commenced and had recruited well.

09-10/21 IT Skills for Undergraduates

The Group received a report of progress in relation to IT Training for Students prepared by the Manager. The Group noted that there were a number of areas of overlap between the work of the Learning Enhancement Team, the Library and IT Training Team. It was agreed that Katy Mann, Jane Henley, Undergraduate and Postgraduate Student Representatives and IT Services to meet to discuss possible solutions going forward.

It was also noted that the IT for the Workplace courses due to be delivered in the Autumn term had to be cancelled due to staff illness. The Group discussed the importance of these courses in terms of student employability and noted the effects that the cancelling of these courses could have on employability and agreed that the Careers Service, IT Services, Learning Enhancement and Amanda Selvaratnam meet to discuss how best to co-ordinate the delivery of these courses.

Action: Secretary

09-10/22 Centre for Lifelong Learning (CLL)

The Group received a written report provided by the Manager of the Centre for Lifelong Learning providing information on two new programmes offered by CLL: York Studies and Urban Horticulture, confirming that 'The University of York in the Evening' will continue into 2010/11, student access to the library had improved and students had found access to Barista each evening a real advantage in terms of social space.
It was agreed that the Lesley Booth/Iain Barr would pursue with York College (through Higher York) to get all 'Learning for Pleasure' courses included within one document.

09-10/23 Languages for All (LFA)

The Group received a written report prepared by the Director of LFA outlining the activities within the 'Routes into Languages Project', the introduction of a range of new specialist language courses that will run as part of degree programmes as part of the implementation of the new modular scheme, from 2010-11. In addition it was noted that from 2010/11, all stage 1 students will be offered a free language course. Katy Mann and Margaret Ferguson to meet to discuss opportunities for international students to run supplementary conversational classes and discussions of culture etc.

Action: KM, MF

09-10/24 York Award

The Group received a written report prepared by the Manager of the York Award, noting that 209 York Awards would be presented at the July graduation ceremonies, the successful pilot of the first on-line course (Numbers at Work), the peer facilitation and orientation training course offered jointly with the ASO and the external review of the York Award which would be completed by September.

09-10/11 Graduate Training Unit

The Group received a written report from the GTU. Members noted that the GTU had received the funding to run another residential programme for new Postgraduates Who Teach (PGWT) and that a new VLE site for the support of PGWT was being created.

09-10/12 Academic Liaison Section of the Library

The Group received a written report from Jane Henley, who was now representing the Academic Liaison Section of the Library. Members noted the progress to date of the Library refurbishment (information is available on the Library web site.
http://www.york.ac.uk/library/libraryrefurbishment/) and the difficulties experienced as a result of undergraduates who had undertaken an LFA module they had no end date on SITS (M09-10/17). As previously reported Cathy Colless would be contacted to see how the issue of end dates for students undertaking an LFA module might be resolved.

09-10/13 PGCAP

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

09-10/14 Future Meeting

The Group noted the dates of the next meetings:

- Thursday 9 December 2010 at 2.15
- Monday 4 July 2011 at 2.15

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smc/ January 2010