Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 14 July 2015

Present: Professor J Robinson (Chair), Mr I Barr (for Ms L Booth, CLL), Dr M Ferguson (LFA), Dr D Jackson (PGCAP), Dr P Roberts (CELT), Mr S Gow (for Dr T Ryan, LET), Ms H Stout (Careers), Ms J Horvatic (GSA), Mr T Ron (YUSU), Ms A Selvaratnam, CPD), Mr M Smelt-Webb (CGP), Ms K O’Sullivan (L&D), Ms M Blake (Information Directorate)

In attendance: Ms A McKay (Academic Support Office)

Apologies: Dr T Ryan (LET), Ms L Booth (CLL)

Welcome
The Chair welcomed Thomas Ron to his first meeting as YUSU Academic Officer, thanked Jelena Horvatic for representing GSA during the past academic year and wished her well in the future. He also thanked Stephen Gow and Iain Barr for attending on behalf of their colleagues.

14-15/15 Minutes of the Last Meeting
The Group approved the minutes of the meeting held on 4 December 2014.

14-15/15 (Appendix 1) Matters arising from the last meeting

(13-14/6 – CELT)
The issue with Economics (which has taken up few places on open access courses since it decided to forgo its own courses) continues. Paul Roberts (PR) gave an update in his report.

The Advisory Forum is reviewing the situation and JR offered to speak to the new Head of Economics Department. The Chair and PR will hold further discussions.

ACTION: Chair/PR
Margaret Ferguson (MF) and PR have been in contact regarding the start of year information sessions for students. MF has requested ‘Broadening Your Horizons’ sessions for LFA students and, once details are received, will contact PR.

**Mentoring scheme** - Kate O’Sullivan (KO) contacted Lesley Booth (LB) and awaits a reply. A report on mentoring has been written for proposed Postgraduates who Teach, and the scheme is being reviewed and developed. KO has prepared a paper on mentoring for academic staff and the scheme is mentioned in the context of the Learning & Teaching Strategy. KO and IB are to update one another on progress.

**ACTION**: KO/IB

**Mailing lists** – Jo Fox in the Academic Support Office suggests keeping mailing lists separate. The Chair has taken relevant action and the Secretary has contacted Norma Wright in the Planning Office to request that any relevant communications from the Planning Office should include GCSP members. The Secretary has also contacted Julia Hampshire and Zoe Devlin to ask for their help with identifying other teams around the Academic Registry who should be aware. It was agreed that contact lists should be kept separate, but that when circulating information consideration should always be given on whether to include CGSP members (and note emails and memos where they are included).

**ACTION**: All

The Chair has contacted the Head of Politics Department regarding the new initiatives between academics and Police representatives. Matthew Festenstein confirmed they are still focusing on the research side. Consideration is still being given to an MPA, with several departments involved (the main one being Politics). Matthew Festenstein is in contact with the other departments to discuss possibilities.

Amanda Selvaratnam (AS) has not received an update since December, and will contact Matthew Festenstein.

**Action**: AS

York Award – Heather Stout (HS) has been in contact with AS. No formal action has been taken on using the CPD employer contact list to look at generating more work experience or job vacancies for Careers students, but work experience has been promoted. HS will request an update from Becky Smith and report back at the December 2015 meeting.

**Comment [AM1]**: Minutes amended – let John know before December meeting
Action: HS

(14-15/12) – LE Team Report
Potential collaboration CELT/LE Team – Stephen Gow (SG) has spoken to PR and will be in contact to offer academic integrity support for the Masters Dissertation workshops.

ACTION: SG/PR

Reports from Members

14-15/16 Library and Archives
The Group received a written and oral report from the Head of Relationship Management.

A discussion followed, where the following point was highlighted:
- The E-Learning Team has been contacted regarding the generic digital literacy project, and further discussions are to be held.

14-15/17 Centre for English Language Teaching (CELT)
The group received a written and oral report from the Director of CELT.

A discussion followed, where the following points were highlighted:
- A periodic review of CELT took place on 27 April 2015 at which it was recommended that PR should write a development plan, based on discussions with CGSP members. PR mentioned that any comments or input would be appreciated as part of this process – particularly with the type of information that should be included in the development plan.
- PR highlighted potential changes to staff contracts (as historically CELT contracts are slightly different). KO mentioned that advice would be available via the Department of Education’s HR Manager. AS mentioned that contracts in the CPD Unit are similar to those in CELT.

ACTION: PR

14-15/18 Centre for Global Programmes (CGP)
The group received a written and oral report from the Head of Short Courses.

A discussion followed, where the following points were highlighted:
- Jelena Horvatic (JH) mentioned the GSA’s concerns that the new International Pathway College will involve a whole range of services, and there is a need to look at how the students will fit within the University structure. Any
registered as fully-fledged students could raise issues for Student Support Services. Currently there are no written guidelines in place on which University services should be offered to them. It was agreed that the Chair would contact the Academic Registrar to highlight the need for guidelines and clarification on what Student Support Services should offer to students who are not ‘fully fledged’.

**Action: Chair**

- HS has spoken to Steve King (who is the academic lead on International Pathway College programmes) and discussed the need for Careers to be clear on what support they should provide to the students.

**14-15/19 Centre for Lifelong Learning (CLL)**
The group received a written and oral report from the Learning Enhancement Manager, Centre for Lifelong Learning.

A discussion followed where the following point was highlighted:
- KO invited Iain Barr (IB) to attend the Administrator’s Forum on 21 July to talk about the new initiative with the Football Association, looking at the science behind sport. This is being led by Joan Concannon, and Dr Alex Brown of Lifelong Learning is developing links with other sporting bodies and devising a programme of study and activity, which YUSU has been involved with.

**14-15/20 Continuing Professional Development (CPD)**
The group received a written and oral report from the Head of CPD.

A discussion followed where the following points were highlighted:
- The ILM Train the Trainer Expert course is a two-day programme, which is made up of 1 ½ days of teaching on how to make a classroom work followed by a short presentation on how to engage in an effective way. There will be a further workshop in October 2015.
- It was noted that the Family Shareholder emphasis of the course being offered in collaboration with the Shepherd Group has similarities with the vision of the York Management School. Ian Money from the York Management School is to teach on the Executive Education programme, once this running. AS will spend time with relevant people in the department to give support and guidance.

**14-15/21 Languages for All (LFA)**
The group received a written and oral report from the Director of LFA.
A discussion followed where the following point was highlighted:

- SPIKL is a York only initiative, which LFA has led with in consultation with Careers. Following a review of LFA’s relationship with the Department of Languages and Linguistic Science, there was now a review of the provision of free LFA courses.

14-15/22 Academic Practice (PGCAP)
The group received a written and oral report from the Head of Academic Practice.

A discussion followed where the following point was highlighted:

- To ensure that all new staff lacking appropriate teaching qualifications and experience do PGCAP, a new set of exemption criteria has been written and approved.

- There are implications around the International Foundation Pathway for new teaching staff and the eligibility to teach on courses such as PGCAP. There may be a need to develop a separate set of conditions (which could have resourcing implications).

- There were discussions around the form the Scholarship of Teaching and Learning network would take. PGWTs will be able to participate.

14-15/23 Careers
The group received a written and oral report from the Assistant Director: Careers Education, Advice and Guidance.

A discussion followed where the following point was highlighted:

- Time has been spent looking at which students have been successful, and how the Careers service has helped them. Data has been collected across a whole range of different variables, and representatives from Careers are working closely with departments and academic staff.

14-15/24 – Learning and Development (L&D)
The group received a written and oral report from the Director of Learning and Development.

A discussion followed where the following points were highlighted:

- KO is to forward a one page map of information detailing the responsibilities of Departmental Training Officers to Thomas Ron (TR) 

ACTION: KO
• The Leadership and Management programmes are well subscribed and the Learning and Development Team has had to turn people away. The programmes are being updated on an ongoing basis.

14-15/25 Learning Enhancement Team
The group received a written and oral report from the Learning Enhancement Team, and was updated by the Academic Integrity Manager.

A discussion followed where the following points were highlighted:
• HS commented that a colleague is looking at producing a video, and may be interested in including the Supervisor’s Workshop in this. HS and SG will liaise to discuss.

  ACTION: HS/SG

• New Learning and Teaching web pages are currently being developed and will provide more detailed information.

14-15/26 Any other Business
• Lack of teaching space for CPD and other programmes (Amanda Selvaratnam)
  CPD is losing a set of rooms it has been using at Heslington East, as these are to be used as office space for the new Digital Hub. The result of this is an increase in CPD having to pay conference fee rates for room bookings around campus, or having to look for alternative venues off campus. Others mentioned instances where rooms on campus have been booked up to one year in advance, only for them to be withdrawn to host other events - sometimes at short notice.

  It was agreed that a log should be kept of when this happens, as evidence. It was also queried whether all the rooms that are block booked by the Conference Office for events are fully used (some of which include computer rooms), and whether room use is audited.

  ACTION: All

  The Chair mentioned that although in the longer term there will be 26 new seminar rooms available, he will highlight the current issues to the Space Management Group.

  ACTION: Chair

• Parking at Heslington East (Amanda Selvaratnam)
  Problems with parking at Heslington East are increasing. Signage (for example, on whether to buy a car park ticket on arrival or departure) is confusing, and the machines will only accept 6 x £1 coins. This is not always practical due to the lack of nearby cashpoints, and signage indicates that
anyone requiring change should ask a bus driver. This gives a poor impression, particularly to external visitors. Some departments advise visitors to park at Heslington West campus and use the free bus service to Heslington East. It was agreed that the Chair would contact Fiona Macey to highlight these problems.

ACTION: Chair

- Appointment booking systems (Michelle Blake)
  MB highlighted that Target Connect is to be used to make bookings for Writing Centre appointments, Maths Skills Centre appointments and Turnitin workshops. The Library and IT Services are reviewing their current appointment booking system. LFA uses ‘You can book me’, but may be interested in looking into a better system. Anyone interested in Target Connect should contact MB, or MF if they would like further details on ‘You can book me’.

  ACTION: All

- Skills Group meetings (Michelle Blake)
  Skills Group meetings were chaired by Cecilia Lowe, and were put on hold while MB was on maternity leave. Now would be an appropriate time to re-establish the group. All were asked to contact MB if they would be interested in participating (Skills Group will report back to CGSP). HS highlighted the need to review the Terms of Reference and focus on how to support departments. This should be added to the agenda for the next Skills Group meeting.

  ACTION: MB/All

14-15/27 Next Meeting

The next main meeting will be held on Thursday, 3 December 2015 in H/G09 from 13.00-15.00 (Secretary to book this meeting in diaries).

  ACTION: Secretary