Teaching Committee

Coordinating Group for Supplementary Programmes

Minutes of the meeting held on 6 July 2009.

Present: Professor T Sheldon (Chair), Dr D Jackson (PGCAP), Dr M Ferguson (LFA), Mrs L Booth (CLL), Ms C Ellwood (Library), Ms H Richardson (York Award), Mr J Chantry (CELT), Dr J Winter (GTU).

In attendance: Mrs S Clarke (Quality Support Officer, Secretary); Ms K Mann (Academic Skills Team, ASO); Ms C Colless (Business Systems Development Manager) and Mr J Byrne (Web Services Group, Computing Service)

Apologies: Mr T Scott (YUSU), Ms S Hodges (IT Skills for Undergraduates), Mr Bill Soden (CELT)

09/01 Welcome

The Chair welcomed Dr Duncan Jackson to his first meeting of the Group, and Mr James Chantry who was representing CELT.

09/02 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 8 December 2008.

09/03 Language Support for Teachers

Further to M08/46, Dr Jen Winter reported on the consultations and considerable progress in developing policy in relation to recruitment and support for teachers for whom English is a second language. The CGSP noted that in relation to PGWT, the Board for Graduate Schools had approved in principle a policy to support those for whom English was their second language.

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

Further to M08/50, 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 work was in hand to enable the LFA students to have access to the VLE for 2009/2010. However, although the University was generally ahead of its peers in addressing
these issues, there was still a diverse and fragmented approach to including students on supplementary programmes on the student information system (SITS) and to providing these students with access to computing and library facilities.

It was agreed that:

- it would be helpful to have a statement of the current and required provision for library and access to computing facilities for students on supplementary programmes
- a meeting would be organised with representatives from the CGSP and Jane Henley from the Library to progress access to library facilities
- access to computing and library facilities was also relevant to CPD programmes and it would consequently be helpful to invite Amanda Selvaratnam to attend meetings of the group. ACTION: Secretary

The Chair thanked Cathy Colless and John Byrn for their efforts and for attending the meeting.

Secretary’s note: In July members of the Group met with Jane Henley from the Library to clarify and agree arrangements for the various student groups to have access to the Library resources. A statement of the current situation is attached.

09/05 Room bookings and allocations - University timetable

Further to M08/51, it was noted that a special meeting of members of the CGSP had met with staff responsible for the University timetable and room bookings to look at opportunities for improving the arrangements and provision for rooms and facilities for evening programmes. Concerns about the uneven quality of rooms and sub standard rooms have mostly been addressed. Bookings for evening programmes will now be consolidated on Alcuin College with some use of Vanbrough, with portering support and refreshment facilities being made available (see below).

09/06 Evening University of York

(Secretary's note: it is now known as 'the University of York in the Evening')

Lesley Booth reported on the recent development of the Evening University of York, bringing together evening activities (Monday to Thursday 5.30 - 8.30 pm) under a common banner enabling service support for evening programmes based on Alcuin College. A management group with broad representation had been formed. It was hoped that this development would also be attractive to mainstream students and families of international students. Having a base for evening activities had enabled the Library and Archives to improve the coordination of support for students on these programmes. Work was continuing to improve the visibility of the activities and to encourage other existing University evening activities to be co-located e.g. evening lectures and concerts.

09/06 Centre for English Language Teaching (CELT)

The Group received a written report from the two Academic Programme Managers. The Group noted that Dr Paul Roberts, the new Director of CELT, would shortly be joining the University.
09/07 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 ongoing work with the Learning Enhancement Project Officers.

09/08 Centre for Lifelong Learning

The Group received a written report provided by the Manager of the Centre for Lifelong Learning providing information on developments relating to the accredited programmes, community outreach, development of online programmes, and new programmes with progression opportunities onto York programmes.

09/09 Languages for All (LFA)

The Group received a written report prepared by the Director of LFA outlining activities within the 'Routes into Languages Project', the 'Online Tandem Language Learning Scheme', the impact of the economic slowdown on LFA business language courses and the introduction of the new short culture-orientated courses, and progress on access to the VLE for LFA students, and use of Central Hall for LFA examinations.

09/10 York Award

The Group received a written report prepared by the Manager of the York Award, and noted that following a number of recent opportunities to reflect on the success and future of the York Award (in response to external enquiries about the programme), it was planned to consider a review of the programme.

09/11 Graduate Training Unit

The Group received a report from the GTU, and noted that discussions were ongoing with a view to providing an internship scheme for PhD students to complete a short independent research project in industry, and work to explore improved support for Postgraduates Who Teach.

09/12 Academic Liaison Section of the Library

The Group received an oral report from Chris Ellwood, who was now representing the Academic Liaison Section of the Library. Members particularly noted that the Library had reviewed the management of its budgets for supplementary programmes, which would benefit the providers of these programmes.

09/13 PGCAP

The Group received a written report from the new Programme Director of PGCAP, and noted that the planning for the 2009/2010 was largely completed with an expansion in the choice of workshops, both face-to-face and on-line. The Board of Studies had now also secured membership of an Academic Liaison Librarian.
09/14 Future Meetings

It was noted that the dates for the meetings next session were Wednesday 16th December at 10am and Monday 5th July at 2pm.

smc/ August 2009