Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 3 December 2015

Present: Professor J Robinson (Chair), Dr M Ferguson (LFA), Dr D Jackson (PGCAP), Dr P Roberts (CELT), Mr S Gow (for Ms M Mossman, LET), Mr A Ferguson (for Ms H Stout, Careers), Ms R Ibrahim (GSA), Mr T Ron (YUSU), Ms A Hastie (for Ms A Selvaratnam, CPD), Mr M Smelt-Webb (CGP), Ms K O’Sullivan (L&D),

In attendance: Ms A McKay (Academic Support Office)

Apologies: Ms M Mossman (LET), Ms L Booth (CLL), Ms A Selvaratnam (CPD), Ms M Blake (Information Directorate)

15-16/1 Minutes of the Last Meeting
The Group approved the minutes of the meeting held on 14 July 2015.

15-16/2 (Appendix 1) Matters arising from the last meeting
(13-14/6 – CELT)
Paul Roberts (PR) reported that CELT is once more negotiating with Economics Department.

(14-15/6 – CLL Report)
Mentoring scheme – action completed.

(14-15/7 – CPD Report)
Anna Hastie (AH) has attended a number of University-wide meetings with Police representatives on short courses. The collaboration is progressing well.

(14-15/10 – Careers Report)
Amanda Selvaratnam (AS) has met with Becky Smith - action completed.

(14-15/12) – LE Team Report
Masters dissertation – Stephen Gow (SG) has spoken to PR.
(14-15/17) – CELT Report
PR has spoken to the Head of HR and has now started working with the HR Manager for CELT.

(14-15/18) – Centre for Global Programmes Report
The Chair confirmed that IPC students will be fully fledged, with an enhanced package (to include a welcome pack).

(14-15/25) – Learning Enhancement Team Report
Heather Stout (HS) will let SG know when the video is to be made, and SG will be involved in the process.

(14-15/26) – Any Other Business
Lack of teaching space and other programmes (Amanda Selvaratnam)
The Chair has had discussions with the Head of Space Management, who acknowledged there have been long-standing problems with displacement in the Ron Cooke Hub. In most instances, changes are made well in advance.

Anna Hastie (AH) has managed to re-negotiate teaching space, following the withdrawal of space in the Ron Cooke Hub which is now occupied by Computer Science. CPD has tried to make changes on a friendly and informal basis, but there can be issues over who should pay for the rooms. CPD will also be running programmes for large cohorts in the next year, and training rooms will need to be confirmed for these.

Kate O’Sullivan (KO) has had a couple of incidents where H/G09 has been booked for an event, only for it to be swapped with H/G15, which has less flexibility with the room layout. Overall, Timetabling has worked well with HR in trying to resolve this issue – and there have only been occasional incidents.

Parking at Heslington East
The Chair has spoken to Fiona Macey. The recently deployment of payment for car parking by mobile telephone has been very successful. Signage has been updated.

15-16/3 Terms of Reference and Membership, 2015-16
Agreed.

Reports from Members

15-16/4 Library and Archives
The group received a written report from the Head of Relationship Management.

A discussion followed, where the following points were highlighted:
• Kate O’Sullivan (KO) met with Michelle Blake (MB) to consider launching a series of workshops on digital literacy. To date, 45 people have had training, and it has been well received. Consideration is being given to how they might proceed further.

• The laptop booking system for students is proving to be very successful.

15-16/5 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:
• CGP is looking at where it can link universities together for courses in order to minimise costs. Discussions are taking place with GSA, YUSU, Colleges and CELT about support during summer vacations. PR noted that Colleges ask CELT for help with pastoral work, and there are issues with the summer vacation still not being seen as part of the university year. It was agreed that the Chair would discuss this with the Academic Registrar to see how it could be more ‘joined up’.

**ACTION - Chair**

• Teaching space tends not be an issue during the summer vacation but is much more difficult during term time - and many rooms that are booked tend to be too small. Further timetabling problems are likely to be caused in the short term by the International Pathways College, but it is hoped in the longer term the new Teaching and Piazza buildings, once in use, will ease the situation.

• Discussions on registration systems are taking place. CGP would like to be able to register its students on SITS.

15-16/6 Centre for Lifelong Learning (CLL)
The group received a written report from the Director of Community Relations and Lifelong Learning, Centre for Lifelong Learning.

No items were raised from the report.

15-16/7 Continuing Professional Development (CPD)
The group received a written and oral report from the CPD Manager.

A discussion followed where the following point was highlighted:
• CPD is working with HR to commercialise the Management in Action programme in March 2016.
15-16/8 Languages for All (LFA)
The group received a written and oral report from the Director of LFA.

A discussion followed where the following points were highlighted:
- Consideration is being given to the format of LFA courses and the possibility of running shorter courses (e.g., 8 weeks). LFA is hoping the University might give funding for shorter courses, as well as allow people to start their studies at different points during the year.

- It was suggested that LFA could also look at generating additional income— for example, by offering two-week intensive ‘launch’ courses, or developing other income-generating language courses.

15-16/9 Careers
The group received a written and oral report from the Enterprise Development Manager, Careers.

A discussion followed where the following points were highlighted:
- Discussion was held around the ‘York Award Star’. Starting in January, CELT will be networking a ‘star’ programme, and PR offered to give feedback from this to AF.

- A number of colleges are looking at volunteer activity focused on first-year students, which will add to the ethos and vision of the colleges. For example, Derwent is looking at the promotion of peace and international relations, and Alcuin is undertaking refugee work. Constantine College majors in sport.

- The current York Award is open to Masters students. The second-tier ‘York Award Gold’ is based around reflective learning and will be for Masters students, as well as second- and third-year Undergraduate students. The new ‘York Award’ will only be launched for first-year students.

15-16/10 – 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:
- Student interns have been recruited by L&D from January 2016 on an eight-week project, to look at a range of case studies. The first five weeks will focus on broadening information on careers.
• L&D have had many requests over the years to take training on offer to Postgraduate students to a wider audience, but there have been resource limitations. The Registrar has agreed pump priming funding, and L&D is looking to run the first commercial programmes through CPD, with a view to generating a flat income to help with delivering the Leadership programme. Discussions have been taking place between the Leadership Development Manager, the Academic Registrar and the Enterprise Development Manager. This will only happen if L&D can generate income, and is aligned to the requirements of the University Strategy.

• Andrew Ferguson (AF) highlighted a three day pilot course which is due to run at Easter 2016 for 30 Undergraduate students who have submitted York Award applications during the current academic year. There is potential for collaborative working to support this, depending on whether the resource is available. L&D has plans in place to try to draw income from local businesses.

15-16/11 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:

• The development of the York Pedagogy and programme learning outcomes are likely to bring to more demand for help to integrate strong expressive skills in all disciplines.

• Skills Group was due to recommence but was delayed in order for the Pedagogy to be implemented. The Learning Enhancement Team are due to hold discussions with the Library on language issues, academic and digital literacy. There is now an opportunity to involve Programme Leaders. There should also be clarity from departments about what they expect in the way of student support, and the support the departments will provide.

15-16/9 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:

• There were discussions around the status of technicians and whether it would be appropriate for them to attend PCGAP. Duncan Jackson (DJ) confirmed that there are already some technicians who are undertaking PCGAP training for staff who are ‘constrained’.
15-16/12 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:

- The retention of mature students has been identified as an issue, and is being reviewed.

- Target Connect is now being used to book Turnitin workshops, and is working well.

15-16/13 Any other Business
None.

15-16/14 Next Meeting
The next main meeting will be held on Wednesday 6 July 2016 in H/G15 from 14.00-16.00 (meeting booked in diaries).