Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 4 December 2014

Present: Professor J Robinson (Chair), Ms L Booth (CLL), Dr M Ferguson (LFA), Dr D Jackson (PGCAP), Dr P Roberts (CELT), Ms L Hodgetts (for Dr T Ryan, LET), Ms B Jones (for Ms H Stout, Careers), Ms L Ding (for Ms J Horvatic, GSA), Mr G Offer (YUSU), Ms A Hastie (for Ms A Selvaratnam, CPD)

In attendance: Ms A McKay (Academic Support Office)

Apologies: Dr T Ryan (on maternity leave), Ms H Stout (on maternity leave), Ms K O’Sullivan (L&D), Ms M Blake (on maternity leave), Ms A Selvaratnam (CPD), Mr M Smelt-Webb (IRO), Ms J Horvatic (GSA)

Welcome
The Chair welcomed all to the meeting, and thanked those who were attending on behalf of colleagues.

14-15/1 Minutes of the Last Meeting
The Group approved the minutes of the meeting held on 9 July 2014, subject to minor amendment from ‘a new Head of CELT’ to ‘a new Head of Education’ (minute 13-14/20).

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

13-14/6 - Centre for English Language Teaching (CELT)
The issue with Economics (which has taken up few places on open access courses since it decided to forgo its own courses) is yet to be resolved. Paul Roberts (PR) gave the point of contact in Economics as Dr Paola Zerilli, from whom the Chair will request an update. PR will also contact Professor Gulcin Oskan.

ACTION: Chair/PR


13-14/12 – Learning Enhancement Team
Maddy Mossman (the Writing Centre Manager) has collated information on one-to-one sessions at the Writing Centre. No further action required. Item closed.
13-14/13 – International Relations Office
The Chair has discussed space issues with the Registrar. PR fed back that positive moves had been made with the setting up of temporary classrooms, which were used by CELT over the summer. CPD has used the Ron Cook Hub, which has worked well. Issues continue for Lifelong Learning, which hinder some teaching, as they are still being charged at conference rates. Learning & Development books its rooms externally, because it is cheaper to do so. The Chair has highlighted to the Registrar that this concern is shared by some academic departments.

LFA has been allocated a new point of contact from the Timetabling Office, who is looking into options for suitable teaching space between 6-8pm. The situation for LFA is now improving.

13-14/14 – Any Other Business
British Sign Language Course at Certificate level – not being progressed at this stage. Item closed.

14-15/2 Membership and Terms of Reference for 2014/15
The Membership and Terms of Reference for 2014/15 were approved, subject to minor amendments as follows: Duncan Jackson’s affiliation is the Academic Registry, George Offer’s title is ‘Academic Officer’. The Chair confirmed that the Director of Learning and Development has joined the committee membership so that the full range of their activities is represented at the group, rather than only the Researcher Development Team as formerly.

Reports from Members

14-15/3 Academic Liaison Section of the Library and IT Training
The group received a written report in the absence of the Head of Relationship Management.

No items were raised.

14-15/4 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 point was highlighted:

- Students registered for credit bearing modules have previously had to register within their own departments for SITS and credits. In the Autumn Term, some students were registered in their own departments and some had to be registered by CELT - which caused some issues for CELT. LFA also registers some of its students, though their departments do have to approve this in
writing. LFA also runs sessions in Week 1 of the Autumn Term for around 250 people, to explain the process. MF offered to include CELT students, and will liaise with PR regarding the sessions to be run in the next academic year.

**ACTION:** PR, MF

### 14-15/5 Centre for Global Programmes (CGP)

The group received a written and oral report in the absence of the Manager of York Summer Schools and Short Courses.

No items were raised.

### 14-15/6 Centre for Lifelong Learning (CLL)

The group received a written and oral report from the Head of Lifelong Learning.

A discussion followed where the following points were highlighted:

- A mentoring scheme has been set up for PGWTs and casual staff to look at the student experience. This is run by two casual and two permanent members of staff. The RDT is also looking at mentoring support, and will discuss this with CLL.

  **ACTION:** LB/SK

- CLL (and some of the other group members) belong to a professional support department and are therefore not part of a faculty. As the role of faculties develops over the coming year, it will be important to ensure that the supplementary programmes are appropriately considered and overseen. This will be on a case by case basis, and is the subject of ongoing discussions with the Academic Coordinators and Operations Managers. It was pointed out that the Programme Leaders, Chairs of Boards of Studies and Administrators are sometimes not included in update emails concerning learning and teaching (eg PGCAP has raised in its APR report its omission from update emails regarding SITS). The Chair will query email distribution lists with appropriate groups in the Registry.

  **ACTION:** Chair

### 14-15/7 Continuing Professional Development (CPD)

The group received a written report from the Head of CPD, who was represented at the meeting by the CPD Manager.

A discussion followed where the following points were highlighted:
• There was clarification that ‘telesales’ does not mean cold calling, but involves contacting core customers regarding new opportunities. This helps towards maintaining existing relationships with external organisations.

• Meetings have taken place between Police representatives and academics from several departments regarding a new initiative. Amanda Selvaratnam (AS) and the Chair have also been involved. It had been concluded that the strongest link for this initiative would be between the Police and Politics Department, who would take the relationship forward. The Chair will make enquiries as to how this has progressed.

  **ACTION:** Chair

14-15/8 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:

• Staff in LFA would like to organise a working group to look at the online store. Anna Hastie (AH) has met with Simon Anthony (Senior Student Systems Analyst, Student Systems), and CPD has had training on the online store. It was agreed that all should be cognizant in this process. The system is old, and is being reviewed by IT Services.

14-15/9 Academic Practice (PGCAP)
The group received a written and oral report from the Director of PGCAP.

No items were raised.

14-15/10 Careers
The group received a written and oral report from the Acting Assistant Director of Careers.

A discussion followed where the following point was highlighted:

• There are increasing challenges in obtaining volunteers to assist with the assessment process for the York Award. Some employers have also weighed engagement on campus against attendance at events and applicant numbers, and have reviewed the length of some courses. AH and Becky Jones (BJ) will look at opportunities for work experience for students through existing CPD contacts.

  **ACTION:** AH/BJ
14-15/11 – Learning and Development (L&D)
The group received a written and oral report from the Leadership Development Manager, on behalf of the Director of Learning & Development.
A discussion followed where the following points were highlighted:

- The University of York Learning & Development Team has won its third Times Higher Education Award in five years, for its outstanding contribution to leadership development.

- Requests are being received for the Leadership programme to be accredited.

- Demand for the Leadership programme has been so great this year that 60% of applications have been turned down, resulting in permission to recruit a new trainer.

- A new learning management system is being introduced for staff which will replace Resource Link and provide a more robust system. This is scheduled for early in 2015.

14-15/12 Learning Enhancement Team
The group received a written and oral report from the Learning Enhancement Team, and was updated by the Acting Academic Skills Co-ordinator.

A discussion followed where the following points were highlighted:

- The rate at which the Writing Centre and Maths Skills Centre have increased in popularity with students was reiterated. Currently there are sufficient staff and PGWTs to fulfil demand for an increase in appointments, both in term time and during vacations, so that nobody is turned away. Nevertheless, appointments are now booked until February 2015.

- PR is to contact the Learning Enhancement Team regarding Academic Integrity and dissertation writing workshops for Masters students, and potential collaboration.

  ACTION: PR/LH

14-15/13 Any other Business
The Chair updated members that the new teaching building on Heslington West is under construction, and will be located next to Old Langwith/Derwent. The building will house 26 seminar rooms, and is intended for use both daytime and evenings. There will also be a 350 seat lecture theatre and learning space. The building should be ready by the Autumn Term 2016.
University Council has approved the construction at Heslington East of the new Piazza building, which will be located opposite the Ron Cooke Hub. The building will include a number of seminar style rooms, together with extensive catering facilities. Teaching space in the building is intended for general purpose use, though it will be largely used to support the International Foundation programme to bring international students to the University one year ahead of their course, as well as to support Management School students. The building will be available for use out of core hours, and its catering area will be suitable to host events. The building should be completed before the end of 2016 and timetabled from January 2017.

14-15/14 Next Meeting

The next main meeting will be held on Tuesday, 14 July 2015 in H/G09 from 11.30-13.30.

ACTION: Secretary