Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 6 June 2005.

Present: Professor T Sheldon (Chair), Mr I Barr (LLL), Dr T Boswood (EFL Unit), Mr A Ferguson (York Award), Dr M Ferguson (LFA), Dr S Grace (YCAP), Ms S Hodges (ILIAD), Ms J Winter (GSA)

In attendance: Dr J James (Administrative Officer, Secretary), Professor C Mellors (Chief Executive of Higher York) for M05/22

05/16 Welcome and Apologies

The Group welcomed Ms Jennifer Winter of the GSA and Mr Iain Barr, who was representing the Centre for Lifelong Learning (formerly the Centre for Continuing Education), in the place of Mrs Booth.

05/17 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 23 February 2005.

05/18 Library Grant for LFA and the EFL Unit

Further to M05/04, it was noted that the Chair would meet with the University Librarian to discuss the matter of library provision for courses run by the Centre for Lifelong Learning.

ACTION: TAS

The Director of the EFL Unit was reminded that he should submit to the Librarian a list of recommended texts, for purchase, as soon as possible.

ACTION: TB
05/19 Language Support for Overseas Students

Further to M05/05, it was reported that the business case put forward by the EFL Unit, for free in-sessional English-language support for students who are non-native speakers, would be put forward to the Policy and Resources Committee for final approval. If approved, the initiative would have a significant impact upon the EFL Unit in terms of its workload. Policy and Resources Committee would also be asked to approve the appointment of a post to maintain an oversight of support for overseas students. It was hoped that both measures would help to significantly improve the experience of overseas students at York.

05/20 Schedule of Teaching Committee Visits

Further to M05/06, it was noted that the Teaching Committee visits to the EFL Unit and YCAP would be held in the Autumn Term of 2005. The UTC visits should provide a useful preparation for, respectively, accreditation visits from EiBAS (English in Britain Accreditation Scheme) and HEA (the latter now scheduled for 15 November 2005).

ACTION: JJ

05/21 Car Parking Permits for Tutors

Further to M05/09, it was noted that the Chair had reminded the PVC for Estates and Buildings (Chair of the Transport Working Group) of the importance of ensuring that tutors from LFA and the Centre for LLL remained eligible for car parking permits.

05/22 Higher York

The Group received an oral presentation from Professor Colin Mellors, the Chief Executive of Higher York.

In the course of his presentation, Professor Mellors noted that:
given the profile of the project, and the level of funding received from HEFCE, it was vital that Higher York achieved its targets
to do so, the partner institutions needed to commit to the project and to understand how best to engage with each other
the University needed to remind itself of the benefits of Higher York in terms of, for example, addressing its widening participation benchmark
the greatest challenge for Higher York was likely to be widening participation, but this was also the area in which it could make the biggest impact
in practical terms, the work of Higher York was divided into two strands: one dealing with the framework for collaboration (e.g. a CAT scheme, QA processes), and one comprising working groups looking at how collaboration might be achieved in particular academic areas
in addition to the academic strands, there were opportunities for sharing expertise and resources across a wide range of areas including, for example, staff training and development, IT and VLEs, adult education, personal development planning, and overseas students.

The Group discussed the current involvement of the supplementary programmes areas with Higher York, and future opportunities. It was noted that:

(a) York Award staff had already established links with York St John: links might also be established with York College and Askham Bryan College;

(b) Languages for All courses were already being taken by students from York St John, both for credit and for pleasure: there might be opportunities to extend this scheme;

(c) the EFL Unit was keen to support the widening participation element of Higher York and would be able to
offer pre or in-sessional study skills courses to non-traditional students;

**ACTION:** TB to contact Mrs Linda Terry in Health Sciences to discuss learning support

**ACTION:** JJ to write to the Student Support Committee to suggest that the University provide a one-stop shop (probably via a well-publicised website) for study skills resources

(d) the Centre for Lifelong Learning was in regular contact with other providers of adult education within York, Learning City York and Future Prospects. The Centre was trying to develop progression routes for its students beyond Certificate of Higher Education level;

**ACTION:** JJ to invite the Higher York appointee based at Future Prospects to speak to the Group

(e) ILIAD had alerted its students to the possibility of undertaking ECDL training at York College;

(f) a link had been established between YCAP and the Training Manager at York College, to discuss training for staff teaching on HE programmes at the College. A website or brochure highlighting staff training opportunities at all four institutions would be valuable.

In summing up the discussion, Professor Mellors:

- noted his enthusiasm for the work of the supplementary programme areas, and the important role that they could play in Higher York
- encouraged the supplementary programme areas to continue to engage with the other Higher York institutions on both an informal and formal basis
- reminded people of the need to focus on a small number of activities and to make things happen
• noted that small sums of money might be available to facilitate collaborative projects.

The Group thanked Professor Mellors for attending the meeting and agreed that he should be invited to provide an update in the future.

++05/23 Annual Programme Review

The Group received details of revised procedures for annual programme review (agenda 4). The procedures were designed to reduce the amount of paperwork and encourage departments to focus upon the process of review.

The Group recommended that, for the supplementary programme areas, the annual programme review meetings should be held by the relevant Board of Studies or Steering Group or Advisory Board, rather than by the Group itself, as suggested in the paper. The Group further recommended that the 'by exception' reports from LFA and the EFL Unit should form part of the submission from the relevant parent department.

The Group would continue to maintain an overview of the annual programme review process in order to identify any common themes that could be addressed by the Group.

05/24 Teaching Committee Visit to Languages for All (LFA)

The Group received an update on progress made since the Teaching Committee visit to LFA (M05/12 refers).

It was noted that significant progress had been made in terms of the integration of LFA into the Department of Language and Linguistic Science. LFA was now represented on the Department’s Board of Studies and was taking over some of the Department’s language teaching. Productive discussions had recently been held about the procedures for the quality assurance of LFA programmes. In addition, it was intended
that a case would be made to UTC, for the award of credit for Languages for All courses.

05/25 Future of the Group

The Group **considered** its future, in the light of the incorporation of LFA and the EFL Unit into departmental structures.

The Group **noted** that its quality assurance role had diminished as Board of Studies had increasingly assumed responsibility for supplementary programmes. The Group agreed that its primary role was now to provide a forum for the supplementary programme areas, to discuss matters of common concern and to share information and good practice. Nevertheless, the Group would continue to maintain an interest in quality assurance and enhancement, and would continue to oversee the quality assurance of ILIAD and the York Award, neither of which have a Board of Studies.

The Group **decided** that a representative of the Graduate Training Unit (GTU) should be invited to join the Group, on the grounds that the GTU had issues in common with the supplementary programme areas.

**ACTION: JJ**

05/26 Hourly Paid Tutors

It was **reported** that EU legislation might impact upon the terms and conditions of tutors currently employed on an hourly basis. This could have a significant impact upon LFA and the Centre for LLL. It was **decided** that the Personnel Office should be asked to provide a briefing for members of the Group.

**ACTION: JJ**

05/27 Next Meeting
It was noted that the next meeting would take place in the autumn of 2005.

ACTION: JJ