Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 6 July 2016

Present: Professor J Robinson (Chair), Dr L Aiello (LFA), Dr D Jackson (PGCAP), Dr P Roberts (CELT), Mr S Gow (LET), Mr A Ferguson (for Ms H Stout, Careers), Ms A Hastie (for Ms A Selvaratnam, CPD), Mr A Kerrigan (for Mr M Smelt-Webb, CGP), Ms S Kane (L&D), Ms M Blake (Information Directorate), Mr I Barr (CLL), Dr M Perry (IPC)

In attendance: Ms A McKay (Academic Support Office)

Apologies: Ms L Booth (CLL), Ms A Selvaratnam (CPD), Ms T Laycock (YUSU), Ms R Ibrahim (GSA)

15-16/15 Minutes of the Last Meeting
The Group approved the minutes of the meeting held on 3 December 2015.

15-16/15 (Appendix 1) Matters arising from the last meeting
(15-16/5 – Centre for Global Programmes (CGP) Report)
The Chair has met with Kate Dodd (Academic Registrar) to discuss how CGP can be better connected to the summer student support activity at York. Matt Smelt-Webb has also met with Rob Aitken (Director of Colleges). There has been no clear outcome to discussions. There are individual set-ups by colleges for the summer vacation, but further discussions need to take place, which the Chair will continue to instigate.

ACTION - CHAIR

Secretary’s note: The Chair spoke to Rob Aitken after the meeting, who will pursue further discussions with CGP.

Reports from Members

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

A discussion followed, where the following points were highlighted:
There have been issues with attendance at sessions run by the Library, where a number of staff and students book places but do not attend. Michelle Blake queried whether others have encountered this, and was open to suggestions on how to resolve it. Sessions run by CELT involve pre-work which has to be submitted one week before an event. Also, when delegates register to attend events run by Careers, they are asked for the reasons why they are interested in attending, and are sometimes asked to complete a personal statement confirming what they would like to achieve from the course.

An alternative to running a course may be webinars, which the E-Learning Team has successfully done.

There were also discussions around how departments evaluate sessions they run (as often feedback forms distributed after sessions run by the Library are not returned), as well as the kind of questions that are asked.

Learning and Development evaluate at level 1 and level 2, where delegates rate themselves before and after a workshop. Six to nine months after the event, delegates are sent a Google document of four key questions with qualifying statements. Learning and Development reported that their sessions will also only run after a minimum of eight delegates have registered.

15-16/17 Centre for English Language Teaching
The group received a written and oral report from the Director of CELT.

No items were raised from the report.

15-16/18 Centre for Global Programmes (CGP)
The group received a written and oral report from the Senior Tutor on York Short Courses.

A discussion followed, where it was noted that issues were mentioned in the report about the shortage of bookable rooms. The Chair highlighted that the Spring Lane building will be ready in Autumn 2016. In the forthcoming academic year it will be used by the International Pathway College, but beyond this it will be available for wider bookings, and will help to ease the situation on Campus West. The Piazza building on Campus East is to be completed in September 2017.

15-16/19 Centre for Lifelong Learning (CLL)
The group received a written report from the Learning Enhancement Manager. A discussion followed, where it was noted that an open day will take place at King’s Manor on 6 September from 1.30-5.00pm.
15-16/20 Continuing Professional Development (CPD)
The group received a written and oral report from the CPD Manager.

A discussion followed where it was noted that CPD has the use of rooms RCH/007 and RCH/009 which are not booked through Planon. If the rooms are not being used by CPD, other people are welcome to use them. There may also be other available rooms on the first and second floors of the Ron Cooke Hub.

15-16/21 Languages for All (LFA)
The group received a written and oral report from the Acting Director of LFA.

No items were raised from the report.

15-16/22 Academic Practice (PGCAP)
The group received a written and oral report from the Head of Academic Practice.

No items were raised from the report.

15-16/23 Careers
The group received a written and oral report from the Enterprise Development Manager, Careers.

A discussion followed where it was noted that York Award Gold is to be implemented in the 2016-17 academic year, which will be more in-depth than the Bronze and Silver Awards that are already running.

15-16/24 – Learning and Development (L&D)
The group received a written and oral report from the Leadership Development Manager.

A discussion followed where the following points were highlighted:

- There were discussions around the Assessment Centres held for Grade 5-8 staff (as part of Professional@York). Collaboration is one of the least developed behaviours and, as a strong thread in the University Strategy, is an area that Learning and Development is looking to develop further.

- Learning and Development are considering whether to compile a response to staff to deal with Brexit. It was agreed this would be an excellent idea. The response will be worded responsibly to help people move through the changes.
15-16/25 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:

- The move to the former Environment building is ‘on hold’ until the new campus plan is in place.

- The 2016 Learning and Teaching Conference took place on 7 June with the theme ‘Value added graduates: enabling our students to be successful’. The event was well attended and a great success.

- PEP has had student-led mentoring and the Chair queried whether thought had been given to using the same organisation more widely. A meeting is due to take place about the Pedagogy and the implementation of skills areas. It is hoped that more students can be included in activities.

Discussions were held on the paper proposing disbanding CGSP and the revival of Skills Group. It was agreed CGSP is a useful forum to discuss best practice, though consideration was given to whether a slightly different format might better address the terms of reference.

On skills, the Chair will ask the ProPEL Team to co-ordinate with members of CGSP to develop support for academics as they embed skills deeply in their programmes.

ACTION: Chair

Secretary’s note: The Chair has raised this with Katy Mann Benn, who will follow up.

It was also agreed to set up a Google group to share information around skills matters.

Regarding CGSP, the meeting will continue as a forum for sharing good practice but with report lengths limited strictly to two sides and presentation times to three minutes to allow maximum time for discussion.

15-16/26 International Pathway College (IPC)
The group received a written and oral report from the Director of the International Pathway College.

A discussion followed, where the following points were highlighted:
• It was queried whether any of the newly recruited staff for the IPC may need to undertake PCGAP training. It was confirmed that most are PCGE qualified, but there may be one or two exceptions.

• It is expected that 65-70% of IPC students will progress to York Undergraduate or Postgraduate programmes. How many students choose to go elsewhere will depend on the quality of the students (and their English language skills). Kaplan has a University placement service.

• IPC students will have a busy timetable but will also be encouraged to engage in external activities, particularly volunteering.

15-16/27  Any other Business
RDT has moved from Learning and Development to the Research and Enterprise Directorate, and therefore should be invited to join CGSP later in the year.

15-16/28 Next Meeting
The next meeting will take place on a date to be confirmed.