Teaching Committee

Coordinating Group for Supplementary Programmes

Minutes of the meeting held on 8 December 2008.

Present: Professor T Sheldon (Chair), Ms L Catt (PGCAP), Dr M Ferguson (LFA), Ms S Hodges (ILIAD), Dr A Lee (LLL), Ms K Radford (Library), Ms H Richardson (York Award), Mr Tom Scott (YUSU representative), Mr W Soden (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) for M08/50

Apologies: Ms L Booth, Ms A Hughes (CELT), Mr T Flynn (GSA)

08/43 Welcome

The Chair welcomed new members to the meeting.

08/44 Terms of Reference and Membership

The Group received details of the current terms of reference and membership of the Group [http://www.york.ac.uk/admin/aso/teach/cgsp/index.html#terms](http://www.york.ac.uk/admin/aso/teach/cgsp/index.html#terms).

08/45 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 1 July 2008 subject to the substitution of ‘Associates database’ for ‘People Database’ in M08/29.

08/46 Language Support for Teachers

Further to M08/27, the Chair reported that English Language support for teachers was an ongoing concern within the University. There were two aspects: firstly, criteria in relation to the recruitment of staff and secondly, the support provided for staff for whom English is not their first language. He would shortly be discussing these with the Director of Human Resources. The meeting noted that departments could procure customised assistance from CELT for individual members of staff requiring language support. However, acknowledging that some departments, due to lack of funding, were not able to avail themselves of this, the Chair suggested that, to ensure assistance was available when needed, those departments should be advised to seek funding from the Rapid Response Fund administered by the Academic Support Office [http://www.york.ac.uk/felt/funding/rapidresponse/index.htm](http://www.york.ac.uk/felt/funding/rapidresponse/index.htm).

ACTION: WS/Secretary
08/47 Academic Liaison between Library and Departments

Further to M08/30, it was noted that the Senate had approved University Teaching Committee's recommendation that to assist in the building of a stronger relationship between the Academic Liaison Librarians (ALLs) and the departments they serve, ALLs should be ex officio members of Board of Studies; and that the Chair would shortly be writing to departments advising them of this.

08/48 Marketing of Supplementary Programmes

Further to M08/31, the Group noted that members, who had participated in the Freshers' Exhibition had found it very worthwhile, particularly those that had been able to have a staff member present. However it was acknowledged that a two day event would be preferable to a full week. It was noted that there was a possibility of one event incorporating the Freshers' Exhibition and Services' Fair.

08/49 Online Plagiarism Awareness Module

Further to M08/34, the Group noted that members had successfully implemented the new requirement for all new students to complete the online plagiarism awareness module.

08/50 Access for Students on Supplementary Programmes to Library, VLE and Information Systems

Further to M08/29, the Chair reported that it had already been accepted that students on supplementary programmes, ie not on awarding bearing programmes, had similar rights to those on award bearing programmes. It was noted that, to ensure that they had access to the required services, the students needed to be registered appropriately within the student record system (SITS). It was noted that the current situation was that:

- all pre-sessional students in CELT were manually added to the Associates Database, providing access to the VLE and computer usernames;
- the few students who required access to central facilities in the Centre for Lifelong Learning were manually added with support provided by the e-learning team; however if all students c1700 were to be included, this would need to be managed automatically
- the Languages for All students were all on SITS but there was a filter which prevented students on non-accredited programmes having access to services accessible by students on accredited programmes.

It was further noted that:

- the Computing Service had the infrastructure in place to provide discretion between levels of access on the system but the project had twelve months to run before full implementation
- there were other financial and service issues arising from providing similar access to facilities and services for all students whether on accredited or non-accredited programmes, although recognising additional full time equivalents would be small. These included increases to subscription costs for electronic journals and other
purchase agreements, affecting the Library and others, which would need to be explored

- work was progressing to enable the LFA students to be provisioned in the VLE for the 2009/10 and a trial would take place in the third term.

It was decided to have an update on progress of the project at the July meeting of the Group (ACTION: JB/CC).

**08/51 Room bookings and allocations - University timetable**

Members briefly outlined the exceptional difficulties that they had experienced this year in relation to the time-table process, rooms allocated and consequent feedback from students, in some cases resulting in students withdrawing and seeking refunds. It was noted that the University had experienced significant problems this year in finalising the timetable, arising from a range of difficulties including delays in the current programme for the refurbishment of the teaching space due the presence of asbestos, staffing issues etc. It was decided to invite representatives of the Timetabling office to a meeting of the Group to explore opportunities for improving the match of space requirements to that provided for supplementary programmes.

*Secretary's note: a special meeting of the Group to discuss room bookings and allocations is arranged for Monday 23rd February at 12.30pm. Information already provided by members will be incorporated into the briefing for the meeting.*

**ACTION: Secretary**

**08/52 Implementation of the new Undergraduate and Postgraduate Modular Schemes**

Members noted that a briefing on the implementation of the new modular schemes was available at [http://www.york.ac.uk/admin/aso/teach.yrk/modular/index.htm](http://www.york.ac.uk/admin/aso/teach.yrk/modular/index.htm).

**08/53 Annual Programme Review (APR)**

The Group welcomed the reduced modified APR form for non-accredited programmes. It was noted that there were no constraints concerning when a unit undertook its APR provided the documentation was available for UTC's consideration at the end of the Spring Term.

**08/54 National Students Survey (NSS) 2008**

The Chair reported on visits that he had made with the student representatives to departments to discuss the outcomes of the NSS.

**08/55 Distance Learning Forum (DLF) and Collaborative Provision Forum (CPF)**

The Group received information on the Distance Learning Forum and Collaborative Provision Forum activities.
08/56 Centre for English Language Teaching (CELT)

The Group received a written report from the Academic Programme Manager (English for Academic Purposes) of the CELT providing information on pre-sessional and summer intensive courses, contract language courses, MA TEYL course and in-sessional term-time courses. The meeting noted that although Tim Boswood had made some recovery from his illness, sadly he had not been able to return to work, and the University would shortly be advertising for a new Director. Members asked that their very best wishes be passed onto Tim and his family. ACTION: WS

08/57 ILIAD

The Group received for information a copy of a discussion paper on the future of IT Training for Students prepared by the Manager, ILIAD.

08/58 Centre for Lifelong Learning

The Group received a written report provided by the Manager of the Centre for Lifelong Learning providing information on outreach activity, new programmes, and other new activity. It was noted that:

- two new online distance learning courses in Psychology and in Archaeology were to be launched in October 2009
- the Centre was developing existing materials on the area of social enterprise, funded by CETLE
- the Centre was running two staff development days for Centre tutors, funded by the Rapid Response Fund
- the Head of Centre was working with HR looking at Atypical Roles and potential financial implications.

08/59 Languages for All (LFA)

The Group received a written report prepared by the Director of LFA outlining the promotional activities, new course development, staff and student data. The meeting noted the significant challenges for LFA resulting from the availability of teaching rooms and access to the VLE (see M08/50 & M08/51 above).

08/60 York Award

The Group received a written report prepared by the Manager of the York Award.

08/61 Graduate Training Unit

The Group received (tabled) a report from the GTU.

The Group welcomed the proposal to establish a teaching prize for postgraduates who teach which was being discussed by the FELT Administrator with GTU.

08/62 Academic Liaison Section of the Library
The Group received a written report from the representative of the Academic Liaison Section of the Library.

08/63 PGCAP

The Group received a written report from PGCAP.

08/64 Next Meeting

It was noted that the next normal meeting would take place on Monday 6 July at 2pm.

Secretary's note: a special meeting of the Group to meet to consider timetabling matters has been arranged for Monday 23rd February at 12.30pm - sandwich lunch will be provided

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smc/ January 2009