Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 9 July 2014

Present: Professor J Robinson (Chair), Ms M Blake (Information Directorate), Ms L Booth (CLL), Dr M Ferguson (LFA), Dr D Jackson (PGCAP), Dr P Roberts (CELT), Ms A Selvaratnam (CPD), Mr M Smelt-Webb (IRO), Ms Xiaoyin Yang (GSA), Mr S Gow (for Dr Tamlyn Ryan, LET), Ms B Jones for Ms H Stout (Careers)

In attendance: Ms A McKay (Academic Support Office)

Apologies: Dr T Ryan (LET), Ms H Stout (on maternity leave), Mr R Daley (PFA),

13-14/16 Welcome
The Chair welcomed all members.

13-14/17 Minutes of the Last Meeting
The Group approved the minutes of the meeting held on 5 March 2014.

The Group approved the minutes of the additional meeting held on 13 June to discuss the VC’s new University Strategy. Feedback from this meeting was submitted to the VC’s Office within the 7 July deadline.

13-14/18 Matters arising from the last meeting

13-14/6 - Centre for English Language Teaching (CELT)
Paul Roberts (PR) provided further background information to the relationship with Economics, which has taken up few places on the open access courses since it decided to forgo its own courses. The view that there are practical difficulties with recruiting students still stands. Indications are that the department appears to be keen to work with CELT.

PR is to give details of the point of contact in the Department of Economics to the Chair, in order for the Chair to progress this.

ACTION: PR, Chair
PR has been in contact with Matt Burton regarding the pseudo-modularisation of courses to appear on the generic timetable. Timetabling has not been in contact since the INTO project has been discontinued. Credit-bearing modules still do not appear on Timetabling, because they are not part of larger programmes. There is goodwill in trying to find a solution, though the situation has not been resolved.

- Michelle Blake (MB) has fed back to her team the concerns raised by CELT at the last CGSP meeting that support from YPP stopped at 5pm. The YPP Team is currently replacing machines in the Library, and they are addressing the issues around evening support. MB is to follow up progress and report back.

**ACTION: MB**

- (Update from MB - Out of hours support for York Print Plus has been improved in the Library, which is open 24/7, as overnight Library staff are now replenishing stock and dealing with faults where possible.

- The responses from the TechQual survey - all 'We Said You Did' responses are now live and available at [http://www.york.ac.uk/it-services/feedback/survey14/#tab-2](http://www.york.ac.uk/it-services/feedback/survey14/#tab-2).

13-14/8 Continuing Professional Development (CPD)
The recruitment process is now working for the Centre for Lifelong Learning. More workshops are to run from September. Amanda Selvaratnam (AS) has been in contact with the Centre for Lifelong Learning and other departments. Training for the online payment system will be provided.

13-14/9 Languages for All (LFA)
Library space has been allocated for daytime teaching, but LFA is still trying to source suitable teaching space from 6-8pm. Heslington East may be a possible option, though it is acknowledged there may be issues regarding evening parking and building access. Margaret Ferguson (MF) will make further enquiries.

**ACTION: MF**

13-14/12 Learning Enhancement Team
Maddy Morgan is still collating information on one-to-one sessions at the Writing Centre, and will give an update at the next CGSP meeting. It is clear that the Writing Centre is a very busy and popular facility.

**ACTION: MM**
13-14/13 International Relations Office
Discussions have been taking place about the use of space in Derwent. One of the main issues is that internal departments are charged the same rates for room bookings as external customers. Departments are also unable to book rooms one year ahead for many year-long programmes.

It was agreed that the Chair would speak to the Registrar regarding arbitration, and reiterate concerns that access to rooms is denied to academic departments outside term time. Interested parties to these discussions would include LFA, CGP, CLL, CELT and CPD.

ACTION: Chair, MF, MSW, LB, PR and DJ

13-14/14 Any other Business
Margaret Ferguson (MF) has received an email from Dan Whitmore regarding the British Sign Language course at Certificate level, which he has asked to be taken forward to the Better Management Sub-Group. Dan has now finished at YUSU. The Chair will therefore report back on any discussions held at the Better Management Sub-Group.

ACTION: Chair

Reports from Members

13-14/19 Academic Liaison Section of the Library and IT Training
The group received a written and oral report from the Head of Relationship Management.

A discussion followed where the following points were highlighted:

- A review of IT and how it worked last year has been undertaken, following issues with students trying to connect to WIFI around campus.
- The Library will be working around campus with GSA to organise student help, including the training of students to act as translators.
- There is to be a promotion to highlight Phishing attempts.
- Work is being undertaken with departments on action plans. The focus is on work to be done in each department over an academic year, and forms a framework in which the Academic Liaison Librarian and Library Representative can look at improving service delivery. Feedback from Heads of Department has been very positive.
- An Information Services strategy is being developed to mirror the IT strategy. The immediate focus will be on how to operate collections and the use of budget. This will be the first year of intelligence gathering.
A project is being undertaken to develop a service catalogue to define the services offered to users.

The Information Directorate has been successful in achieving the Customer Service Excellence (CSE) standard.

The Library has won two YUSU awards;
- Academic Officer Award for Outstanding Student Engagement, with feedback from Dan Whitmore on how much he enjoyed working with the Library while in post as Academic Officer.
- The Library Twitter feed won a Highly Commended award in the category ‘Unsung Hero of Non-Academic Staff’. They were commended for showing ‘endless amounts of patience’, ‘great humour’, and for being ‘wonderful at actually listening and solving problems’.

13-14/20 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:

- New credit bearing modules have been successfully completed, and are to be expanded in the next academic year.
- The York Management School is to run the CELT module ‘International and Intercultural Communication’ in 2015-16. Biology Department has also expressed an interest.
- CELT is working with Careers on facilitating group work with an intercultural stance. As a result, Careers would like it to be part of their suite of courses leading to the York Award.
- CELT’s operational plan has been discussed with their Academic Co-Ordinator, who has suggested looking at establishing stronger relationships with other areas of the University (eg the ASO, to build stronger links with the Writing Centre). Some issues have been highlighted, for example when Writing Centre appointment bookings are full, CELT has to run its own sessions which can confuse students.
- Some CELT colleagues would like to undertake research. This could play a part in focusing discussions on what the University would like from CELT, and how they present themselves to the University.
- There may be an option for support services for students to be ‘centralised’. Any academic staff providing facilities to central services would retain their academic roles and credibility. There could be a risk, however, of a two tier system developing. Those who work for academic departments to which they do not belong find there are common issues, which it may be appropriate for a working party to review.
- There is value in departments that do not teach students (and therefore do not generate an income) being associated with academic departments.
• There is governance within departments on which strategies for supplementary programmes could be built. There could, however, be issues with co-ordination and exchanging information.
• A distance learning school has been discussed as part of the VC’s consultation strategy, but movement appears to be more towards a distance learning college.
• The appointment of a new Head of Education will be another factor, with a change of leadership in the department.

13-14/21 Centre for Global Programmes (CGP)
The group received a written and oral report from the Manager of York Summer Schools and Short Courses.

A discussion followed where the following points were highlighted:

• Spring courses ran successfully, and the new courses that were run were highlighted as a particular success.
• There have been issues with teaching space out of term time, similar to those experienced by other departments (again, due to conferences taking priority).
• New programmes look to raise exciting opportunities from Japan, Russia and the Chinese University of Hong Kong.
• More non-English programmes are being run. There may also be a way forward with liberal arts running as summer school programmes.
• Progress is slow regarding emergency contact numbers and only Morningside College has been accepted as a member of James College, resulting in full integration into the welfare and emergency support systems. Responsibility has moved to the Academic Registry.
• It is hoped to develop new partnerships with universities in Brazil, with the ‘International for Staff’ programme being of particular interest.
• The Japanese Government is funding international programmes for staff and students, focusing more on researchers and Postgraduate students. It has been noted that some Summer School students do return to the University for further education.

13-14/22 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:

• The Centre for Lifelong Learning hosted a successful evening for the York Adult Learners Awards on 19 June. CLL students were winners in two categories. An adult learner was also heard speaking to Kersten England and James Alexander, praising the high standards of the University of York.
• A successful periodic review took place on 12 June. The participation of students and PGWTs in this event was greatly appreciated, and feedback at the end of the day was very positive.

• The second year of continuing engagement with the parents of children undertaking key stage 2 and 3 science at school has taken place at the National Science Learning Centre. Early indications suggest that parents will actively support their children at home to help with their school work. It is now hoped to run the programme in two community sites, with funding being added for an online version of the programme.

• A White Rose meeting took place on 30 June, which was very positive. Indications were that CLL could submit for a Society award, which may give opportunities for expansion.

• CLL is working with Environment Department on developing an online course on Yorkshire geology. CLL is also looking at developing a new undergraduate programme in medieval studies.

• Accredited CLL programmes, including part-time, count towards a degree. CLL looks to run courses that no other department delivers, so as not to be in direct competition.

13-14/23 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:

• CPD has had a good year, with an upturn in companies requesting short courses. There has also been an increase in contact from departments – partly due to CPD giving clearer information about the support it offers via its newsletter, together with information on case studies on departmental activities. CPD is to work with CLL in terms of getting courses approved.

• A number of associate tutors are used for training and there are clear quality assessment guidelines.

• A 12 day executive programme is being launched in September, in addition to executive courses already run for companies such as Shepherd Group and Garbutt & Elliott.

• A critical lack of teaching space is one of the biggest issues.

• CPD is awaiting the roll-out of a new administrative system, which will link to its website.

• The Challenge of Change course has moved from CPD to POD. Discussions are taking place with POD on delivering courses free of charge. CPD is also looking into the commercialisation of some courses.
There are plans at departmental level for CPD courses to be added to SITS, and there is to be a link to pages on professional development added to the University website.

At the end of CPD courses, feedback forms are distributed which give details of, and links to, other courses that are available.

13-14/24 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:

- On 26 June LFA ran an art history and language workshop in Italian, which was open to both students and members of the public. Around 20 participants attended, and feedback is currently being evaluated. Depending on feedback, there is the possibility of expanding this to a new month-long summer course, though there are current issues around costing and accommodation for participants.
- The LFA’s Routes into Languages Representative devised and led a project entitled ‘Le Tour de France Virtuel’, which ran in Terms 2 and 3 and culminated on 3 July, as part of a project to encourage students to continue to GCSE level in languages. There was a virtual Tour de France with around 50 schools completing online activities and research on French culture.
- The ‘Tango’ Spanish language project has been using custom-built online materials in Spanish and English, to create an online real time link. This project has been supported by the Rapid Response Fund.

13-14/25 Academic Practice (PGCAP)
The group received a written and oral report from the Director of PGCAP.

A discussion followed where the following points were highlighted:

- There are ongoing issues with a lack of teaching space, and timetabling for 2014-15 initially resulted in the allocation of totally inappropriate rooms. PGCAP is to approach Timetabling to identify how they allocate rooms, particularly in Heslington Hall, to ensure that more appropriate rooms are allocated.
- The budget is being reviewed and questions are being raised about how to run PGCAP next year within the severe budget restrictions. There is an intake of 60+ for the 2014-15 academic year.
- CLL have indicated they would like to engage with PGCAP regarding online programmes and tutors. Discussions have taken place about developing PGCAP for the external market, though this depends on overall demand. If online developments are made, commercialisation may have to be investigated.
The University of York Statement on Teaching Performance Expectations has been forwarded to academic departments via the Heads of Department list.

13-14/26 Careers
The group received a written and oral report from the Acting Assistant Director of Careers.

A discussion followed where the following points were highlighted:

- The York Award is currently being assessed, and the terms of reference are to be reviewed by the Registrar. The number of successful York Award applications increased by 22% from the previous year.
- Discussions were held on what departments are doing to raise awareness of the York Award, as the number of applications varies between departments.
- Mention was made that the University of Exeter holds a full day for all first year Undergraduate students to highlight their equivalent award.
- There has been feedback to indicate that some students would like a ‘sense of achievement’ acknowledgement made available earlier than it currently is, to show to employers.
- At the beginning of this academic year a query was raised with GSA about why the York Award is not available to first year Undergraduate students.
- Colleges appear keen to develop their own award, though this should not be separate from the York Award. This is to be reviewed further.
- The importance of reviewing provision and other opportunities was highlighted.

13-14/27 Learning Enhancement Team
The group received a written and oral report from the Learning Enhancement Team, and was updated by the Academic Integrity Resources Manager.

A discussion followed where the following points were highlighted:

- 39 PGWTs have been recruited to cover teaching opportunities within the Learning Enhancement Team to include Turnitin training, the Maths Skills Centre and the Writing Centre. Ruth Mewis is the new Learning and Teaching Forum Administrator, and Stephen Gow has been appointed as Academic Integrity Resources Manager.
- It was suggested that the Director of CELT, the Head of the Learning Enhancement Team, the Library and IT Services should liaise to co-ordinate an approach to departments. Work is also undertaken by CLL to provide skills to the student population.
- Michelle Blake is meeting with Nigel Dandy to discuss the Skills Group pedagogy. The outcomes of this meeting will be taken forward to the PVC for
Teaching, Learning and Information and the Head of the Learning Enhancement Team.

- Programme design teams are to spend time reviewing the range of activities for students. It is hoped to embed skills within all academic programmes, though this is currently on hold to ‘digest’ feedback from the VC’s strategy consultation. If feedback from the consultation is positive, there will be plans for the forthcoming year.
- The Library will be conducting a review with Health Sciences, which may result in more online delivery.
- The Learning Enhancement Team will be in contact with GSA about a focus group on the postgraduate experience. A meeting is to be held with the Director of Learning and Development.
- A query was raised by LFA regarding the academic misconduct policy. It was agreed to add MF’s contact details to the Board of Examiners contact list.

ACTION: Secretary

13-14/28 Any other Business

MB will not attend the next CGSP meeting – Alison Kaye is to deputise.

13-14/29 Next Meeting

The date of the next main meeting is to be confirmed, in December 2014.

ACTION: Secretary